

ACF-118A OMB Control Number: 0970-0198

Expiration date: 12/31/2027

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Child Care and Development Fund (CCDF) Plan

for

Tribe: **Tulalip Tribes**

Federal Fiscal Years 2026–2028

***Plan Status: Work in Progress as of 2025-05-19 22:57:48 GMT***

This Plan describes the Child Care and Development Fund (CCDF) program to be administered by the CCDF Tribal Lead Agency for the period from 10/01/2025 to 9/30/2028. As provided for in the applicable statutes and regulations, the Tribal 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 Tribal Lead Agency acknowledges its responsibility to adhere to laws and regulations regardless of these modifications.

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## Introduction and How to Approach Plan Development

### *Overview*

The Child Care and Development Block Grant Act (CCDBG) (42 U.S.C. 9857 et seq.), together with Section 418 of the Social Security Act (42 U.S.C. 618), authorize the Child Care and Development Fund (CCDF), the primary federal funding source devoted to supporting families with low incomes afford child care and to increasing the quality of child care for all children. The CCDF program is administered by the Office of Child Care (OCC) within the Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) and provides resources to state, territory, and Tribal governments via their designated CCDF Lead Agency.

CCDF plays a vital role in supporting family well-being and child development. It facilitates parental employment, training, and education, improving the economic stability and well-being of participating families. It also supports child development, promoting safe high-quality care and learning environments for children when child care is needed.

As required by the CCDBG Act, this Tribal CCDF Plan serves as the Tribal Lead Agency's application for a three-year cycle of CCDF funds and is the primary mechanism OCC uses to determine Tribal Lead Agency compliance with the requirements of the statute and regulations. Tribal CCDF Lead Agencies must comply with the rules set forth in the CCDBG Act and corresponding ACF-issued rules and regulations found at 45 CFR Part 98, which are cited throughout the Plan. For example, the citation for immunization requirements is noted as §98.41(a)(1)(i). The CCDF Plan is a fundamental part of OCC's oversight of CCDF and is designed to align with and complement other oversight mechanisms, including administrative and financial data reporting, audits, and the ACF-700 Tribal Annual Report.

The Tribal CCDF program includes flexibilities specifically to address a broad range of Tribal needs and population sizes, including tiered program requirements based on the size of the Tribal Lead Agency's CCDF allocation. CCDF categorizes a Tribal Lead Agency as receiving a small, medium, or large allocation based on its allocation in federal fiscal year (FFY) 2016. A Tribal Lead Agency designated as "small allocation" received less than \$250,000 in FFY 2016. A Tribal Lead Agency designated as "medium allocation" received between \$250,000 and \$1 million in FFY 2016. A Tribal Lead Agency designated as "large allocation" received over \$1 million in FFY 2016. A Tribal Lead Agency with a small allocation has the most flexibility in spending CCDF funds, though they must spend all their CCDF program funds in alignment with the goals and purposes of the CCDF program and comply with health and safety, monitoring, background checks, and quality spending requirements. To align with these more limited CCDF program requirements, a Tribal Lead Agency with a small allocation completes an abbreviated CCDF Plan.

### *Organization of Plan*

In its Tribal CCDF Plan, a Tribal Lead Agency must describe how it implements the Tribal CCDF program. The Plan is organized into the following parts and sections:

Part I (all Tribal Lead Agencies): Three sections on program administration, the triennial child count, health and safety, and quality improvement.

Part II (only for Tribal Lead Agencies with small allocations): One section on direct services.

Part III (only for Tribal Lead Agencies with medium and large allocations): Three sections on child and family eligibility, enrollment and continuity of care, equal access, and family outreach and consumer education.

Appendix 1: Triennial Child Count Declaration/Demonstration: Relevant for Consortia Tribal Lead Agencies of all allocation sizes. Consortia Tribal Lead Agencies must submit a child count declaration/demonstration for each member Tribe for the Tribal Lead Agency to act on its behalf. The template (or a similar document) must be completed and signed by an individual authorized to act for the participating member Tribe/Village. The Consortia Lead Agency must upload the declaration/demonstration as part of their child count submission for each member Tribe/Village.

Appendix 2: Tribal Early Learning Initiative (TELI): Relevant for all Tribal Lead Agencies of all allocation sizes. A Tribal Lead Agency has the **option** to submit Appendix 2, which will serve as a notification to OCC that it plans to join the TELI Network and receive universal technical assistance on developing and strengthening Tribal early childhood systems building. This initiative is voluntary, and Tribal Lead Agencies are not required to complete this appendix.

### *Completing the Plan*

This Plan aims to capture the most accurate and up-to-date information about how a Tribal Lead Agency is implementing its Tribal CCDF program in compliance with the requirements of CCDF. In responding to Plan questions, Tribal Lead Agencies should provide concise and specific summaries and/or may use bullet points as appropriate to the question.

### *Tribal CCDF Plan Submission*

A Tribal Lead Agency will submit its Plan to OCC electronically through the Child Care Automated Reporting System (CARS). CARS will include all language and questions included in the final Tribal CCDF Plan template approved by the Office of Management and Budget (OMB).

A Tribal Lead Agency must submit its FFY 2026 – 2028 CCDF Plan to OCC no later than July 1, 2025.

*Note: The format of the questions in CARS could be modified from the pdf version of the document to ensure compliance with Section 508 policies regarding accessibility to electronic and information technology for individuals with disabilities.*

### *Plan Review*

OCC will review submitted Tribal CCDF Plans for completeness and compliance with federal policies. Each Tribal Lead Agency will receive a letter approximately 90 days after the Plan is due to inform the Tribal Lead Agency that its Plan has been approved or approved with conditions.

### *Amendment Process*

OCC recognizes that a Tribal Lead Agency may wish to modify and adapt its CCDF program to address evolving needs and priorities. A Tribal Lead Agency must submit amendments to its Plan as it makes substantial policy and program changes during the three-year Plan cycle, including when addressing areas of non-compliance.

## PART I: ALL TRIBAL LEAD AGENCIES

### 1 CCDF Program Administration

#### 1.1 Definition of Indian Child (Direct Funded Lead Agencies Only)

For the purposes of determining eligibility, Tribal Lead Agencies must define Indian child (§98.81(b)(2)(i)). This definition must be limited to children from federally recognized Indian Tribes, consistent with the CCDBG Act's definition of Indian Tribe (§98.2).

This definition could include children who are Tribal members, whose membership is pending, who are eligible for membership, and/or are children or descendants of members and could also include adopted children, foster children, or stepchildren.

##### 1.1.1 Indian Child

For the purposes of determining CCDF eligibility, the Tribal Lead Agency defines an Indian child as: **Indian Child is defined as a child who is under the age of thirteen (13) years old, unless age eligible based on qualifying exemption, and who is an enrolled (or the child of an enrolled) member of a federally recognized tribe. Any child who has a pending enrollment application on file as verified with documentation from an enrollment office qualifies as an Indian child.**

#### 1.2 Definition of Service Area (Direct Funded Lead Agencies Only)

Programs and activities must be carried out for the benefit of Indian children living on or near the Indian reservation, which is called the service area. A Tribal Lead Agency must define its service area in the Tribal CCDF Plan (§98.83(b)). The service area must be within reasonably close geographic proximity to the borders of a Tribe's reservation (except for Tribes in Alaska, California, and Oklahoma). Tribes that do not have reservations must establish service areas within reasonably close geographic proximity to the area where the Tribe's population resides.

Tribal Lead Agencies are expected to be able to provide services to eligible families throughout the service area. ACF will not approve an entire state as a Tribe's service area.

##### 1.2.1 Service Area

- a. The Tribal Lead Agency defines the service area as: **The service area is on or near the Tulalip Indian Reservation within the boundaries of Snohomish County. Within this policy, this will include Stanwood up to the county line, Arlington, Stillaguamish, Lakewood, Marysville, Everett, Lynnwood, Monroe, Lake Stevens, and Granite Falls and/or any area within the county not being served by another CCDF program.**
- b. **Optional:** In addition to the description above, a clearly labeled map of the service area is attached. Attachment: **Document was provided by TLA**

##### 1.2.2 Neighboring and/or Overlapping Service Areas

Is the service area (as defined in 1.2.1) neighboring and/or overlapping with the service area(s) of any

other Tribal Lead Agencies?

☐ No.

☒ Yes. If yes, answer the following questions:

- a. Identify those other Tribal Lead Agencies with neighboring and/or overlapping service areas. Describe: **The Snoqualmie Tribe overlaps the service area in the eastern part of Snohomish County.**
- b. Describe the Tribal Lead Agency's process for ensuring unduplicated child counts for neighboring and/or overlapping service area(s): **We will contact Snoqualmie Tribe to identify their child count process and work to avoid duplicate child counts.**

### 1.3 Child Count (Direct Funded and P.L. 102-477 Lead Agencies)

For the purposes of determining a Tribe/Tribal organization's annual CCDF program funding level, the Tribal Lead Agency is required to conduct and submit a triennial child count of children younger than age 13, (\$98.80). The child count submitted is not reflective of the number of children who receive direct child care services. Instead, the child count gives the number of children younger than 13 who meet the Tribal Lead Agency's definition of Indian child and who reside in the designated service area.

The Tribal child count will be effective from October 1, 2025, to September 30, 2028, and will be valid for three years. If a consortium gains or loses a member organization(s), then the adjustments will be made accordingly.

*Note: A consortium must also submit a declaration/demonstration for each participating member Tribe/Village. (See Appendix 1: Triennial Child Count Declaration/Demonstration for a template).*

A Tribal Lead Agency may not count any children who are included in the child count of another CCDF Tribal Lead Agency. The Tribal Lead Agency is required to confer with all other CCDF Tribal Lead Agencies that have neighboring and/or overlapping service areas.

#### 1.3.1 Child Count

**(If the Tribal Lead Agency is not a consortium, it is required to answer this question.)**

The Tribal Lead Agency certifies that the number of Indian children younger than age 13 (as defined in 1.1.1 or the approved P.L. 102-477 Plan) who reside in the service area (as defined in 1.2.1 or in the approved P.L. 102-477 Plan) for the Tribal Lead Agency is:

### 1.3.2 Consortium Child Count

**(If the Tribal Lead Agency is a consortium, it is required to answer this question.)**

The Tribal Lead Agency certifies that the number of Indian children younger than age 13 (as defined in 1.1.1 or in the approved P.L. 102-477 Plan) who reside in the service area (as defined in 1.2.1 or in the approved P.L. 102-477 Plan) for the consortium Tribal Lead Agency and consortium members are:

Consortium Tribal Lead Agency	Mandatory Count of Children Less than 13 Years Old	Discretionary Count of Children Less than 13 Years Old
TOTAL		

Consortium Member	Mandatory Count of Children Less than 13 Years Old	Discretionary Count of Children Less than 13 Years Old	Signed Declaration/Demonstration for Each Consortium Member (upload letter) <i>Example in Appendix 1</i>

### 1.3.3 102-477 Reallotted Tribal Discretionary Funds

**(If a Tribe has a P.L. 102-477 consolidated plan, it is required to answer this question.)**

Reallotted Discretionary funds are unobligated current grant year Discretionary funds re-awarded into the same originating grant year by ACF to other Tribal Lead Agencies (thus retaining original obligation and liquidation requirements). To be eligible to receive reallotted funds, the Tribal Lead Agency must indicate their interest below.

Does the Tribal Lead Agency request discretionary funds should they be available through the reallotment process?



## 1.4 CCDF Leadership

This section identifies the Tribal Nation or participating member Tribes/Villages of a Tribal consortium leadership of the CCDF program, including the designated Tribal Lead Agency. It also addresses who was consulted in the development of the Tribal CCDF Plan and how the Tribal Lead Agency plans to coordinate CCDF services with other entities.

### 1.4.1 Program Compliance

By submitting this Plan, the Tribal Lead Agency assures that it will have in effect a program that complies with the provisions of the CCDF Plan, and that it is administered in accordance with the Child Care and Development Block Grant (CCDBG) Act (42 U.S.C. § 9857 et seq.), as amended by the CCDBG Act of 2014 (Pub. L. 113-186); section 418 of the Social Security Act (42 U.S.C. § 618); and all other applicable federal laws and regulations.

☒ Check this box to provide assurance.

### 1.4.2 Tribe or Tribal Consortium Information

- a. Official name of the federally recognized Tribe as listed in the Federal Register or Tribal consortium: **Tulalip Tribes of Washington**
- b. Name of Tribal Chair, President, or Leader: **Teri Gobin**
- c. Title: **Chairwoman**
- d. Address: **6406 Marine Dr.**
- e. City, state, ZIP code: **Tulalip, WA 98271**
- f. Telephone number: **3607164000**
- g. Email address: **trgobin@tulaliptribes-nsn.gov**

### 1.4.3 Tribal Consortium

**(If the Tribal Lead Agency is a consortium, it is required to answer this question.)**

A Tribal consortium refers to a partnership between two or more Tribal governments authorized by the governing bodies of those Tribes/Alaska Native Villages to allow the Tribal consortium to apply for and receive CCDF funding on behalf of the participating member Tribes/Villages. A Tribal consortium must describe how it coordinates services on behalf of each of its participating member Tribes/Villages (§98.81(b)(8)(ii)).

Describe how the consortium coordinates with each participating member Tribe/Village on child care services:

## 1.5 Designated Tribal Lead Agency

The Tribe or Tribal consortium must designate an agency to represent the Tribe/consortium as the Tribal Lead Agency. This designated agency agrees to administer the Tribal CCDF program in accordance with applicable federal laws and regulations and the provisions of this Plan (§98.10; §98.16(a); §98.83(a)).

The Tribal Lead Agency can be a department or sub-agency, such as the CCDF department, human services department, or workforce development department. In some cases, the Tribe itself may be the Tribal Lead Agency.

*Note: An amendment to the Tribal CCDF Plan is required in the event of a change in the designated Tribal Lead Agency.*

### 1.5.1 Designated Agency by the Tribe or Tribal Consortium

Which agency has been designated by the Tribe or Tribal consortium to administer the CCDF program?

Name of Tribal Lead Agency: **Tulalip Tribes - Betty J. Taylor Early Learning Academy**

### 1.5.2 Contact Information for the Tribal CCDF Administrator

Identify the CCDF Administrator designated by the Tribal Lead Agency. The CCDF Administrator serves as the day-to-day contact person responsible for administering the Tribal CCDF program.

If there is more than one designated contact person with shared responsibility for administering the CCDF program, please identify the Co-Administrator/Assistant Administrator and include relevant contact information for the Co-Administrator in 1.5.3.

- a. Name of Tribal CCDF Administrator: **Mekyla Fryberg**
- b. Title: **Birth to Three Manager**
- c. Mailing address: **7607 Totem Beach Road, Tulalip, WA 98271**
- d. Physical address (if different than mailing address):
- e. Phone number: **3607165443**
- f. Cell phone number: **3609132302**
- g. Email address: **mekylafryberg@tulaliptribes-nsn.gov**

### 1.5.3 Contact Information for the Tribal CCDF Co-Administrator/Assistant Administrator

- a. Name of Tribal CCDF Co-Administrator/Assistant Administrator: **Veronica lukes**
- b. Title: **Grants and Self Governance Manager**
- c. Mailing address (if different from above): **6406 Marine Drive, Tulalip, WA 98271**
- d. Physical address (if different than mailing address):
- e. Phone number: **3607164385**

- f. Cell phone number: **3609265411**
- g. Email address: **viukes@tulaliptribes-nsn.gov**

#### 1.5.4 Contact Information for the Tribal Fiscal Contact

Identify the fiscal contact designated by the Tribal Lead Agency. The fiscal contact serves as the person who will answer questions related to the annual Financial Reporting Form for Tribal CCDF Lead Agencies (ACF-696T), and other related CCDF fiscal topics. If there is more than one designated contact person with shared responsibility for fiscal management, please identify the person in 1.5.5 and include relevant contact information:

- a. Name of Tribal fiscal contact: **Andy Stemp**
- b. Title: **Chief Finance Officer**
- c. Mailing address: **6406 Marine Drive, Tulalip, WA 98271**
- d. Physical address (if different than mailing address):
- e. Phone number: **3607164378**
- f. Cell phone number: **4254460750**
- g. Email address **astemp@tulaliptribes-nsn.gov**

#### 1.5.5 *Optional:* Contact Information for Any Other Needed Tribal Contact

Identify any additional contacts that OCC should include in correspondence with the Tribe or Tribal Lead Agency:

- a. Name of the other Tribal contact: **Sheryl Fryberg**
- b. Title: **Executive Director of BJTELA**
- c. Mailing address: **7607 Totem Beach Rd, Tulalip, WA 98271**
- d. Physical address (if different than mailing address):
- e. Phone number: **3607164253**
- f. Cell phone number: **3609265131**
- g. Email address: **sfryberg@tulaliptribes-nsn.gov**

## 1.6 Administration through Contracts or Agreements

The Tribal Lead Agency has broad authority to administer the CCDF program through contracts or agreements with other governmental, non-governmental, or other public or private local agencies. The Tribal Lead Agency remains the single point of contact and retains overall responsibility for the administration of the CCDF program (§98.11(a)(3)).

#### 1.6.1 Direct Administration and Operation

Will the Tribal Lead Agency directly administer and operate the CCDF program?

☒ Yes, the Tribal Lead Agency will directly administer and operate all aspects of the CCDF program.

☐ No, the Tribal Lead Agency will not directly administer and implement all aspects of the CCDF program and certifies that there is a written agreement between the Tribal Lead Agency and other agencies.

## 1.7 Consultation in the Development of the Tribal CCDF Plan

In the development of the Tribal CCDF Plan, the Tribal Lead Agency is required to consult with appropriate representatives of the local government of the Tribal Nation (§98.14(b)). Tribal Lead Agencies are also required to conduct a public hearing to provide an opportunity for the general public to comment on the provision of the child care services under the CCDF Plan (§98.14(c)). For the purposes of developing this CCDF Plan, consultation involves meeting with or obtaining input from appropriate representatives of the Tribal community.

### 1.7.1 Consultation and Representation

Does the Tribal Lead Agency certify that it consulted with appropriate representatives of the local government of the Tribal Nation in the development of this Plan, as practicable (§98.14(b))?

☒ Yes.

☐ No.

### 1.7.2 Public Hearings

Tribal Lead Agencies are required to conduct a public hearing to provide those interested with an opportunity to comment on the provision of child care services under the CCDF Plan (§98.14(c)).

The Tribal Lead Agency must conduct at least one public hearing prior to the submission of the Tribal CCDF Plan but no earlier than January 1, 2025. The Tribal Lead Agency must provide notice of the hearing throughout the Tribe's service area. This notice must be provided no later than 20 days prior to the date of the hearing. Tribal Lead Agencies must make the contents of the draft Plan available to the public in advance of the hearing.

Does the Tribal Lead Agency certify that it held at least one hearing after at least 20 days of public notice to provide the public an opportunity to comment on the provision of child care services under the CCDF Plan before the Plan is submitted to ACF, but no earlier than nine months before the Plan becomes effective, and it made the contents of the draft Plan available to the public in advance of the hearing?

☒ Yes.

☐ No.

### 1.7.3 Plan Availability to the Public

A Tribal Lead Agency must make its submitted and final Plan, any Plan amendments, and any waivers

publicly available (§98.14(d)).

Does the Tribal Lead Agency certify that it makes the final Plan, any subsequent Plan amendments, and waivers available to the public?

☒ Yes.

☐ No.

## 1.8 Categories of Care

Tribal Lead Agencies with small allocations are not required to offer direct services. Tribal Lead Agencies with medium and large allocations must provide direct services. Tribal Lead Agencies offering direct services must identify the categories of care CCDF eligible families may choose from, including those current or planned during the three-year Plan period.

*Note: Choices in 1.8.1-1.8.3 will affect skip patterns throughout the Plan.*

### 1.8.1 Center-Based Child Care (Including Tribally Operated Centers)

Does the Tribal Lead Agency offer center-based child care providers, including Tribally operated centers, which are providers licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child in a nonresidential setting, unless care in excess of 24 hours is due to the nature of work of a child's parent(s)?

☒ Yes.

☐ No.

### 1.8.2 Family Child Care

Does the Tribal Lead Agency offer family child care providers, which are 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 work of a child's parent(s)?

☒ Yes.

☐ No.

### 1.8.3 In-Home Child Care

Does the Tribal Lead Agency offer in-home child care providers, which are individuals who provide child care services in the child's own home?

☐ Yes.

☒ No.

1.9 Coordination of Services

The Tribal Lead Agency is required, as practicable, to coordinate services with other Tribal, federal, state, and/or local child care and early childhood development programs and agencies, such as:

- Public health
- Employment services/workforce development
- Temporary Assistance for Needy Families (TANF)
- Child care licensing
- Head Start and/or Early Head Start
- State Advisory Council on Early Childhood Education and Care
- Statewide afterschool network
- Emergency management and response
- Child and Adult Care Food Program (CACFP)
- McKinney-Vento state coordinates for homeless education
- Agencies responsible for Medicaid and state children’s health insurance program
- Mental health services
- Child care resource and referral agencies

A Tribal Lead Agency must demonstrate in the Plan how it encourages partnerships, if applicable and to the extent practicable, among Tribal agencies, other public agencies, other Tribes and Tribal organizations, private entities, and community-based organizations to leverage existing service delivery systems and to increase the supply and quality of services (§98.14(a)).

1.9.1 Coordination of Services

Briefly describe the ways coordination occurs and the results of those coordination efforts: **BJTELA houses CCDF, ECEAP & state funded preschool, CACFP services, Early Head Start, Montessori & tribally funded preschool. BJTELA has weekly leadership meetings, CCDF Administrator attends monthly manager meetings with tribal department leaders, and hosts quarterly Health Advisory Committee Meetings with include Tulalip Health Clinic, Dental Clinic, Community Health: WIC and SNAP, and Child, Youth and Family Therapists meet in relation to program services. BJTELA also coordinates with local schools for student transitions and early intervention as well as to ensure access to providers through higher education for employees. BJTELA coordinates with tribal departments such as TERO, TANF, Family Advocacy, and Housing Services to ensure services to mutual clients. BJTELA collaborates with tribal Emergency Preparedness Manager, Tribal Police and Fire Departments and others to ensure emergency management plans are in place and drafted with efficiency. Tribally Operated Center also has three on-site mental health therapists that service children. CCDF Billing Coordinator refers families to CCR&R for assistance, as well as provides lists of providers within the service area for families to make informed choices. As a result of all of the coordination efforts, community departments are aware of services to assist clients in applying for, we have developed partnerships to ensure wraparound assistance for families to ensure access to necessary services. Our coordination efforts also ensure we have adequate health and safety policies, plans, and procedures**

in place.

## 1.10 Program Integrity and Accountability

The Tribal Lead Agency is responsible for making sure that policies and procedures are in place to monitor programs and services, ensure compliance with the rules of the program, and provide oversight in the expenditure of all funds, including identifying improper expenditures and undertaking fraud prevention and recovery efforts.

### 1.10.1 Identifying Improper Payments

Tribal Lead Agencies are required to describe effective internal controls to identify improper payments.

- a. Briefly describe how the Tribal Lead Agency's effective internal controls ensure integrity and accountability, including processes to ensure sound fiscal management (§98.68(a)). Describe:  
**BJTELA abides by Tulalip tribes fiscal policies to ensure effective internal controls. Our financial system works in tiers; entry level, multi-level approvers within department then proceeds through approval from finance compliance and account payable/receivable, to ensure integrity and accountability with TLA and fiscal management.**
- b. How does the Tribal Lead Agency prevent and identify improper payments (§98.68(b))? Check those that are included in the Tribe's policies and procedures:
  - i. ☒ Train staff on CCDF policies and regulations.
  - ii. ☒ Conduct supervisory staff reviews or quality assurance reviews.
  - iii. ☒ Share data with other programs (e.g., state CCDF program, Tribal or state TANF program, Head Start, CACFP, other Tribal offices).
  - iv. ☒ Run system reports that flag errors.
  - v. ☒ Review enrollment documents and attendance or billing records.
  - vi. ☒ Review provider records.
  - vii. ☒ Perform ongoing monitoring and assessment of policy implementation.
  - viii. ☒ Train staff on Tribal procurement procedures.
  - ix. ☒ Inform families on allowable uses of Tribal CCDF funds.
  - x. ☒ Create a timeline for review of a family's presumptive eligibility determinations.
  - xi. ☐ Other. Briefly describe:

### 1.10.2 Investigating and Collecting Improper Payments

The Tribal Lead Agency is required to recover improper payments that are the result of fraud (§98.68(b)(2)). How does the Tribal Lead Agency investigate and collect improper payments resulting from fraud (intentional errors or program violations)? Check those that apply:

- a. ☒ Coordinate with and refer to other Tribal, state, or federal agencies (e.g., Tribal Council, law enforcement).
- b. ☒ Require recovery if the improper payment exceeds a specific dollar amount. Identify the minimum dollar amount: **\$5000**
- c. ☐ Recover through repayment plans.
- d. ☒ Reduce payments in subsequent months.
- e. ☒ Recover through payroll deductions (i.e., for CCDF clients, providers, and staff employed by the Tribe).
- f. ☒ Other. Briefly describe: **We will terminate partnership with outside providers who conduct fraudulently.**

## 1.11 Disaster Preparedness and Response Plan

**(If the Tribal Lead Agency has a medium or large allocation, it is required to answer 1.11.1-1.11.3. Tribal Lead Agencies with small allocations are only required to answer 1.11.3 and 1.11.1 and 1.11.2 are optional to answer.)**

Tribal Lead Agencies with medium and large allocations are required to establish a Child Care Disaster Plan for the Tribal service area. The plan must be developed in consultation with relevant agencies and partners and must describe how it will address the needs of children, including the need for safe child care before, during, and after a state of emergency declared by the Governor or Tribal Chief Executive for a major disaster or emergency (§98.16(dd) and as defined by Section 102 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5122).

Tribal Lead Agencies with small allocations are not required to establish a Child Care Disaster Plan, but are required to include in its policies and procedures standards for disaster procedures including evacuation, relocation; shelter-in-place; lockdown; communication and reunification with families; continuity of operations; accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions; and conducting emergency preparedness training and practice drills for staff and volunteers.

### 1.11.1 Child Care Disaster Plan Collaboration

Did the Tribal Lead Agency collaborate with other agencies to develop the Child Care Disaster Plan, which may include other programs within the Tribal Lead Agency's governance structure, or any other partners identified by the Tribal Lead Agency (§98.16(dd)(1))? (e.g., Tribal or state emergency management agency, child care licensing agency, or health department):

☒ Yes.

☐ No. Briefly describe:

### 1.11.2 Child Care Disaster Plan Components

Does the Child Care Disaster Plan include the following required components (§98.16(dd)(2)):

- a. Guidelines for the continuation of child care subsidies?



☒ Yes.

☐ No.

b. Guidelines for the continuation of child care services?

☒ Yes.

☐ No.

c. Procedures for the coordination of post-disaster recovery of child care services?

☒ Yes.

☐ No.

### 1.11.3 Child Care Disaster Plan Disaster Procedures

Does the Tribal Lead Agency certify it has included in its Tribal CCDF Disaster Plan (or for small allocations, in its policies and procedures) standards for disaster procedures including evacuation; relocation; shelter-in-place; lockdown; communication and reunification with families; continuity of operations; accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions; and conducting emergency preparedness training and practice drills for staff and volunteers (§98.41(a)(1)(vii))?

☒ Yes.

☐ No.

## 2 Health and Safety of Child Care Settings

Child care health and safety standards and enforcement practices are essential to protect the health and safety of children while out of their parents' care. CCDF provides a minimum threshold for child care health and safety policies and practices but leaves authority to Tribal Lead Agencies to design, adapt, or adopt standards that appropriately protect children's safety and promote nurturing environments that support their healthy growth and development. Tribal Lead Agencies should implement standards for ratios, group size limits, and provider qualifications that help ensure that the child care environment is conducive to safety and learning and enable caregivers to promote all domains of children's development. Health and safety standards should set clear and enforceable expectations for providers, set the foundation for health and safety training, and establish the baseline for monitoring and inspection.

In this section, a Tribal Lead Agency will describe its health and safety standards, pre-service or orientation training on health and safety, monitoring system(s), and its comprehensive background checks approach. Tribal Lead Agencies may adopt state health and safety standards, training, monitoring, and comprehensive background checks, or they may set their own. Tribal Lead Agencies have the flexibility to describe alternative monitoring and background check approaches and to provide justification(s) for the approach(es). Tribal Lead Agencies will be skipped out of questions if they are adopting state standards or practices.

### 2.1 Relative Providers

Tribal Lead Agencies can use relative providers in either family child care or in-home settings. If the Tribal Lead Agency utilizes relative providers in its CCDF program (defined in the Child Care and Development Block Grant Act [42 U.S.C. 9857 et seq.] as grandparents, great-grandparents, siblings if living in a separate residence, aunts, and uncles age 18 and over), the Tribal Lead Agency has the flexibility to determine exemptions for relative providers for health and safety standards, training, monitoring, and comprehensive background checks if the individual cares only for relative children.

Check the exemptions the Tribal Lead Agency has for eligible relative providers age 18 and over for the following health and safety requirements.

#### 2.1.1 Relative Providers

Does the Tribal Lead Agency allow for relative providers?

☒ No, the Tribal Lead Agency does not have relative providers. (If checked, skip 2.1.2-2.1.6.)

☐ Yes. If Yes, please check the category of care the Tribal Lead Agency allows

☐ Family child care: Care is provided by relative in a private residence other than the child's residence.

☐ In-home child care: Care is provided by relative in the child's home.

#### 2.1.2 Relative Providers Only

Does the Tribal Lead Agency *only* provide child care services utilizing relative providers?

☐ Yes. (If checked, skip 2.2-2.8.)

☐ No. (If checked, skip 2.1.3-2.1.6.)

### 2.1.3 Health and Safety Standards for Relative Providers

**Tribal Lead Agencies that only have relative providers will complete information on standards in this question and will skip 2.2-2.3.**

Select one of the two options:

☐ Relative providers are exempt from all health and safety standard requirements.

☐ Select the topical standards **required** for relative providers:

- a. ☐ The prevention and control of infectious diseases (including immunizations). Describe:
- b. ☐ Prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices. Describe:
- c. ☐ Administration of medication, consistent with standards for parental consent. Describe:
- d. ☐ Prevention and response to emergencies due to food and allergic reactions. Describe:
- e. ☐ Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic. Describe:
- f. ☐ Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. Describe:
- g. ☐ Emergency preparedness and response planning. Describe:
- h. ☐ Handling and storage of hazardous materials and the appropriate disposal of biocontaminants. Describe:
- i. ☐ Appropriate precautions in transporting children. Describe:
- j. ☐ Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR). Describe:
- k. ☐ Recognition and reporting of child abuse and neglect. Describe:
- l. ☐ Other. Describe:

### 2.1.4 Health and Safety Training for Relative Providers

**Tribal Lead Agencies that only have relative providers will complete information on training in this question and will skip 2.4-2.6.**

Select one of the two options:

☐ Relative providers are exempt from all health and safety training requirements.

☐ Select the topical trainings **required** for relative providers in a pre-service training or within a 90-day orientation period:

- a. ☐ The prevention and control of infectious diseases (including immunizations)
- b. ☐ Prevention of sudden infant death syndrome (SIDS) and use of safe sleeping practices

- c. ☐ Administration of medication, consistent with standards for parental consent
- d. ☐ Prevention and response to emergencies due to food and allergic reactions
- e. ☐ Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic
- f. ☐ Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment
- g. ☐ Emergency preparedness and response planning
- h. ☐ Handling and storage of hazardous materials and the appropriate disposal of biocontaminants
- i. ☐ Appropriate precautions in transporting children
- j. ☐ Pediatric first aid and pediatric cardiopulmonary resuscitation (CPR)
- k. ☐ Recognition and reporting of child abuse and neglect
- l. ☐ Other: *[Click or tap here to enter text.](#)*

#### 2.1.5 Monitoring and Enforcement for Relative Providers

**Tribal Lead Agencies that only have relative providers will complete information on monitoring in this question and will skip 2.7-2.8.**

Select one of the two options:

- ☐ Relative providers are exempt from all monitoring and enforcement requirements.
- ☐ Relative providers are not exempt from all monitoring and enforcement requirements. Describe:

#### 2.1.6 Comprehensive Background Checks for Relative Providers

Select one of the two options:

- ☐ Relative providers are exempt from all CCDF background check requirements. **(If checked, skip 2.9 and 2.11-2.17.)**
- ☐ Relative providers are not exempt from all CCDF background check requirements.

## 2.2 Overview of Health and Safety Standards, Training, and Inspections

Use the check boxes below to indicate the health and safety standards (§98.41(a)), monitoring systems (§98.42(a); §98.42(b)), and comprehensive background check processes (§98.43(a)(1)) used by the Tribal Lead Agency for each category of care.

*Note: For Tribal Lead Agencies that utilize both relative providers and nonrelative providers, Sections 2.2 through 2.11 questions apply to non-relative providers only. If multiple boxes are checked in a category of care, describe the combination.*

### 2.2.1 Health and Safety Standards

- a. Check the health and safety standards that apply for center-based care, including Tribally operated centers:
  - i. ☒ Tribal health and safety standards
  - ii. ☒ State health and safety standards. State(s): **Washington**
  - iii. If both Tribal and state standards are checked, briefly describe how each type of standard is applied: **Tribal standards are followed and BJTELA is reviewed and monitored by Indian Health Services. WA state monitors for outside providers centers and ECEAP program in BJTELA.**
- b. Check the health and safety standards that apply for family child care (check all that apply):
  - i. ☐ Tribal health and safety standards
  - ii. ☒ State health and safety standards. State(s): **Washington**
  - iii. If both Tribal and state standards are checked, briefly describe how each type of standard is applied:
- c. Check the health and safety standards that apply for in-home care (check all that apply):
  - i. ☐ Tribal health and safety standards
  - ii. ☐ State health and safety standards. State(s):
  - iii. If both Tribal and state standards are checked, briefly describe how each type of standard is applied:

**(If only 2.2.1a.ii, 2.2.1b.ii, and 2.2.1c.ii are checked, skip 2.3.1-2.6.3.)**

### 2.2.2 Monitoring Systems

- a. Check the monitoring systems that apply for center-based care, including Tribally operated centers:
  - i. ☒ Tribal monitoring. List entity(ies): **Tulalip Tribes**
  - ii. ☒ State monitoring. List entity(ies): **Washington**
  - iii. If both Tribal and state monitoring are checked, briefly describe how each type of monitoring is applied: **Tribal standards are followed and BJTELA is reviewed and monitored by Indian Health Services. WA state monitors for outside providers centers and ECEAP program in BJTELA.**
- b. Check the monitoring systems that apply for family child care (check all that apply):
  - i. ☐ Tribal monitoring. List monitoring entity(ies):
  - ii. ☒ State monitoring. List monitoring entity(ies): **Washington**
  - iii. If both Tribal and state monitoring are checked, briefly describe how each type of monitoring is applied:
- c. Check the monitoring systems that apply for in-home care:
  - i. ☐ Tribal monitoring. List monitoring entity(ies):
  - ii. ☐ State monitoring. List monitoring entity(ies):
  - iii. If both Tribal and state monitoring are checked, briefly describe how each type of monitoring is applied:

**(If only 2.2.2a.ii, 2.2.2b.ii, and 2.2.2c.ii are checked, skip 2.7.1-2.8.3.)**

### 2.2.3 Comprehensive Background Check Processes

- a. Does a state agency conduct all comprehensive background checks on behalf of the Tribal Lead Agency for all center-based care, including Tribally operated centers?  
☒ Yes. List the state(s): **Washington**  
☐ No.
- b. Does a state agency conduct all comprehensive background checks on behalf of the Tribal Lead Agency for all family child care?  
☒ Yes. List the state(s): **Washington**  
☐ No.
- c. Does a state agency conduct all comprehensive background checks on behalf of the Tribal Lead Agency for all in-home child care?  
☐ Yes. List the state(s):  
☐ No.

**(If only 2.2.3a, 2.2.3b, and 2.2.3c are "Yes," skip 2.9 and 2.11-2.17.)**

## 2.3 Health and Safety Standards and Pre-Service/Orientation Training

Tribal Lead Agencies are required to establish health and safety standards for all providers receiving CCDF funds relating to the topics listed below, as appropriate to the provider setting and age of the children served (§98.41(a)). This requirement is applicable to all providers receiving CCDF program funds except for certain relatives, which may be exempted by the Tribal Lead Agency. Additionally, Tribal Lead Agencies must ensure caregivers, teachers, and directors are trained on health and safety standards either in pre-service training or within a three-month orientation period. Training must cover each of the required standards that address the health and safety requirements described in §98.41(a) and be appropriate to the provider setting and the age of children served.

In this section, the Tribal Lead Agency will describe health and safety standards that apply to all providers. A standard describes the actions that must be taken by child care providers to ensure the health and safety of children in care.

- In the first part of each health and safety topic, Tribal Lead Agencies must provide a brief summary or list of components for each standard and any variations based on the category of care and the ages of children served.
- In the second part of each health and safety topic, Tribal Lead Agencies must certify that the training topic is to be completed by providers either in a pre-service training or within a 90-day orientation period.

### 2.3.1 Prevention and Control of Infectious Diseases (Including Immunizations)

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(i)): **BJTELA Health and Safety Policies outline the prevention and control methods of infectious diseases. Practices include hand hygiene, cleaning and sanitation protocols, exposure notices, health/disease exclusions, etc. BJTELA requires that all families of enrolled children provide written documentation of receipt of immunizations appropriate for each child's age and continually keep updated thereafter while attending the Academy. Children who are exempt provide exemption forms for child files.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period? (§98.41(a)(2))?
- ☒ Yes.
- ☐ No.
- c. Does the Tribal Lead Agency certify that it established a grace period (in consultation with the state or Tribal health agency (§98.41(a)(1)(i)(C))) that allows children experiencing homelessness to receive CCDF assistance while providing families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements?
- ☒ Yes.

☐ No.

- d. Does the Tribal Lead Agency certify that it established a grace period (in consultation with the state or Tribal health agency (§98.41(a)(1)(i)(C))) that allows children in foster care to receive CCDF assistance while providing families with a reasonable time to take any necessary actions to comply with immunization and other health and safety requirements?

☒ Yes.

☐ No.

### 2.3.2 Prevention of SIDS and the Use of Safe Sleeping Practices

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(ii)): **BJTELA Health and Safety Policies state that BJTELA will prevent the occurrence of sudden infant death syndrome (SIDS) by following safe sleep practices for children 12 months and younger as recommended by the American Academy of Pediatrics. Practices are outlined within the BJTELA Health and safety policies and DCYF trainings are mandated annually. These practices include placing infants on their back; use of appropriate equipment; not allowing blankets, toys, etc.; not covering an infant's head or face; ensuring the correct body temperature; and ensuring arms are free for movement. Any variations to sleep position must be supported with medical documentation.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.3 Administration of Medication, Consistent with Standards for Parental Consent



- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(iii)): **BJTELA staff does not administer over the counter or prescription medications to children with the exception of rescue inhalers, epi pens, diaper cream, or sunscreen. Protocols and safe practices are outlines in the BJTELA Health and Safety policies. These protocols include guidance on how to properly store medication, whether the provider is allowed to administer the medication to a child, documentation requirements (dosage, timing, etc.), and detailed information and requirements on both prescription and non-prescription medication. Medication information is also required to be kept in each child's individual file. BJTELA requires Individual Health Care Plans for all children who require emergency medications. Additionally, BJTELA obtains parental consent at registration for non-medical items such as toothbrushing, sunscreen, diaper ointment, lip balm or lotion, and hand sanitizer over the age of two. Medication prescribed for emergency purposes will be administered by staff once medication form is signed and individual health care plan is completed by provider.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

#### **2.3.4 Prevention of and Response to Emergencies Due to Food and Allergic Reactions**

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(iv)): **BJTELA Health and Safety policies cover building and physical premises in many aspects. Policies include but are not limited to: parking lot safety, active supervision, supervision near water, strangulation hazards, location of play areas near bodies of water, monitoring and inspections of buildings, etc. BJTELA has high level of security through many practices including locked doors requiring badge for entry, camera coverage throughout and around the building, hidden panic systems, fenced play areas, etc.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

#### **2.3.5 Safety of Building and Physical Premises**

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(v)): **BJTELA Health and Safety Policies describe the safe protocols and practices for the BJTELA regarding shaken baby syndrome, abusive head trauma, and child maltreatment. BJTELA will ensure all caregivers and teachers who are in direct contact with children will receive training on prevention of shaken baby syndrome and abusive head trauma; recognition of potential signs and symptoms of shaken baby syndrome and abusive head trauma; strategies for coping with a crying, fussing, or distraught child; and the development and vulnerabilities of the brain in infancy and early childhood. BJTELA ensures that all staff, consultants and volunteers abide by the Standards of Conduct of the program outlined in the Prohibited Caregiver/Teacher Behaviors policy. BJTELA staff are trained annually on DCYF Student Portal on the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. It is a requirement within the BJTELA staff handbook and letter of expectations that staff will not harm children and will follow policies in regards to prevention.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.6 Prevention of Shaken Baby Syndrome, Abusive Head Trauma, and Child Maltreatment

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(vi)): **BJTELA Health and Safety Policies describe the safe protocols and practices for the BJTELA regarding shaken baby syndrome, abusive head trauma, and child maltreatment. BJTELA will ensure all caregivers and teachers who are in direct contact with children will receive training on prevention of shaken baby syndrome and abusive head trauma; recognition of potential signs and symptoms of shaken baby syndrome and abusive head trauma; strategies for coping with a crying, fussing, or distraught child; and the development and vulnerabilities of the brain in infancy and early childhood. BJTELA ensures that all staff, consultants and volunteers abide by the Standards of Conduct of the program outlined in the Prohibited Caregiver/Teacher Behaviors policy. BJTELA staff are trained annually on DCYF Student Portal on the prevention of shaken baby syndrome, abusive head trauma, and child maltreatment. It is a requirement within the BJTELA staff handbook and letter of expectations that staff will not harm children and will follow policies in regards to prevention.**

DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.7 Emergency Preparedness and Response Planning

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(vii)): BJTELA Emergency Evacuation Manual and Health and Safety Policies outline the protocols and practices in order for BJTELA to respond to natural disasters or human-caused events by covering topics such as fire, earthquake, intruder/lockdown, hazardous, etc. Through partnership with the Tulalip Police Department the BJTELA has gone to the extent of implementing intruder drills bimonthly to ensure practices are followed by both BJTELA staff and Police Department staff. BJTELA has a plan for evacuation and relocation of children and child care staff, a procedure for shelter-in-place and lockdown in the event of a natural disaster such as a tornado, volcano eruption or earthquake, as well as man-made emergencies, such as an active shooter event. The emergency preparedness for each of these includes training for staff and volunteers so that they know how to handle such situations in a calm and competent manner. Practice drills, for both child care workers and children are in place, documented, and available in the center or provider's file for easy inspection when monitoring visits take place. The BJTELA has a plan for how and when to communicate with parents and family members in the event of an emergency and each center and provider plan for how the center or provider will continue to provide safe and effective care for children during and after an emergency event, including when the building or home being used for childcare has been damaged or destroyed. The BJTELA has a plan of accommodations for all three population types listed in the rule: infants and toddlers, children with disabilities, and children with chronic medical conditions. BJTELA provides emergency evacuation cribs in classrooms with infants who are unable to walk unsupported. We provide evacuation cribs to classrooms with children with disabilities who cannot evacuate quickly in emergency situations. For children with chronic medical conditions, all emergency medications are kept in the emergency backpacks that are transported whenever staff and children leave their designated classroom. BJTELA provides emergency backpacks to each classroom that include emergency meals, water, first aid kits. Other needed supplies are located in a storage unit on site.

DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.8 Handling/Storage of Hazardous Materials and Appropriate Disposal of Biocontaminants

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(viii)): **BJTELA Health and Safety policies state that they will operate a safe and hazard free environment. BJTELA will ensure all toxic substances are inaccessible to children and will not be used when children are present. Protocols to eliminate and reduce exposures are outlines in the policies. BJTELA Emergency Evacuation Manual covers evacuation protocols due to hazardous materials. Staff receive training and abide by bloodborne pathogen protocols, proper glove safety, and utilize red bags for disposal or containment of soiled personal materials. BJTELA has requirements for providers regarding the handling and storage of hazardous materials and the appropriate disposal of bio contaminants. All toxic substances are inaccessible to children by being locked up underneath the sink in shared kitchenettes, or locked in the facilities custodian office and these substances will not be used when children are present. Toxic substances will be used as recommended by the manufacturer and stored in the original labeled containers. The telephone number for the poison control center is posted in every classroom on the health and safety boards, and next to every phone in the center. Bio contaminants, including body fluids or biological matter, and materials used to clean waste, such as used gloves or towels, are disposed of in red biohazard bags. Sharps waste are disposed of in the sharps waste container in the front lobby of the BJTELA.**

DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.9 Precautions in Transporting Children

Does the Tribal Lead Agency permit providers to transport children?

☒ No.

☐ Yes. If yes, answer the following questions:

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(ix)):
- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☐ Yes.

☐ No.

### 2.3.10 Pediatric First Aid and Pediatric Cardiopulmonary Resuscitation (CPR)

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(x)): **BJTELA Health and Safety Protocols and Annual Requirements for Staff outline the expectations for TOC staff to maintain Pediatric First Aid and CPR certifications. Training is available on-site as needed to ensure that all staff remain up-to-date. BJTELA provides one-way CPR barriers to every classroom.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.11 Recognition and Reporting of Child Abuse and Neglect

- a. Describe the standard and any variations based on category of care and/or ages of children served (§98.41(a)(1)(xi)): **BJTELA Health and Safety policies and Employee Handbook contains a written policy for reporting child abuse and neglect in any instance where there is reasonable cause to believe that child abuse or neglect has occurred. Protocols and Practices are outlined in the written policies. Staff complete annual training through DCYF Student Portal on Mandated Reporting which covers recognition and reporting of child abuse and neglect.**

**DCYF Licensed providers must report their standards implemented by their program to the State for licensing. Outside Providers must provide de training to their staff as agreed upon in Provider Agreement with BJTELA.**

- b. Is this standard addressed in a pre-service training or within a 90-day orientation period (§98.41(a)(2))?

☒ Yes.

☐ No.

### 2.3.12 Child Development

**(If the Tribal Lead Agency has a small allocation, it is not required to answer this question.)**

Certify that the Tribal Lead Agency requires providers to be trained on child development, the major domains of cognitive, social, emotional, and physical development, approaches to learning, and any variations based on category of care and/or ages of children served in a pre-service training or within a 90-day orientation period (§98.44 (b)(1)(iii))?

☒ Yes.

☐ No.

### 2.3.13 Additional Standards

In addition to the CCDF required health and safety standards, Tribal Lead Agencies may require providers to comply with additional standards such as those related to nutrition, access to physical activity, care for children with special needs, and any other topic determined to be relevant by the Tribal Lead Agency (§98.41(a)(1)(xii)).

Does the Tribal Lead Agency require providers to follow any health and safety standards in addition to the CCDF-required health and safety topics?

☐ Yes. Briefly describe (e.g., nutrition, access to physical activity, caring for children with special needs, or any other areas the Tribal Lead Agency requires providers to follow to promote child development or to protect children's health and safety):

☒ No.

## 2.4 Ongoing Training

Tribal Lead Agencies must have ongoing training requirements on health and safety for caregivers, teachers, and directors of programs receiving CCDF funds (§98.44(b)(2)).

### 2.4.1 Ongoing Training

Does the Tribal Lead Agency certify that it has ongoing training requirements on health and safety for caregivers, teachers, and directors for all providers serving children participating in CCDF?

☒ Yes.

☐ No.

## 2.5 Staff/Child Ratios and Group Sizes

Tribal Lead Agencies must have standards for appropriate ratios between staff and children and appropriate group size limits for specific age populations. Tribal Lead Agencies must set requirements for qualifications for providers (§98.41(d)).

### 2.5.1 Age Classifications

Briefly describe how the Tribal Lead Agency defines the following age classifications:

- a. Infant. Briefly describe: **Children ages 6 weeks to 11 months.**  
**Age ranges of students align with the scale utilized by Washington State when determining daily rates.**
- b. Toddler. Briefly describe: **Children ages 12 months to 29 months.**  
**Age ranges of students align with the scale utilized by Washington State when determining daily rates.**
- c. Preschool. Briefly describe: **Children ages 30 months to 5 years (if not attending kindergarten).**  
**Age ranges of students align with the scale utilized by Washington State when determining daily rates.**
- d. School-Age. Briefly describe: **Children ages 5 years (and attending kindergarten) to 12 years.**  
**Age ranges of students align with the scale utilized by Washington State when determining daily rates.**

### 2.5.2 Center-Based Care Staff/Child Ratios and Group Sizes

For center-based care, including Tribally operated centers, provide the maximum staff/child ratio and group size for the settings and age groups below (§98.41(d)(1-2)):

- a. Infant
  - i. Ratio: **1:4**
  - ii. Group Size: **8**
- b. Toddler
  - i. Ratio: **1:7**
  - ii. Group Size: **14**
- c. Preschool
  - i. Ratio: **1:10**
  - ii. Group Size: **20**
- d. School-Age
  - i. Ratio: **1:15**
  - ii. Group Size: **30**
- e. Mixed-Age Groups
  - i. Ratio: **1:4**
  - ii. Group Size: **8**

### 2.5.3 Family Child Care Staff/Child Ratios and Group Sizes



For family child care, provide the maximum staff/child ratio and group size for the settings and age groups below (§98.41(d)(1-2)):

- a. Infant
  - i. Ratio: **1:4**
  - ii. Group Size: **8**
- b. Toddler
  - i. Ratio: **1:7**
  - ii. Group Size: **14**
- c. Preschool
  - i. Ratio: **1:10**
  - ii. Group Size: **20**
- d. School-Age
  - i. Ratio: **1:15**
  - ii. Group Size: **30**
- e. Mixed-Age Groups
  - i. Ratio: **1:4**
  - ii. Group Size: **8**

#### 2.5.4 In-Home Care Staff/Child Ratios and Group Sizes

For in-home care, provide the maximum staff/child ratio and group size for the settings and age groups below (§98.41(d)(1-2)):

- a. Infant
  - i. Ratio:
  - ii. Group Size:
- b. Toddler
  - i. Ratio:
  - ii. Group Size:
- c. Preschool
  - i. Ratio:
  - ii. Group Size:
- d. School-Age
  - i. Ratio:
  - ii. Group Size:

- e. Mixed-Age Groups
  - i. Ratio:
  - ii. Group Size:

## 2.6 Provider Qualifications

Describe the provider qualifications for each of the Tribal Lead Agency's categories of care (§98.41(d)(3)).

### 2.6.1 Center-Based Care (including Tribally Operated Centers)

Briefly describe provider (caregiver, teacher, etc.) minimum qualifications: **BJTELA teachers must be 18 years of age, have a high school diploma or equivalent, one year experience working with children, the first initial ECE Stackable certificate or Infant/Toddler Child Development Associate, ECE Associate or a minimum of 30 ECE credits for preschool. Teachers must also earn an ECE short certificate within two years. BJTELA assistant teachers must be 18 years of age, have a high school diploma or equivalent and have six- months experience working with children. All staff must have background clearance through Tulalip tribal employment process and through DCYF MERIT system, a negative tuberculosis test, Blood borne Pathogens training, and pediatric CPR/First Aid training, Food Handler's, Physical Exam and Agility Exam.**

**DCYF Licensed Centers: Lead teachers must be 18 years of age, have a high school diploma or equivalent, and have documented child development education/experience or the 30-hourstate required basic training. Assistant teachers must be 16 years of age and be directly supervised by a lead teacher. All staff must have background clearance, a negative tuberculosis test, Bloodborne Pathogens training, and pediatric CPR/First Aid training if responsible for a group of children.**

### 2.6.2 Family Child Care

Briefly describe provider (director, caregiver, teacher, etc.) minimum qualifications: **DCYF Licensed Family Child Care: The teacher must be 18 years of age, have a cleared background check, have a high school diploma/equivalent, take 30 hours required basic training, take pediatric CPR/first aid, bloodborne pathogens training, and have a negative tuberculosis test. Assistants must be 14 years of age (under constant supervision of provider if under 18), have background clearance, have a negative tuberculosis test, have a high school diploma/equivalent or be enrolled in school, and have bloodborne pathogens training. If the assistant is to be left alone with children, the assistant must have the same qualifications as the licensee.**

### 2.6.3 In-Home Care

Briefly describe provider (caregiver, teacher, etc.) minimum qualifications:

## 2.7 Monitoring and Enforcement of Health and Safety Requirements

Tribal Lead Agencies must certify that procedures are in effect to ensure that child care providers caring for children receiving CCDF services comply with all applicable CCDF and Tribal health and safety requirements.

This certification may include, but is not limited to, any systems used to ensure that providers meet health and safety requirements, any documentation required to be maintained by child care providers, and any other monitoring procedures to ensure compliance. Tribal Lead Agencies are subject to the provision at §98.42(b)(2) to require inspections of child care providers and facilities that receive CCDF program funds.

*Note: All relative provider information is entered in Section 2.1.*

### 2.7.1 Annual Inspections

Briefly describe the Tribal Lead Agency's policies for annual inspections of CCDF providers for compliance with 1) health and safety and 2) fire safety requirements for the following categories of care (§98.42(b)(2)(ii)):

- a. Center-based child care, including Tribally operated centers. Briefly describe: **BJTELA - Indian Health Services will annually complete an inspection of the facility through unannounced visits. Inspectors are registered sanitarians (RS) and/or registered environmental health specialists (REHS) and will submit a copy to BJTELA. Inspectors have received training to follow the National Caring For Our Children health and safety standards, as well as training on inspecting early learning centers and Head Start Programs. BJTELA provides inspectors with copy of pre-service training videos prior to inspections. Indian Health Services will determine the caseload for their inspectors. Pye-Barker Fire Safety company comes and inspects our fire extinguishers. Tulalip Fire Department comes to BJTELA and participates in our fire drills. BJTELA has emergency sprinkler system installed to meet fire safety requirements.**

**Outside providers - Providers receive outside inspections through DCYF to receive licensing.**

- b. Family child care. Briefly describe: **Outside providers - Providers receive outside inspections through DCYF to receive licensing.**
- c. In-home care. Briefly describe:

### 2.7.2 Alternative Approach to Inspection Requirements

Does the Tribal Lead Agency use an optional alternative approach to the inspection requirements (§98.83(d))?

☐ Yes. Briefly describe the alternative monitoring approach to the inspections requirements and how it is comprehensive and protects the health and safety of children in care:

☒ No.

## 2.8 Monitoring Inspectors

Tribal Lead Agencies must ensure individuals who are hired as inspectors or monitors are qualified to inspect child care providers and facilities and have received health and safety training appropriate to the provider setting and age of the children served. Training shall include, but is not limited to, those requirements described in §98.41(a)(1) and all aspects of the requirements detailed in Sections 2.3 and 2.4. Tribal Lead Agencies must also ensure the ratio of inspectors or monitors to child care providers and facilities is maintained at a level sufficient to conduct effective inspections of child care providers and facilities on a timely basis in accordance with Tribal, federal, state, and local laws.

### 2.8.1 Qualifications for Inspectors or Monitors to Inspect Facilities and Providers

Does the Tribal Lead Agency have policies that ensure individuals who inspect child care facilities have the expertise, experience, or education, as determined by the Tribal Lead Agency, to comprehensively conduct inspections to protect the health and safety of children in care (§98.42(b)(1))?

☒ Yes.

☐ No.

### 2.8.2 Inspectors or Monitors Training on Health and Safety Requirements

Does the Tribal Lead Agency train inspectors or monitors on health and safety requirements that are appropriate to the age of the children in care and the type of provider setting (§98.42(b)(1))?

☒ Yes.

☐ No.

### 2.8.3 Ratio of Inspectors or Monitors to Child Care Providers

Does the Tribal Lead Agency have policies to ensure the ratio of inspectors to child care providers and facilities is maintained at a level sufficient to enable the Tribe to conduct effective inspections on a timely basis (§98.42(b)(3))?

☒ Yes.

☐ No.

## 2.9 Comprehensive Background Checks

All Tribal Lead Agencies are required to conduct comprehensive background checks for employed and prospective staff members of all child care programs eligible to deliver CCDF services.

Comprehensive background checks must include three in-state checks, two national checks, and three interstate checks if the individual lived in another state or territory in the preceding five years. The background check components must be completed at least once every five years.

A Tribal Lead Agency may choose to conduct comprehensive background checks itself, partner with one or more states to complete the checks, or use alternative approaches.

Tribes may propose an alternative approach for assessing criminal history, sex offender status, and child abuse and neglect history. The alternative approach is subject to ACF approval, and ACF will not approve approaches with blanket exemptions that bypass the intent of protecting children's safety.

For the following categories of care, select the methods the Tribal Lead Agency uses to meet the comprehensive background check requirements. If using alternative approaches, the Tribal Lead Agency must describe how the alternative approaches selected are comprehensive and ensure the health and safety of children in child care in 2.17.

*Note: Relative provider background check methods are described in Section 2.1 (§98.16(o); §98.43(b); §98.83(d)(3); §98.83(f)(3)).*

### 2.9.1 Comprehensive Background Checks for Center-Based Care

Choose the method for conducting each of the eight components the Tribal Lead Agency uses for center-based care, including Tribally operated centers.

- a. Criminal registry or repository using fingerprints in the current state of residency (§98.43(b)(3)(i)):
  - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
  - ii. ☐ Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, briefly describe how each method is utilized:
- b. Sex offender registry or repository check in the current state of residency (§98.43(b)(3)(ii)):
  - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
  - ii. ☐ Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- c. Child abuse and neglect registry and database check in the current state of residency (§98.43(b)(3)(iii)):
  - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:

- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- d. Federal Bureau of Investigation (FBI) fingerprint check (§98.43(b)(1)):

  - i. ☐ State agency conducts an FBI fingerprint check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses a state's access to the FBI NGI System (a P.L. 92-544 state statute or a state's discretion under the NCPA/VCA)
  - iii. ☐ U.S. Department of Justice (DOJ) Tribal Access Program (TAP)
  - iv. ☐ FBI-approved channeler
  - v. ☐ Hard copy fingerprint cards mailed to the FBI
  - vi. ☐ Alternative approach: Third-party vendor
  - vii. ☐ Alternative approach: Other. Describe:

- e. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search (§98.43(b)(2)):

  - i. ☐ State agency conducts an NCIC NSOR check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses a state's access to the NCIC NSOR name-based records
  - iii. ☐ Alternative approach: FBI fingerprint check (which includes an automatic check the of the NCIC NSOR fingerprint records)
  - iv. ☐ Alternative approach: Third-party vendor
  - v. ☐ Alternative approach: Private or public sex offender registry. Describe:
  - vi. ☐ Alternative approach: Other. Describe:

- f. Criminal registry or repository in the previous state of residency (in the past five years) (§98.43(b)(3)(i)):

  - i. ☐ State agency conducts criminal history check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:

- g. Sex offender registry or repository check in the previous state of residency (in the past five years) (§98.43(b)(3)(ii)):

  - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor

- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- h. Child abuse and neglect registry and database check in the previous state of registry (in the past five years) (§98.43(b)(3)(iii)):
  - i. ☐ State agency conducts child abuse and neglect registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:

### 2.9.2 Comprehensive Background Checks for Family Child Care

Choose the method the Tribal Lead Agency uses for conducting each of the eight components for family child care:

☐ The Tribal Lead Agency uses the same approach for comprehensive background checks as listed for center-based care as listed in 2.9.1. **(If checked, skip 2.9.2a-h.)**

☐ The Tribal Lead Agency uses a different approach for comprehensive background checks for family child care as listed in 2.9.1.

- a. Criminal registry or repository using fingerprints in the current state of residency (§98.43(b)(3)(i)):
  - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
  - ii. ☐ Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- b. Sex offender registry or repository check in the current state of residency (§98.43(b)(3)(ii)):
  - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
  - ii. ☐ Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):

- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- c. Child abuse and neglect registry and database check in the current state of residency (§98.43(b)(3)(iii)):
  - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- d. Federal Bureau of Investigation (FBI) fingerprint check (§98.43(b)(1)):
  - i. ☐ State agency conducts an FBI fingerprint check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses a state's access to the FBI NGI System (a P.L. 92-544 state statute or a state's discretion under the NCPA/VCA)
  - iii. ☐ U.S. Department of Justice (DOJ) Tribal Access Program (TAP)
  - iv. ☐ FBI-approved channeler
  - v. ☐ Hard copy fingerprint cards mailed to the FBI
  - vi. ☐ Alternative approach: Third-party vendor
  - vii. ☐ Alternative approach: Other. Describe:
- e. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search (§98.43(b)(2)):
  - i. ☐ State agency conducts an NCIC NSOR check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses a state's access to the NCIC NSOR name-based records
  - iii. ☐ Alternative approach: FBI fingerprint check (which includes an automatic check the of the NCIC NSOR fingerprint records)
  - iv. ☐ Alternative approach: Third-party vendor
  - v. ☐ Alternative approach: Private or public sex offender registry. Describe:
  - vi. ☐ Alternative approach: Other. Describe:
- f. Criminal registry or repository in the previous state of residency (in the past five years) (§98.43(b)(3)(i)):
  - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency



- ii. ☐ The Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:
- g. Sex offender registry or repository check in the previous state of residency (in the past five years) (§98.43(b)(3)(ii)):
  - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- h. Child abuse and neglect registry and database check in the previous state of registry (in the past five years) (§98.43(b)(3)(iii)):
  - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:

### 2.9.3 Comprehensive Background Checks for In-Home Care

Choose the method for conducting each of the eight components the Tribal Lead Agency uses for in-home child care:

☐ The Tribal Lead Agency uses the same approach for comprehensive background checks for in-home care as listed in 2.9.1 or 2.9.2: **(If checked, skip 2.9.3a-h.)**

☐ Center-based care

☐ Family child care

☐ The Tribal Lead Agency uses a different approach for comprehensive background checks for in-home care as listed in 2.9.1 or 2.9.2.

- a. Criminal registry or repository using fingerprints in the current state of residency (§98.43(b)(3)(i)):
  - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
  - ii. ☐ Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- b. Sex offender registry or repository check in the current state of residency (§98.43(b)(3)(ii)):
  - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
  - ii. ☐ Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- c. Child abuse and neglect registry and database check in the current state of residency (§98.43(b)(3)(iii)):
  - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- d. Federal Bureau of Investigation (FBI) fingerprint check (§98.43(b)(1)):
  - i. ☐ State agency conducts an FBI fingerprint check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses a state's access to the FBI NGI System (a P.L. 92-544 state statute or a state's discretion under the NCPA/VCA)
  - iii. ☐ U.S. Department of Justice (DOJ) Tribal Access Program (TAP)
  - iv. ☐ FBI-approved channeler
  - v. ☐ Hard copy fingerprint cards mailed to the FBI

- vi. ☐ Alternative approach: Third-party vendor
- vii. ☐ Alternative approach: Other. Describe:
- e. National Crime Information Center (NCIC) National Sex Offender Registry (NSOR) name-based search (§98.43(b)(2)):
  - i. ☐ State agency conducts an NCIC NSOR check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses a state's access to the NCIC NSOR name-based records
  - iii. ☐ Alternative approach: FBI fingerprint check (which includes an automatic check the of the NCIC NSOR fingerprint records)
  - iv. ☐ Alternative approach: Third-party vendor
  - v. ☐ Alternative approach: Private or public sex offender registry. Describe:
  - vi. ☐ Alternative approach: Other. Describe:
- f. Criminal registry or repository in the previous state of residency (in the past five years) (§98.43(b)(3)(i)):
  - i. ☐ State agency conducts a criminal history check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state criminal registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- g. Sex offender registry or repository check in the previous state of residency (in the past five years) (§98.43(b)(3)(ii)):
  - i. ☐ State agency conducts a sex offender registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state sex offender registry or repository. It submits and receives information. List the state(s):
  - iii. ☐ Alternative approach: Third-party vendor
  - iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
  - v. ☐ Alternative approach: Other. Describe:
  - vi. If two or more methods are checked, describe how each method is utilized:
- h. Child abuse and neglect registry and database check in the previous state of registry (in the past five years) (§98.43(b)(3)(iii)):
  - i. ☐ State agency conducts a child abuse and neglect registry check on behalf of the Tribal Lead Agency
  - ii. ☐ The Tribal Lead Agency uses access to a state child abuse and neglect registry or repository. It submits and receives information. List the state(s):

- iii. ☐ Alternative approach: Third-party vendor
- iv. ☐ Alternative approach: Tribal database or repository. Briefly describe:
- v. ☐ Alternative approach: Other. Describe:
- vi. If two or more methods are checked, describe how each method is utilized:

## 2.10 Comprehensive Background Checks for Household Members in Family Child Care

**(If the Tribal Lead Agency offers family child care, it is required to complete this section.)**

For family child care, the comprehensive background check requirement includes the caregiver and household members (i.e., any other adults residing in the family home child care who are age 18 or older). ACF recognizes that completing all eight comprehensive background checks for household members may be burdensome for Tribes and will consider an alternative approach of at least one background check or completing some of the required checks. Tribal Lead Agencies who use this alternative approach must indicate which background checks apply to household members and must justify the alternative approach in section 2.17 (§98.43(a)(2)(ii)(C)).

### 2.10.1 Comprehensive Background Checks for Household Members

What comprehensive background check components are required for family child care household members over 18 years of age?

☒ All eight required components are required using the methods listed in 2.9.2 for family child care.

☐ An alternative approach to what is listed in 2.9.2 that includes a combination of the following components. Check those that apply:

- a. ☐ Criminal registry or repository using fingerprints in the current state of residency
- b. ☐ Sex offender registry or repository check in the current state of residency
- c. ☐ Child abuse and neglect registry and database check in the current state of residency
- d. ☐ Federal Bureau of Investigation (FBI) fingerprint check
- e. ☐ National Crime Information Center National Sex Offender Registry (NCIC NSOR) name-based search
- f. ☐ Criminal registry or repository in the previous state of residency (in the past five years)
- g. ☐ Sex offender registry or repository check in the previous state of residency (in the past five years)
- h. ☐ Child abuse and neglect registry and database check in the previous state of residency (in the past five years)

## 2.11 Disqualifying Crimes for Employment Eligibility

The Tribal Lead Agency must determine child care staff members (including prospective child care staff members) ineligible for employment or to deliver services if convicted of a felony for any of the following crimes specified in §98.43(c)(1)(iv): murder, child abuse or neglect, a crime against children, including child pornography, spousal abuse, a crime involving rape or sexual assault, kidnapping, arson, physical assault or battery, a drug-related offense committed during the preceding five years, or has been convicted of a violent misdemeanor committed as an adult against a child, including the following crimes: child abuse, child endangerment, and sexual assault, or of any misdemeanor involving child pornography.

The Tribal Lead Agency must also determine a child care staff member or prospective child care staff member **ineligible** for employment for any components in §98.43(c)(1)(i) through §98.43(c)(1)(iii):

- refuses to consent to a background check,
- knowingly makes materially false statements in connection with the background check, or
- is registered, or is required to be registered, on the state/territory sex offender registry or repository or the National Sex Offender Registry (NSOR).

**(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to complete this section.)**

### 2.11.1 Disqualifying Crimes for Employment Eligibility

- a. Does the Tribal Lead Agency determine child care staff members or prospective child care staff members **ineligible** for child care employment or to deliver services based on conviction for crimes and other factors listed in §98.43(c)(1)?  
☐ Yes.  
☐ No.
- b. Does the Tribal Lead Agency have additional crimes for which it determines individuals **ineligible** for child care employment or to deliver services?  
☐ Yes. List additional disqualifying crimes:  
☐ No.
- c. Does the Tribal Lead Agency use an alternative approach that implements less than a lifetime ban for offenses that are not crimes against children?  
☐ Yes. Briefly describe the alternative approach:  
☐ No.

### 2.11.2 Felony Drug Offense Review Process

Does the Tribal Lead Agency have a review process for a felony drug offense committed within the preceding five years to determine if that individual is still eligible for employment (§98.43(e)(4))?

☐ Yes. Briefly describe:

☐ No.

## 2.12 Fees

The Tribal Lead Agency may not charge fees that exceed the actual costs of processing applications and administering a comprehensive background check, regardless of whether the checks are conducted by the Tribe, a state, or a third-party vendor or contractor.

**(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)**

### 2.12.1 Fees

Does the Tribal Lead Agency ensure that fees charged for completing the background check reflect the actual cost of processing and administration (§98.43(f))?

☐ Yes.

☐ No. If no, briefly describe the cost to the Tribal Lead Agency of processing and administering the background check and the amount charged to the applicant:

☐ Not applicable. The Tribal Lead Agency does not charge fees for background checks.

## 2.13 Timeliness in Returning Employment Determination Results

The Tribal Lead Agency must conduct comprehensive background checks as quickly as possible and provide employment determination results to the provider and to the current or prospective staff member within 45 days after the provider submitted the request. The request must be submitted prior to when the individual becomes a staff member and must be completed at least once every five years (§98.43(d)(2)(ii)).

Tribal Lead Agencies have the flexibility to make employment determination decisions for provisional hires if not all background check components are completed within 45 days.

**(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)**

### 2.13.1 Timeliness in Returning Employment Determination Results

Does the Tribal Lead Agency provide employment determination results to the provider and current or prospective staff member within 45 days (§98.43(e)(1))?

☐ Yes.

☐ No, there are barriers in providing employment determination results within 45 days. Describe the barriers:

☐ No, the Tribal Lead Agency proposes an alternative approach to providing employment determination results within 45 days. Describe the alternative approach:

### 2.13.2 Renewal of the Comprehensive Background Check

Does the Tribal Lead Agency conduct the comprehensive background check at least every five years for all required components for all applicable categories of care (§98.43(d)(2)(ii))?

☐ Yes.

☐ No.

## 2.14 Provisional Hire

Before prospective staff members may provide services or be near children, Tribal Lead Agencies must receive a qualifying result for either the FBI criminal background check or a fingerprint-based in-state criminal background check where the individual lives. Until all the background check components have been completed, the prospective staff member must be supervised at all times by someone who has already received a qualifying result on a background check within the past five years.

### 2.14.1 Provisional Hire

Does the Tribal Lead Agency allow a provisional hire to begin work before a qualifying result from an FBI fingerprint criminal check or an in-state fingerprint-based criminal history check (§98.43(d)(4))?

☐ No.

☐ Yes. If yes, answer the following questions:

- a. Does the Tribal Lead Agency require a qualifying result from the FBI fingerprint check or state/Tribal criminal checks before a provisional hire begins work with children?

☐ Yes.

☐ No.

☐ No, proposing an alternative approach. Describe the alternative approach:

- b. Does the Tribal Lead Agency require a provisional hire to be supervised by staff with a qualifying result for the comprehensive background check while awaiting results from all components of the comprehensive background check?

☐ Yes.

☐ No.

☐ No, proposing an alternative approach. Describe the alternative approach: .

2.15 Privacy of Comprehensive Background Check Results

Tribal Lead Agencies must ensure privacy by providing the results of the background check to the child care provider (i.e., employer) in a statement that only indicates whether a child care staff member (including staff member, prospective staff member, or household member) is eligible or ineligible for employment, without revealing any detailed information of criminal history, disqualifying crimes, or other related information regarding the individual. The Tribal Lead Agency may not publicly release the results of individual background checks. It may release aggregated data by crime as long as the data does not include personally identifiable information (§98.43(e)(2)(iii)). ACF will consider alternative approaches that allow some information to be shared with the child care provider.

*Note: This provision is subject to limitations in FBI policy and state or Tribal privacy requirements, which may prevent the release of information. Tribal Lead Agencies must justify any alternative approach.*

**(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)**

2.15.1 Privacy of Comprehensive Background Check Results

Does the Tribal Lead Agency certify it provides employment determination results to the provider without revealing any specific/detailed criminal history about the child care staff member (including staff member, prospective staff member, or household member) (§98.43(e)(2)(i))?

- ☐ Yes.
- ☐ No. Describe the alternative approach:



## 2.16 Appeals for Child Care Staff

Tribal Lead Agencies must have a process that allows an individual (including staff member, child care staff member, prospective staff member, or household member) to appeal the results of a background check to challenge the accuracy or completeness of the information contained in the individual's background check report.

**(If the Tribal Lead Agency only uses state systems for comprehensive background checks, it is not required to answer this section.)**

### 2.16.1 Appeals Process

Does the appeals process:

- a. Provide the affected individual with information in writing related to each disqualifying crime in a report, along with information/notice on the opportunity to appeal (§98.43(e)(2)(ii))?  
☐ Yes.  
☐ No.
- b. Provide the affected individual with clear instructions about how to complete the appeals process for each background check component if the individual wishes to challenge the accuracy or completeness of the information contained in such individual's background check report (§98.43(e)(3)(ii))?  
☐ Yes.  
☐ No.
- c. Ensure the Tribal Lead Agency attempts to verify the accuracy of the information challenged by the individual, including making an effort to locate any missing disposition information related to the disqualifying crime (§98.43(e)(3)(iii))?  
☐ Yes.  
☐ No.
- d. Get completed in a timely manner (§98.43(e)(3)(iv))?  
☐ Yes.  
☐ No.
- e. Ensure the affected individual receives written notice of the decision (§98.43(e)(3)(v))?  
☐ Yes.  
☐ No.
- f. In the case of a negative determination, the decision must indicate (1) the Tribal Lead Agency's efforts to verify the accuracy of information challenged by the individual, (2) any additional appeals rights available to the individual, and (3) information on how the individual can correct records at issue in the case (§98.43(e)(3)(v))?  
☐ Yes.  
☐ No.

## 2.17 Justification for Alternative Approaches

**(If the Tribal Lead Agency only checks preapproved methods in 2.9-2.15, it is not required to answer 2.17.1-2.17.2.)**

Tribal Lead Agencies may use alternative approaches to complete all eight of the comprehensive background checks (Plan question 2.9); the implementation of less than lifetime bans for offenses that are not crimes against children (2.11); the policies that allow longer than 45 days to conduct comprehensive background checks (2.13); provisional hire (2.14); or any private information shared with the child care provider (i.e., employer) (2.15), as applicable.

OCC will consider alternative approaches in cases where the Tribe does not have authority or access to conduct a particular component of the check, particularly in cases where staff are not Tribal employees (e.g., staff of family child care providers or center-based providers receiving vouchers/certificates).

In the question below, describe how the alternative approach(es) selected in Plan questions 2.9-2.16 are comprehensive and ensure the health and safety of children in child care, as applicable.

### 2.17.1 Barriers in Completing CCDF Background Checks

What are the issues or barriers in completing the required CCDF background checks using approved methods? Check those that apply:

- ☐ Does not have the authority under the CCDF statute to conduct a NCIC NSOR name-based search.
- ☐ No direct authority under the CCDF statute to conduct an FBI fingerprint check.
- ☐ No existing formal or informal MOU or MOA with a state to access criminal or child abuse databases for CCDF purposes.
- ☐ Other. Describe:

### 2.17.2 Justification for Alternative Approaches

Describe how the alternative approach(es) in Plan questions 2.10-2.15 are comprehensive and ensure the health and safety of children in child care:

### 3 Quality Improvement

The quality of child care affects children’s safety and healthy development while in care settings, and high-quality child care can be foundational across the lifespan of a child. Tribal CCDF quality funds can be used in a broad variety of ways to improve the quality of child care for all children in care, including for culturally relevant activities, to meet the unique needs of Tribal children, families, and communities. Tribal Lead Agencies may use CCDF for quality improvement activities for all Indian children in care in the defined service area, not just those receiving child care subsidies.

Required Minimum for Quality Spending		
	Tribal Lead Agencies with Small Allocations	Tribal Lead Agencies with Medium and Large Allocations
Quality Set-Aside*	9%	9%
Infant-Toddler*	NA	3%
Total Quality*	9%	12%

*\*Does not apply to discretionary base amount.*

#### 3.1 Quality Activities Needs Assessment Methodology

##### 3.1.1 Quality Activities Needs Assessment Methodology

How did the Tribal Lead Agency assess needs to identify goals and activities to improve quality? Check those that apply:

- a. ☒ Parent, family, community, or Tribal meetings
- b. ☒ Self-assessments
- c. ☒ Surveys to families, providers, and Tribal leadership
- d. ☒ Site visits and/or monitoring inspection visits
- e. ☒ Community assessments
- f. ☐ Other. Describe:

## 3.2 Quality Improvement Goals and Activities

CCDF quality set-aside funds must be used on *at least one of ten quality improvement activities* described in CCDF regulations and may include supporting preservation and revitalization of Indigenous language and culture in child care programs. The quality activities must be aligned with the Tribal Lead Agency's assessment of the service area's need to carry out such services and care. The Tribal Lead Agency may describe activities currently underway, planned, or expected during the three-year Plan period (§98.53(a)).

### 3.2.1 Quality Improvement Activities

Identify the Tribal Lead Agency's plans to spend CCDF funds for selected quality improvement activities.

Check at least one quality activity:

- a. **[x] Training and Professional Development:** This category supports the training and professional development of the child care workforce. For example, the Tribal Lead Agency could fund training for required health and safety training topics, language and literacy, promotion of child development, family engagement, implementation of developmentally appropriate and culturally and linguistically responsive instruction, or more.

Briefly describe: **BJTELA funds training covering: health and safety required topics, child development, family engagement, mental health, language and literacy, and curriculum. BJTELA funds professional development to support career pathways of BJTELA employees and child care workforce.**

- b. **[x] Early Learning and Developmental Guidelines:** This category supports developing, maintaining, or implementing early learning and developmental guidelines. For example, the Tribal Lead Agency could fund staff trainings on child development and early learning guidelines, use of the state's early learning guidelines, development or implementation of the Tribal Lead Agency's own Tribally specific guidelines, or more.

Briefly describe: **BJTELA funds staff trainings on child development, early learning guidelines, and assessment tools.**

- c. **[x] Quality Rating and Improvement Systems (QRIS):** This category supports developing, implementing, or enhancing a quality improvement system. For example, the Tribal Lead Agency could fund participation in a state QRIS, collaboration with other Tribes to implement a QRIS or similar rating system, development of a Tribal QRIS or similar rating system, or more.

Briefly describe: **BJTELA participates in a Washington state approved alternative QRIS titled "LOVIT Way".**

- d. **[x] Supply and Quality of Services for Infants and Toddlers:** This category supports improving the supply and quality of child care services for infants and toddlers. For example, the Tribal Lead Agency could fund training and professional development to enhance child care providers' abilities to provide developmentally appropriate services for infants and toddlers, Indigenous language and culturally responsive practices for infants and toddlers, transparent and easy-to-understand consumer information about high-quality infant-toddler care that includes information on infant-toddler language, social-emotional, and early literacy and numeracy cognitive development, or more.

Briefly describe: **BJTELA provides training and professional development to enhance abilities to provide appropriate services for infants and toddlers and provides coaching and mentoring for infant/toddler teachers. BJTELA houses early head start and coordinates with early intervention specialist to supports infant and toddlers with appropriate services. BJTELA utilizes various methods of screening and assessments (ASQ and Teaching strategies Gold checkpoints) to provide families with information about their child's development in the designated domains**

- e. **[x] Child Care Resource and Referral (CCR&R) Services:** This category supports establishing or expanding a system of CCR&R services. For example, the Tribal Lead Agency could fund partnerships with other Tribes to offer CCR&R services, incorporation of CCR&R services into the family intake process, use of a state CCR&R, or more.

Briefly describe: **TLA utilizes state CCR&R for families.**

- f. **[x] Licensing, Inspection, Monitoring, Training, Health, and Safety:** This category supports facilitating compliance with Tribal child care licensing, monitoring, inspection, and health and safety standards. For example, the Tribal Lead Agency could fund health and safety materials/equipment (e.g., carbon monoxide detectors, fencing, personal protective equipment), classroom materials and resources, conducting monitoring visits of child care providers, or more.

Briefly describe: **BJTELA funds health and safety materials and equipment academy and outside providers, funds classroom materials and resources forBJTELA, and conducts monitoring of child care providers through WA state Child Care Check and Child Care Aware which posts Early Achievers Ratings, Complaints, Inspections, and Licensing History for all providers.**

- g. **[x] Evaluating the Quality of Child Care Programs:** This category supports evaluating the quality of child care programs, including how programs positively impact children. For example, the Tribal Lead Agency could purchase quality assessment tools, implement surveys to collect provider or family input, conduct internal training on the use of quality evaluations, or more.

Briefly describe: **BJTELA will purchase quality assessment tool for outside providers to conduct self-assessments, implements surveys to collect stakeholder input on the quality of their child care program.**

- h. **[x] Supporting Providers in the Voluntary Pursuit of Accreditation:** This category supports accreditation by an accrediting body with demonstrated, valid, and reliable program standards of high quality. For example, the Tribal Lead Agency could use accreditation guidelines as a quality measure, fund any aspect of national accreditation (e.g., accreditation from the National Association for the Education of Young Children or National Association for Family Child Care, or accreditation developed by a Tribal association), pay annual accreditation fees, or more.

Briefly describe: **BJTELA will fund any aspect of national accreditation (e.g., accreditation from the National Association for the Education of Young Children, or the National Association for Family Child Care, or accreditation developed by a Tribal association).**

- i. **[x] High-Quality Program Standards:** This category supports Tribal or local efforts to develop or adopt high-quality program standards relating to health, mental health, nutrition, physical activity, and physical development. For example, the Tribal Lead Agency could use Minimum Health and Safety Standards: A Guide for American Indian and Alaska Native CCDF Grantees, Caring for Our Children, Head Start Program Performance Standards, or more to develop or adopt high-quality program standards.

Briefly describe: **BJTELA utilizes the highest-standard available. Referencing Head Start Program Performance Standards, Caring for Our Children, and Minimum Health and Safety Standards has provided the ability to create a high standard program.**

- j. **[x] Other Measurable Quality Improvement Activities:** This category supports other activities the Tribal Lead Agency will engage in to improve the quality of child care services and the measurement of outcomes related to improved provider preparedness, child safety, child well-being, or kindergarten entry, including culturally relevant quality activities. For example, the Tribal Lead Agency could incorporate Tribal language into child care settings, offer culturally based training opportunities for families and providers, serve traditional Indigenous foods in child care programs, fund written materials, including newsletters, brochures, and checklists on child care topics, develop or participate in the Tribal Early Learning Initiative (TELI), or more. For more information about TELI, see Appendix 2.

Briefly describe: **BJTELA will fund community designed activities, provide training and materials required for implementation, partner with community agencies, and serve locally grown foods. BJTELA will provide consumer education through written materials, social media, local media, and other internet options. BJTELA will also fund the purchase of buses and vans as necessary for program operations, and golf cart or utility task vehicle and trailer for transporting items to and from storage facility which is located outside the facility. BJTELA would purchase carport and storage shed for emergency preparedness and security of vehicles. BJTELA will fund improvement of playground areas to include new and upgraded replacements, protective padding, and new play areas to support outdoor learning. BJTELA will also use funds to ensure that security measures are in place for child safety.**

## PART II: TRIBAL LEAD AGENCIES WITH SMALL ALLOCATIONS

### 4 Direct Services

Tribal Lead Agencies with small allocations do not have to offer direct services to children, but CCDF funds must be used in alignment with the goals and purpose of CCDF (§98.1). If the Tribal Lead Agency chooses to offer direct services, it is exempt from requirements listed in Section 5: Child and Family Eligibility, Enrollment, and Continuity of Care, Section 6: Equal Access, and Section 7: Family Outreach and Consumer Education, but not from the requirements listed in §98.83(f).

#### 4.1 Direct Child Care Services

##### 4.1.1 Direct Child Care Services

Indicate if the Tribal Lead Agency will offer direct child care services.

Check the appropriate box below:

☐ Yes. The Tribal Lead Agency will offer direct child care services.

☐ No. The Tribal Lead Agency will not offer direct child care services. If no, this concludes the abbreviated CCDF Plan for Tribal Lead Agencies with small allocations.

**(If “No” is checked, skip 4.2.1–4.4.1. The application is complete.)**

#### 4.2 Direct Child Care Funding Methods

##### 4.2.1 Funding Methods

How does the Tribal Lead Agency provide direct child care services? Check those that apply:

- a. ☐ Certificates and vouchers
- b. ☐ Grants or contracts with approved child care providers (e.g., the Tribal Lead Agency uses grants or contracts for child care slots to increase the supply and prioritize children in underserved areas, infants and toddlers, children with disabilities [as defined by the Tribal Lead Agency], and children who receive care during nontraditional hours and/or to improve quality of child care programs)
- c. ☐ Operational costs for a Tribally operated center. *Note: A Tribally operated center is a center owned and operated by a Tribe that delivers all or part of the Tribe’s child care services funded by CCDF.* Does the Tribal Lead Agency provide child care services exclusively through one or more Tribally operated centers?
  - ☐ Yes.
  - ☐ No.

4.3 Eligibility Criteria

Tribal Lead Agencies with small allocations who choose to provide direct child care services must at a minimum, limit eligibility to Indian children (as defined in Plan question 1.1.1) residing in the defined service area (as defined in Plan question 1.2.1). If the Tribal Lead Agencies have additional eligibility criteria, please describe below.

4.3.1 Eligibility Criteria

Describe the Tribal Lead Agency’s eligibility criteria:

4.4 Payment Rates

(If “Yes” is checked in 4.2.1c, the Tribal Lead Agency is not required to answer this question.)

4.4.1 Provider Payments

Describe how the Tribal Lead Agency sets payment rates for each provider type:

The abbreviated CCDF plan for Tribal Lead Agencies with small allocations ends here.



## PART III: TRIBAL LEAD AGENCIES WITH MEDIUM AND LARGE ALLOCATIONS

### 5 Child and Family Eligibility, Enrollment, and Continuity of Care

Stable and reliable child care arrangements facilitate job stability for parents and healthy development of children. CCDF eligibility and enrollment policies can contribute to these goals. Policies and procedures that create barriers to families accessing CCDF interrupt a parent's ability to work and may deter eligible families from participating in CCDF.

To address these concerns, Tribal Lead Agencies must provide children with a minimum of 12 months between eligibility determinations, limit reporting requirements during the 12-month period, and ensure eligibility determination and redetermination processes do not interrupt a parent's work or school.

In this section, a Tribal Lead Agency will identify how it defines eligible children and families and how the Tribal Lead Agency's eligibility and enrollment policies support equal access for eligible children and families.

#### 5.1 Basis for Determining Eligibility

***Tribal Lead Agencies with medium and large allocations*** must include the basis for determining family eligibility, in addition to children meeting the definition of Indian child in Plan question 1.1.1 and living within the service area in 1.2.1, through one of two options or a combination of both, as described below.

***Standard Eligibility.*** Tribal Lead Agencies implementing standard eligibility must determine eligibility for services pursuant to the criteria found in §98.20(a) and §98.81(b)(1)(ii). When eligibility is determined, children must (1) meet the Tribal Lead Agency's definition of Indian child, (2) reside in the Tribal service area, (3) be under age 13, and (4) reside with a parent or caregiver who is working, attending a job training or an educational program, or receive or need to receive protective services.

Per §98.81(b)(1)(ii), Tribal Lead Agencies have the option to disregard family income and assets as an eligibility requirement described under §98.20(a)(2). If the Tribal Lead Agency chooses to assess income or implement an asset limit, it is not required to limit family income to 85 percent of State Median Income (SMI) or family assets at \$1 million. Should the Tribal Lead Agency set an eligibility limit below 85 percent of SMI, it must implement policies required under §98.21 that are tied to the income requirement, including the implementation of a graduated phase-out process during re-determination (§98.21(b)) and continued assistance requirements (§98.21(a)(2)). Tribal Lead Agencies that set income limits above 85 percent SMI may establish a graduated phase-out or continued assistance policies but are not required to.

***Categorical Eligibility.*** If 100 percent of the Tribe's Median Income (TMI) is below 85 percent of the State Median Income (SMI), the Tribal Lead Agency has the ***option*** to consider any Indian child in the Tribe's service area to be eligible to receive CCDF program funds, regardless of a family's income, work, education, or training status, provided that the provision for services still goes to those with the highest need (§98.81(b)(1)(i)). Tribal Lead Agencies that use categorical eligibility must still ensure that children meet the Tribal Lead Agency's Indian child and service area definitions to be eligible for services. Tribal Lead Agencies that use categorical eligibility may create opportunities to align or partner CCDF programs with other Tribal early childhood programs, including Tribal home visiting, Early Head Start, Head Start, state-funded Pre-K, and Tribally funded Pre-K.

A Tribal Lead Agency that chooses to use categorical eligibility will receive the same funding allocation as if it had chosen to use standard eligibility thresholds. Additional funds will not be allocated.

***Combination of Categorical and Standard Eligibility:*** Tribal Lead Agencies also have the ***option*** to use different criteria in different parts of the service area, or a Tribal consortium may establish different eligibility tracks based on the preferences of its participating Tribes.

#### 5.1.1 Basis for Determining Eligibility

Which option does the Tribal Lead Agency choose as the basis for determining child eligibility (§98.81(b)(1))?

- a. ☒ Standard Eligibility
- b. ☐ Categorical Eligibility in the entire service area
- c. ☐ Categorical Eligibility in part of the service area

(If “a” is checked, skip 5.1.3 and 5.1.4.)

(If “b” is checked, skip 5.2.2, 5.2.3, and 5.2.4.)

#### 5.1.2 Timely Eligibility Documentation and Verification

Describe the policies in place for timely documentation and verification that children meet eligibility criteria at the time of eligibility determination and redetermination (§98.16(h)(10), §98.68(c)): **BJTELA ensures timely eligibility determination by verifying documents and determining eligibility within five business days of receiving a completed application. Within the enrollment policy, acceptable documentation for verifying eligibility is noted. The policy also outlines to process for determination and redetermination. There is additional grace allowed for families to gether and submit documentation for eligibility if they are experiencing homelessness or children are in protective services.**

#### 5.1.3 Categorical Eligibility Demonstration

- a. Demonstrate that 100% of the Tribal Median Income (TMI) is below 85% of the State Median Income (SMI) for a family of four:
  - i. 100 percent of Tribal Median Income: \$/month (must be less than 85 percent SMI)
  - ii. 85 percent of State Median Income: \$/month
- b. What data sources were used for TMI and SMI?
  - i. Source data for TMI:
  - ii. Source data for SMI, including the name of the state:

#### 5.1.4 Additional Eligibility Criteria

If utilizing categorical eligibility, the Tribal Lead Agency may add additional eligibility criteria in

addition to the requirement of meeting the definition of Indian child, residing within the service area, and the child age limits.

Does the Tribal Lead Agency use additional *optional* eligibility criteria (§98.20(b))?

☐ Yes, describe:

☐ No.

## 5.2 Eligible Children and Families

### 5.2.1 Eligibility Criteria: Age of Children Served

Tribal Lead Agencies may provide child care assistance for Indian children less than 13 years of age in the defined service area (§98.20(a)(1)). In addition, Tribal Lead Agencies can choose to serve a child under 19 and physically or mentally incapable of caring for himself or herself, or under court supervision (§98.20(a)(1)(ii)).

a. The Tribal CCDF program serves eligible children from ages **6 weeks**☒ months ☐ years ☐ through age **12 weeks** ☐ months ☐ years ☒ or under age 13.

b. Does the Tribal Lead Agency allow CCDF-funded child care for a child age 13 and older but under 19 and physically or mentally incapable of caring for himself or herself?

☐ No.

☒ Yes, and the upper age limit is: **18 years old - not to exceed age 19** (may not equal or exceed age 19).

i. Provide the Tribal Lead Agency's definition of physical and/or mental incapacity: **A child who is unable to care for themselves physically, make decisions for themselves, or requires an adult to help them with their basic overall daily needs, which can be verified by medical records.**

c. Does the Tribal Lead Agency allow CCDF participation for a child age 13 and older but under 19 who is under court supervision?

☒ No.

☐ Yes, and the upper age limit is: (may not equal or exceed age 19).

d. How does the Tribal Lead Agency define the following eligibility terms?

i. Define "residing with" (§98.16(g)(5)): **BJTELA has defined "residing with" in regards to children as: Permanently living in the same house where meals are shared and sleeping occurs. Residency for children residing with a non-custodial adult must be verified through tribal ID, mail, medical or school records, or utility bill matching the name of guardian identified on legal/court documents.**

- ii. Define “in loco parentis” (§98.16(g)(9)): **BJTELA has defined "in loco parentis" as: An individual acting in place of the parents through written/documentated approval from the biological parents.**

### 5.2.2 Eligibility Criteria: Reason for Care

Tribal Lead Agencies have broad flexibility in defining the work, training, educational activities, and protective services required to qualify for child care assistance. Tribal Lead Agencies do not have to set a minimum number of hours for families to qualify for work, training, or educational activities, and there is no requirement to limit authorized child care services strictly based on the work, training, or educational schedule/hours of the parent(s).

How does the Tribal Lead Agency define the following for the purpose of determining eligibility (§98.16(g))?

- a. “Working”: **Working is defined as paid employment of at least 24 hours per week which can be verified through documentation from employer (hiring letter, pay stubs, or W-2)**
- b. “Job training”: **Job training is defined as engaging in a program that teaches specific skills or knowledge to perform a job or role which can be verified through documentation.**
- c. “Education”: **Education is determined as enrolled in an educational program at least part-time which can be verified through registration records and program plan.**
- d. “Attending” (a job training or educational program): **Attending means actively participating in asynchronous online or in-person job training or educational programs.**
- e. Does the Tribal Lead Agency extend eligibility to specific populations of children otherwise not eligible by including them in its definition of children in, or in need of protective services (§98.20(a)(3)(ii))?

☐ No.

☒ Yes. If yes, provide the Tribal Lead Agency’s definition of protective services by checking those below that are included (§98.16(g)(7)):

- i. ☒ Children in foster care
  - ii. ☒ Children in kinship care
  - iii. ☒ Children who are in families under court supervision
  - iv. ☒ Children who are in families receiving supports or otherwise engaged with a child welfare agency
  - v. ☐ Children participating in an early childhood or school-aged partnership (e.g., Tribal Early Head Start – Child Care Partnership, CCDF and school-aged care partnerships)
  - vi. ☒ Children experiencing homelessness
  - vii. ☐ Children whose family has been affected by a natural disaster
  - viii. ☐ Other. Describe:
- f. Does the Tribal Lead Agency use CCDF funds to provide respite care to custodial parents of children in protective services (§98.17(g)(7))?

☐ Yes.

☒ No.

### 5.2.3 Eligibility Criteria: Income Limits

Tribal Lead Agencies do not need to consider family income in eligibility determinations but can choose to do so. Tribal Lead Agencies also have flexibility in defining family income and setting income limits. This flexibility allows for the exclusion or deduction of certain types of income from calculations of total family incomes and setting the income limit above 85% of the State Median Income (SMI). If a Tribal Lead Agency chooses to set the income limit for families above 85% SMI, it does not have to answer the graduated phase-out questions below.

- a. Does the Tribal Lead Agency use income to determine eligibility?

☒ No. (If checked, skip 5.2.3b-d.)

☐ Yes.

- b. What is the income eligibility percentage of TMI at the time of initial eligibility determination? If there are different percentages per family size, report a family size of three:

- c. If family income at the time of initial eligibility is below 85% TMI, does the Tribal Lead Agency certify that it has a graduated phase-out for families with incomes less than 85% TMI?

☐ Yes. Describe the Tribal Lead Agency's graduated phase-out process, including methods for informing families and providers (§98.21(b)(1)):

☐ No.

☐ Not applicable.

- d. The Tribal Lead Agency processes for initial determination and redetermination must take into account irregular fluctuations in earnings (§98.21(c)).

Check the processes that the Tribal Lead Agency uses to take into account irregular fluctuations in earnings:

- i. ☐ Average the family's earnings over a period of time (e.g., 12 months).
- ii. ☐ Request earning statements that are most representative of the family's monthly income.
- iii. ☐ Deduct temporary or irregular increases in wages from the family's income level.
- iv. ☐ Are there other ways the Tribal Lead Agency takes into account irregular fluctuations in earnings? Describe:

### 5.2.4 Additional Eligibility Criteria

The Tribal Lead Agency may establish **optional** additional eligibility criteria (§98.20(b)).

Does the Tribal Lead Agency establish additional eligibility criteria?

☐ Yes. Describe:

☒ No.

## 5.3 Application and Eligibility Determination/Redetermination Process

### 5.3.1 Reducing Barriers to Family Enrollment and Redetermination

The Tribal Lead Agency has the flexibility to consider a child presumptively eligible for up to three months and begin to receive child care subsidy prior to full documentation and eligibility determination. The Tribal Lead Agency has the flexibility to verify eligibility as appropriate by using documents or verification from other benefit programs (e.g., Head Start, TANF, etc.).

*Note: Policies for children experiencing homelessness should not be reported here, and instead should be reported in question 6.3.2c.*

Check any eligibility practices the Tribal Lead Agency uses to reduce barriers to enrollment:

- a. ☐ Establishing presumptive eligibility (§98.21(e)). Describe the policy and how long the period of eligibility is:
- b. ☐ Leveraging eligibility from Tribal or other public assistance programs (§98.21(g)). Describe:
- c. ☒ Coordinating eligibility determinations for children in the same household. Describe: **Single application for families simplifying the eligibility determination for children within the same household.**
- d. ☐ Other practices to reduce barriers to enrollment. Describe:
- e. ☐ None of the above. The Tribal Lead Agency does not use any practices to reduce barriers to enrollment.

### 5.3.2 Priority for Child Care Services

- a. Tribal Lead Agencies must set priority rules to ensure the provision of child care services goes to children experiencing homelessness and children with special needs, which may include any vulnerable populations as defined by the Tribal Lead Agency. Does the Tribal Lead Agency certify that it prioritizes child care services to children experiencing homelessness and children with special needs, as defined by the Tribal Lead Agency (§98.46(a))?  
☒ Yes.  
☐ No.
- b. The Tribal Lead Agency may also establish additional priority rules (§98.20(b)). Does the Tribal Lead Agency set additional priority rules?  
☒ Yes. Describe: **BJTELA has a priority scale in place to rank the wait list and enrollment order.**  
☐ No.



### 5.3.3 12-Month Eligibility

Tribal Lead Agencies are required to establish a minimum 12-month eligibility and redetermination period, regardless of changes in a family's eligibility, including changes in a child's age and changes in a family's residency within a Tribal service area.

The Tribal Lead Agency may not terminate assistance prior to the end of the 12-month period if a family experiences temporary changes in participation in work, training, or educational activities and must receive services at least at the same level.

Temporary changes shall include, at a minimum:

- Any time-limited absence from work for an employed parent due to reasons such as the need to care for a family member or an illness;
  - Any interruption in work for a seasonal worker who is not working between regular industry work seasons;
  - Any student holiday or break for a parent participating in training or education;
  - Any reduction in work, training, or education hours, as long as the parent is still working or attending training or education;
  - Any other cessation of work or attendance at a training or education program that does exceed three months or a longer period of time established by the Tribal Lead Agency;
  - If a child turns 13 years old during the eligibility period; and
  - Any change in residency within the Tribal service area.
- a. Does the Tribal Lead Agency certify that its policies or procedures provide a minimum 12-month eligibility period for each child at initial eligibility determination (§98.21(a))?
- ☒ Yes.
- ☐ No.
- b. Does the Tribal Lead Agency certify that its policies or procedures provide a minimum 12-month eligibility period for each child at redetermination (§98.21(d))?
- ☒ Yes.
- ☐ No.
- c. Does the Tribal Lead Agency certify that its temporary change requirements follow the requirements outlined above (§98.21(a)(1)(ii))?
- ☒ Yes.
- ☐ No. Describe:
- d. Does the Tribal Lead Agency include any additional conditions in the definition of "temporary changes in activity"?
- ☐ Yes. Describe:
- ☒ No.

#### 5.3.4 Non-Temporary Changes to Family Eligibility

If a Tribal Lead Agency chooses to terminate assistance due to a parent's non-temporary (permanent) loss or cessation of work, attendance at a job training, educational program, or other eligible activity, it must provide at least three months of continued assistance *at the same level*. Tribal Lead Agencies have the flexibility to allow a family who loses its eligible activity within three months of the end of the authorization period to continue its benefits until its redetermination date. Tribal Lead Agencies are encouraged to consider how policies will impact the families served and to ensure that such requirements help a parent find new employment without adding unnecessary burden.

At the end of the minimum three-month period of continued assistance, if the parent has engaged in a qualifying work, training, or educational program activity, assistance cannot be terminated and the child must continue receiving assistance until the next scheduled redetermination.

Does the Tribal Lead Agency choose to discontinue assistance during the minimum 12-month eligibility period due to a parent's non-temporary or permanent loss or cessation of eligible activity?

☒ No. The Tribal Lead Agency does not discontinue assistance during the 12-month eligibility period due to a parent's non-temporary change.

☐ Yes. If yes, describe the Tribal Lead Agency's policies and procedures for offering a minimum three-month period to allow parents to engage in a job search and to resume participation in an eligible activity (§98.21(a)(2)(i)):

#### 5.3.5 Discontinuing Assistance

The Tribal Lead Agency may discontinue assistance prior to the next minimum 12-month redetermination in limited circumstances. Check the allowable circumstances used by the Tribal Lead Agency to discontinue assistance, if applicable:

- a. ☒ Excessive unexplained absences (after multiple attempts to contact the family, including the prior notification of a possible discontinuation of assistance)
- b. ☐ A change in residency outside of the Tribal service area
- c. ☒ Substantiated fraud or intentional program violations that invalidate prior determinations of eligibility. Describe the violations that lead to discontinuing assistance: **Violation that could lead to discontinuing assistance would include intentional submission of invalid/incorrect information on application, to child care provider, authorizing inaccurate attendance records, utilizing two providers without approval, or receiving employee discount and failing to provide information resulting in overpayment. Additional substantiated fraud or intentional program violations can be added to this description or quality based on administrators discretion on a case by case basis.**

### 5.3.6 Eligibility Change Reporting

Tribal Lead Agencies may only require families to report limited changes during the minimum 12-month eligibility period.

Specifically, reporting requirements during the 12-month eligibility period must be limited to items that impact a family's eligibility (e.g., that impact the Tribal Lead Agency's ability to contact the family or pay the child care providers) and shall not require an office visit. In addition, the Tribal Lead Agency must offer a range of notification options to accommodate families.

- a. Does the Tribal Lead Agency require families to report changes (e.g., change of address, change in child care provider) (§98.21(i)(2))?

☒ Yes. Describe what is required to be reported and the options for families to report changes (e.g., phone call, email, in person): **Changes can be reported in various ways such as via phone call, email, or in-person and anytime during program hours 7:30am to 5:00pm. Only changes that require updated documentation in the moment are those impacting child care services provided or payments.**

☐ No.

- b. Does the Tribal Lead Agency ensure that reporting changes are not burdensome and avoid an impact on continued eligibility between redeterminations (e.g., reporting changes by mail, email, online forms, or in person; extended submission hours) (§98.21(i)(2)(iii)):

☒ Yes.

☐ No.

## 6 Equal Access to Quality Child Care

Core purposes of CCDF are to provide parental choice in child care arrangements and to provide equal access to child care for families participating in CCDF as families not participating in CCDF.

This section addresses many of the CCDF provisions related to equal access. This includes families being able to access the full range of providers available; building a supply of high-quality child care to address the needs of populations facing particularly acute shortages (e.g., children with disabilities, infants and toddlers, nontraditional hour care); adequate payment rates for providers; differential payment rates, if appropriate; and other strategies that support parental choice and access by helping to ensure that child care providers are available to serve children participating in CCDF.

### 6.1 Description of Direct Child Care Services

#### 6.1.1 Funding Methods

Tribal Lead Agencies can provide direct child care services through certificates, grants or contracts, or operational costs of a Tribally operated center.

Which funding methods are used by the Tribal Lead Agency to fund its direct services program? Check those that apply:

- a. ☒ Certificates. *Note: Tribal Lead Agencies with large allocations are required to operate a certificate program that permits families to choose from all three categories of care.*
- b. ☐ Grants or contracts with approved child care providers for child care slots
- c. ☒ Operational costs for a Tribally operated center. *Note: A Tribally operated center is a center owned and operated by a Tribe that delivers all or part of the Tribe's child care services funded by CCDF. Does the Tribal Lead Agency provide child care services exclusively through one or more Tribally operated centers?*
  - ☐ Yes (This option is available only to Tribal Lead Agencies with medium allocations (§98.30(a)).  
**(If checked, skip 6.2. The Tribal Lead Agency is still required to answer 6.1.2, if applicable, and 6.1.3.)**
  - ☒ No.

#### 6.1.2 Funding Direct Child Care Services

**(If the Tribal Lead Agency is a consortium, it is required to answer this question.)**

Describe the direct services funded by CCDF for each of the participating Tribes of the consortium (§98.83(c)(1)):

### 6.1.3 Building the Supply of Child Care

Tribal Lead Agencies are required to develop and implement strategies to increase the supply of child care services and to improve the quality of care for children who are typically underserved, as listed below in options a through d (§98.16(y)). These populations include children who receive care during nontraditional hours, infants and toddlers, children with disabilities, and children in underserved geographic areas, as defined by the Tribal Lead Agency.

Strategies may include alternative payment rates to child care providers, differential payment rates, the provision of direct contracts or grants for child care slots, offering child care certificates to parents for relative care or family child care options, or training support using quality set-aside or other quality supports.

Briefly describe the strategies to increase the supply and improve the quality of child care services of the categories below:

- a. Children in need of nontraditional hours of care. Describe: **There are limited providers who offer childcare during non-traditional hours, BJTELA ensures families in need are aware and have access to childcare providers who can meet their needs.**
- b. Infants and toddlers. Describe: **BJTELA has a 3% quality improvement set aside to increase supply of quality childcare for infants and toddlers. BJTELA coordinates with early intervention services and provides training and professional development specifically focused on infants and toddlers. BJTELA also provides community based and locally designed curriculum practices for infants and toddlers.**
- c. Children with disabilities. Describe: **BJTELA coordinates with early intervention services providers and has an ongoing partnership with the local school district to ensure clients needs are being met.**
- d. Children in underserved geographic areas. Describe: **Through partnership with Tulalip Tribes services departments, BJTELA is able to increase the supply and access to quality childcare for children in the Tulalip Community. BJTELA has expanded the facility to allow increased access.**
- e. ☐ Other. Describe:

## 6.2 Establishing Adequate Payment Rates

Tribal Lead Agencies must set sufficient base payment rates to provide equal access to the full range of child care services, cover the costs of providing child care, and are comparable to those provided to families not eligible to receive CCDF assistance. The Tribal Lead Agency will include a description of the Tribe's payment rates, how the rates are established, and how the rates support quality, including, where applicable, cultural and linguistic appropriateness.

### 6.2.1 Payment Rates to Support Equal Access

Does the Tribal Lead Agency certify that payment rates are sufficient to ensure equal access

(\$98.45(a))?

☒ Yes.

☐ No. Briefly describe:

### 6.2.2 Setting Payment Rates

Tribal Lead Agencies are required to set base payment rates at least at a level sufficient to cover the costs of meeting the health, safety, quality, and staffing requirements.

Briefly describe how the Tribal Lead Agency's base payment rates were established and how the rates support quality and meet the needs of the Tribal communities served (e.g. cultural, and linguistic appropriateness) (\$98.81(b)(5)): **BJTELA follows Washington Region 3 rates that rank based on provider type and Early Achiever's rankings, and age of children.**

### 6.2.3 Payment Rates

The payment rates should reflect the categories of care offered in the Tribal Lead Agency's program and should also reflect any variations based on the child's age or the type or quality of care. Tribal Lead Agencies are reminded that payment rates cannot be based on a family's eligibility, such as receiving TANF or participation in education or training.

For each category of care offered, provide the full-time weekly base payment rate for each age group that the Tribal Lead Agency defines in Plan question 2.5.1 and serves. If weekly rates are not established, then the Tribal Lead Agency will need to calculate its equivalent. If the payment rates differ, use the highest base payment rates for center-based care and family child care. **(CARS opens the categories of care from 1.8; others are grayed out.)**

- a. Full-time weekly base payment rates for **center-based care**. If there are different base payment rates for geographical areas, provide the highest rates:
  - i. Infant: **\$442.90**
  - ii. Toddler: **\$401.80**
  - iii. Preschooler: **\$362.50**
  - iv. School-age child (based on full-day, full-year rates that would be paid during the summer): **\$327.25**
- b. Full-time weekly base payment rates for **family child care**. If there are different base payment rates for geographical areas, please provide the highest rates:
  - i. Infant: **\$325**
  - ii. Toddler: **\$295.45**
  - iii. Preschooler: **\$270.90**
  - iv. School-age child (based on full-day, full-year rates that would be paid during the summer): **\$246.15**
- c. Full-time weekly base payment rates for **in-home care**. If there are different base payment rates for geographical areas, please provide the highest rates:
  - i. Infant:
  - ii. Toddler:
  - iii. Preschooler:
  - iv. School-age child (based on full-day, full-year rates that would be paid during the summer):

### 6.2.4 In-Home Care Limits

**(If the Tribal Lead Agency offers in-home care, it is required to answer this question.)**

Does the Tribal Lead Agency limit the use of in-home care in any way, such as minimum age of provider, number of children in care, hours of care, relative providers, etc. (§98.30(e)(1)(iii))?

[ ] Yes. Describe:

☐ No.

### 6.3 Improving Access for Vulnerable Children and Families

Tribal Lead Agencies are required to give priority for child care assistance to children with special needs and children experiencing homelessness (§98.50(a)(4); §98.46(a)(2)). The prioritization of CCDF assistance services is not limited to eligibility determination.

#### 6.3.1 Children With Special Needs

A Tribal Lead Agency has flexibility in how it defines children with special needs. The definition of children with special needs may include children with physical or mental disabilities or children who are considered part of vulnerable populations (e.g., families with very low incomes, children at risk of receiving protective services, children with teen parents) (§98.16(g)(1)).

Provide the Tribal Lead Agency's definition of children with special needs: **BJTELA defines "special needs" as identifiable family factors certified on the application to include but not limited to: Children of teen parents, exposure of drug and substance abuse, domestic violence, military background, single parents, grandparents raising grandchildren, supportive health or education documentation for children, etc. Clients meeting this definition will receive priority.**

#### 6.3.2 Services for Children Experiencing Homelessness

Tribal Lead Agencies are required to expend CCDF program funds to:

- Permit the enrollment (after an initial eligibility determination) of children experiencing homelessness (as defined by the McKinney-Vento Act) while required documentation is obtained—allowing a grace period,
- Provide training and technical assistance to child care providers and the appropriate Tribal Lead Agency (or designated entity) staff in identifying and serving children experiencing homelessness, and
- Conduct specific outreach to families experiencing homelessness.

Does the Tribal Lead Agency certify it permits the enrollment of children experiencing homelessness (as defined by the McKinney-Vento Act) while required documentation is obtained, provides training and technical assistance to child care providers, and the appropriate Tribal Lead Agency (or designated entity) staff in identifying and serving children experiencing homelessness, and conducts specific outreach to families experiencing homelessness (§98.51)?

☒ Yes.

☐ No.



## 6.4 Family Contribution to Payments

The Tribal Lead Agency may exempt all families participating in CCDF from co-payments or may waive co-payments for some populations and charge co-payments for other groups of families. Co-payments may not be more than seven percent of the family's income (§98.45(b)(5)).

### 6.4.1 Parent Co-Payments

- a. Does the Tribal Lead Agency exempt all families from co-payments?
- ☒ Yes. (If checked, skip 6.4.1b.)
- ☐ No, the Tribal Lead Agency requires co-payments for all families.
- ☐ No, the Tribal Lead Agency exempts some families from co-payments. Check only those that apply:
- i. ☐ Families whose income is below 150 percent of poverty level
  - ii. ☐ Families whose income is below 100 percent of poverty level
  - iii. ☐ Children who have a disability
  - iv. ☐ Children experiencing homelessness
  - v. ☐ Children enrolled in Early Head Start or Head Start
  - vi. ☐ Other. Briefly describe:
- b. What is the highest co-payment families are charged as a percentage of family income (§98.45(b)(5)); §98.45(l)(3)?:

## 7 Family Outreach and Consumer Education

Tribal Lead Agencies are required to support families in making informed choices about the services that best suit their needs. Effective consumer education ensures that families know what services they have access to and what they may want to look for in determining whether a child care provider is a good fit for their family.

In this section, Tribal Lead Agencies share information about developmental screenings, consumer education, research, best practices, access to monitoring and enforcement results, and the parental complaint process. Tribal Lead Agencies must collect and share the information with families, providers, and the general public, but Tribal Lead Agencies are not required to have a consumer education website.

### 7.1 Sharing Information with Families

Tribal Lead Agencies must share information with families participating in CCDF, in hard copy or electronically, that contains specific information about the selected child care provider. *The following eight pieces of information are required (§98.33(d)):*

- Health and safety requirements met by the provider,
- Any licensing or regulatory requirements met by the provider,
- The date the provider was last inspected,
- Any history of violations of these requirements,
- Any voluntary quality standards met by the provider,
- How CCDF subsidies are designed to promote equal access,
- How to submit a complaint through a hotline, and
- How to contact local resource and referral agencies, family liaison, or other community-based supports that assist families in finding and enrolling in a quality child care program.

#### 7.1.1 Sharing Information with Families

Does the Tribal Lead Agency certify it shares information with families, either in hard copy or electronically, that contains the required information about the provider a family has selected, including the eight required elements above (§98.33(d))?

☒ Yes, the Tribal Lead Agency shares information with families that contains the eight required elements.

☐ No, the Tribal Lead Agency does not share information with families with all the required elements.

### 7.2 Information on Developmental Screenings

Tribal Lead Agencies are required to share information and referrals on developmental screenings. This information should include resources and services that the Tribe can share, such as [Early and Periodic Screening, Diagnosis, and Treatment \(EPSDT\) services](#) under Medicaid and developmental screening services available through the Individuals with Disabilities Education Act (IDEA) Part B, Section 619, (Preschool Grants) and Part C (Early Intervention for Infants and Toddlers with Disabilities). Tribal Lead

Agencies are required to share this information with eligible families during CCDF intake and to child care providers through training and education.

#### 7.2.1 Information on Resources for Developmental Screenings

Does the Tribal Lead Agency certify that it collects and shares information on the following to eligible parents and for training and education intended for CCDF child care providers (§98.33(c)(1)):

- a. Existing resources and services available for obtaining developmental screening?  
☒ Yes.  
☐ No.
- b. EPSDT program under the Medicaid program and developmental screening services available under Part B, Section 619 and Part C of IDEA?  
☐ Yes.  
☒ No.

#### 7.2.2 Resources and Services to Obtain Developmental Screenings

Does the Tribal Lead Agency certify that families participating in CCDF or child care providers receiving CCDF can use the available resources and services to obtain developmental screenings for CCDF children at risk for cognitive or other developmental delays (§98.33(c)(2))?

- ☒ Yes.  
☐ No.

### 7.3 Consumer and Provider Education

A Tribal Lead Agency is required to certify that it will collect and share information about the full range of child care services to promote parental choice to parents of eligible children, the general public, and where applicable, child care providers.

#### 7.3.1 Sharing Child Care Services Information and Availability

Does the Tribal Lead Agency certify it shares information with families, providers, and the general public about:

- The availability of child care services,
- The full range of categories of care provided through the CCDF program,
- Other programs for which the family may be eligible, such as Head Start, state or Tribal PreK, and
- The availability of financial assistance to obtain child care services (§98.33(b)(1)(i))?

- ☒ Yes.  
☐ No.

### 7.3.2 Sharing Program Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about the following programs and benefits, as practicable (§98.33(b)(1)(ii))?

Check those that apply:

- a. ☒ Temporary Assistance for Needy Families (TANF) Program
- b. ☒ Head Start and Early Head Start Programs
- c. ☐ Low Income Home Energy Assistance Program (LIHEAP)
- d. ☒ Supplemental Nutrition Assistance Program (SNAP)
- e. ☒ Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Program
- f. ☒ Child and Adult Care Food Program (CACFP)
- g. ☒ Medicaid and Children's Health Insurance Program (CHIP)
- h. ☒ Programs carried out under Individuals with Disabilities Education Act (IDEA) Part B, Section 619, and Part C

### 7.3.3 Families Receiving Temporary Assistance for Needy Families (TANF) Benefits

Tribal Lead Agencies are required to inform parents who receive Temporary Assistance for Needy Families (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 younger than age six (§98.33(f)).

Does the Tribal Lead Agencies inform parents who receive TANF benefits about this exception?

☒ Yes.

☐ No.

### 7.3.4 Sharing Child Development Research and Best Practices

Does the Tribal Lead Agency certify it shares information with families, providers, and the general public about child development research and best practices? The information must be tailored to a variety of audiences, and the information must include (§98.33(b)(1)(iv)):

- Physical health and development,
- Healthy eating and physical activity, and
- Successful parent and family engagement.

☒ Yes.

☐ No.

### 7.3.5 Sharing Social-Emotional, Behavioral, and Mental Health Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about its policies regarding social-emotional and behavioral health of children and early childhood mental health? The information must include:

- Information on positive behavioral health intervention and supports models for birth to school-age or age-appropriate
- Any partners who assist in providing this information (§98.33(b)(1)(v))

☒ Yes.

☐ No.

### 7.3.6 Sharing Suspension and Expulsion Prevention Information

Briefly describe the Tribal Lead Agency's policies to prevent the suspension and expulsion of children from birth to age five in child care and other early childhood programs receiving CCDF program funds (§98.33(b)(1)(v)): **It is in the BJTELA Health and Safety policies to prevent suspension and exclusion of students.**

**59. No Expulsion / Suspension Policy (EHS 1302.17) (ECEAP PAO-25)**

**a. Emotional regulation and social skills are a learned process that takes time to develop:**

- TELA is committed to supporting students and families advance these skills;**
- No one will be allowed to hurt his/her self or others, or destroy community property.**

**b. Expulsion and suspension due to challenging behavior is prohibited.**

**c. To achieve this goal, TELA will warrant continuous training of our staff, including, but not limited to, annual trainings related to positive social-emotional development, challenging behavior, and trauma-informed care, to ensure a variety of approaches and tools are available for implementation to meet student needs.**

**d. To support families whose children are struggling with challenging behaviors, we may hold meetings with parents, teachers, family advocates, coaches, and/or TELA management to brainstorm ways to best support the child's individual needs:**

**i. TELA strives to conduct necessary meetings in a timely manner that feels appropriate for each specific situation to meet the needs of both the child and family.**

**e. This may also mean creating safety plans, consulting with our in-house therapy team with community resources such as mental health professionals or other early childhood professionals, exploring additional supports in the classroom or choosing an alternative schedule/setting, or coordinating with DCYF for further resources."**

**DCYF Providers must abide by the Washington State regulations to prevent suspension and expulsion.**

## 7.4 Consumer Education

A Tribal Lead Agency is required to provide information to families, the general public, and when applicable, child care providers through a method of its choice that is consumer-friendly and easily accessible. The available information must include:

- Provider-specific information,

- The quality of each provider (if information is available),
- Contact information to local CCR&R organizations and any other agencies that can assist families in better understanding the information.

Tribal Lead Agencies are required to have in effect procedures for ensuring that parents have unlimited access to their children whenever their children are in the care of a provider who receives CCDF program funds.

#### 7.4.1 Consumer-Friendly and Accessible Information

Does the Tribal Lead Agency certify that it ensures its information is consumer-friendly and easily accessible (§98.33(a))?

*Note: There is no federal CCDF definition for easily accessible:*

☒ Yes.

☐ No.

#### 7.4.2 Sharing Background Check Information

Does the Tribal Lead Agency certify it shares information with families, providers, and the general public about policies and procedures for provider/staff comprehensive background checks, including offenses that prevent individuals from being employed or a provider from receiving CCDF funds (§98.33(a)(1))?

*Note: Background check policies and processes are included in Section 2.9. The “not applicable” option is only available to Tribal Lead Agencies that only use relative providers and exempt them from all background check requirements:*

☒ Yes.

☐ No.

☐ Not applicable.

#### 7.4.3 Searchable List of Providers

The Tribal Lead Agency must share a localized list with families, providers, and the general public that includes all licensed child care providers and differentiation between licensed and license-exempt providers. The list must be searchable by ZIP code. The Tribal Lead Agency may also share all providers eligible to deliver Tribal CCDF services. Relative providers do not need to be included (§98.33(a)(2)).

Does the Tribal Lead Agency certify that it shares a list of licensed providers that differentiates between licensed and licensed-exempt providers and is searchable by ZIP code?

☒ Yes.

☐ No.

☐ Not applicable.

#### 7.4.4 Sharing Quality Information and Reporting of Quality Ratings

If the Tribal Lead Agency has quality information about each child care provider, the Tribal Lead Agency must include the information with its provider-specific information. Tribal Lead Agencies may determine the type of quality information included (§98.33(a)(3)).

Does the Tribal Lead Agency certify that it shares quality ratings or other quality information about each child care provider?

☒ Yes.

☐ No.

☐ Not applicable.

#### 7.4.5 Sharing CCR&R Referrals

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about the referral process to local CCR&R agencies (§98.33(a)(6))?

☒ Yes.

☐ No.

☐ Not applicable.

#### 7.4.6 Parental Access to Children

Does the Tribal Lead Agency certify that it has procedures to ensure parents have unlimited access to their children and to the provider caring for their children during normal hours of provider operation? (§98.31)?

☒ Yes.

☐ No.

### 7.5 Information on Monitoring and Enforcement

A Tribal Lead Agency is required to provide information to families, the general public, and when applicable, child care providers through a method of its choice that is consumer-friendly and easily accessible on:

- Monitoring and inspection reports for providers, and
- An annual service area report on deaths, serious injuries, and the number of substantiated cases of child abuse that have occurred in child care settings.

#### 7.5.1 Sharing Monitoring and Inspection Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about how child care providers are monitored and inspected by the Tribal Lead Agency and/or

another entity or agency (including Tribally operated centers, if applicable) (§98.33(a)(1)(ii))?

*Note: Monitoring enforcement policies and practices are referenced in Section 2.7:*

☒ Yes.

☐ No.

### 7.5.2 Monitoring and Inspection Report Contents

Tribal Lead Agencies must share monitoring and inspection reports with families, providers, and the general public. These reports must include the following seven required elements in plain language and in a timely manner:

- Results of required annual monitoring visits and visits due to major substantiated complaints about a provider's failure to comply with health and safety requirements and child care policies,
- Information on the date of such inspection,
- Areas of compliance and non-compliance,
- Information on corrective actions taken by the Tribal Lead Agency and child care provider, where applicable,
- Any health and safety violations, including any fatalities and serious injuries occurring at the provider, prominently displayed on the report or summary,
- A minimum of three years of results where available, and
- A process for correcting inaccuracies.

Does the Tribal Lead Agency certify that its monitoring and inspection reports meet the seven required elements (§98.33(a)(4))?

☒ Yes, the Tribal Lead Agency shares monitoring and inspection reports and/or plain-language summaries that meet the seven required elements for Tribally regulated providers.

☐ Not applicable. The state issues all monitoring and inspection reports.

☐ No.

### 7.5.3 Sharing Aggregate Data on Serious Injuries, Deaths, and Child Abuse

Tribal Lead Agencies must share annual aggregate data with families, providers, and the general public on serious injuries, deaths, substantiated cases of child abuse that have occurred in child care settings, and the total number of children in care for each provider category and licensing status. The data must be organized by category of care (e.g., center-based child care, including Tribally operated centers, family child care, in-home child care) for all eligible CCDF provider categories in the Tribal Lead Agency's service area. The aggregate data report should not list individual provider-specific information or personally identifiable information.

Tribal Lead Agencies must designate a Tribal or state entity to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care.



- a. Does the Tribal Lead Agency certify that it shares annual aggregated data on serious injuries, deaths, substantiated cases of child abuse that have occurred in child care settings, and the total number of children in care for each provider category and licensing status (§98.33(a)(5))?  
☒ Yes.  
☐ No.
- b. Identify the Tribal or state entity(ies) to which child care providers must submit reports of any serious injuries or deaths of children occurring in child care: **WA State Department of Child, Youth, and Families**

## 7.6 Parental Complaint Process

A Tribal Lead Agency must have a process for parents to submit complaints about child care providers and make information regarding substantiated complaints available to the public on request.

### 7.6.1 Process for Reporting Complaints

Briefly describe the Tribal Lead Agency's process for how parents can submit complaints about child care providers (§98.32(a)): **DCYF Outside Providers and clients follow the WA State DCYF process for reporting parent complaints.**

**It is the policy of the BJTELA that complainants will follow the process below to file a complaint.**

**(1) Any parent/guardian with a complaint, concern, or wish to appeal an agency decision is strongly encouraged to first speak with the staff member most directly involved.**

**(2) If the event the problem cannot be resolved:**

**(a) The complainant shall file a written complaint with the Manager/Administrator of the student's program;**

**(b) Request a meeting to discuss the concern;**

**(c) The complainant should complete the Parent Complaint Report Form within three (3) days business days; and**

**(d) This form can be found on the BJTELA website or within one of the offices:**

**[www.TulalipEarlyLearningAcademy.com](http://www.TulalipEarlyLearningAcademy.com)**

**(3) If the concern remains unresolved or the concern is at program level, the individual may file a written complain with the Director of BJTELA. The written complaint may be emailed or brought to BJTELA for submission. The following steps will then occur:**

**(a) The Director will contact the complainant within five (5) business days to ensure clarity regarding the complaint, document it, and work to find a solution in alignment with BJTELA policies and procedures.**

**(b) The BJTELA Director will report on any complaints and the outcomes to the Policy Council on a monthly basis.**

**(c) If this does not result in a satisfactory decision, a written complaint must be filed with the Chief Executive Officer of the Tulalip Tribes.**

**(d) No complaint will be processed unless these steps have been taken.**

**(e) Should this informal step fail to satisfy the complainant, completed written complaint must be filed with the Policy Council.**

**ii. Policy Council Review Process:**

**(1) The complainant shall present the complaint in writing to the Chairperson of the Policy Council,**

who shall present the complaint at the next scheduled Policy Council meeting.

(a)The complainant shall provide a copy of the completed Parent Complaint Form and documentation verifying that they've worked through the complaint process to the Policy Council Chairperson.

(b)The complainant should schedule a meeting with the Policy Council Chairperson in order to discuss the concern prior to the next monthly Policy Council meeting.

(2) The Chairperson shall present a written statement to the complainant within three (3) business days after the meeting has been adjourned.

(3) If the complaint is not resolved at this step, the complainant may move to the Board of Directors for resolution. (a) Policy Council consists of one Board of Director, who can move this forward through the process if necessary.

(4) The complainant may withdraw a complaint at any time in this process.

iii. Resolution by Board of Directors

(1) The Board of Directors (hereafter "BOD") shall consider the complaint at their next scheduled services meeting.

(2) The complainant may present their case before the BOD either orally or in writing at the day of the meeting. The following meeting procedure will then occur:

(a)The BOD may request additional meetings to consider the matter;

(b)Call witnesses as required to obtain more information;

(c)Evaluate all information;

(d)Consider all circumstances involved in the specific complaint; and

(e)The BJTELA staff involved and Chief Executive Officer shall be prepared to provide assistance and information on the issues involved.

(3) The decision regarding the disposition of any complaint must be made by a majority vote of the BOD.

(a)A quorum (4 policy council members) will be present to vote on any complaint decision.

(4) The decision of the Board shall be put in writing. After a final decision has been made, the following will then occur:

(a)Copies of the directive shall be provided to;

(i)The person filing the complaint;

(ii)BJTELA Manager/Administrator;

(iii)BJTELA Director;

(iv)Chief Executive Officer; and

(v)The Secretary of the Tribe for inclusion in the hearing minutes.

### **7.6.2 Process for Responding to Complaints**

Briefly describe the Tribal Lead Agency's process for how it screens, substantiates, and responds to complaints regarding CCDF providers, including if monitoring is included in the process (§98.32(d)(1)): **DCYF has their own process for responding to provider/client complaints.**

**BJTELA follows the chain of command outlined in the process for reporting complaints. The complaint goes through the manager, executive director, chief executive officer, policy council chairperson, then board of directors.**

**Within BJTELA, there is a Parent Complaint Follow Up form that is utilized to document findings, action taken and resolution.**

### 7.6.3 Process for Maintaining a Record of Substantiated Parental Complaints

Briefly describe the Tribal Lead Agency's process for how it maintains a record of substantiated parental complaints. If the record is maintained by the state or another agency, describe how the Tribal Lead Agency has access to the record of substantiated parental complaints (§98.32(d)(2)): **Annual report shares parent complaints for the school year, Copy of complaints and follow up are compiled in a file.**

### 7.6.4 Process for Providing Public Access to Substantiated Complaints

Briefly describe the Tribal Lead Agency's process for how the public can request information about substantiated parental complaints (§98.32(c)): **Parent Complaints are described on the annual report to the public which is accessible on the BJTELA website.**

### 7.6.5 Sharing Contact Information for Consumer Education Information

Does the Tribal Lead Agency certify that it shares information with families, providers, and the general public about how families can contact the Tribal Lead Agency, its designee, or other programs that can help families understand the consumer information shared throughout Section 7 (§98.33(a)(7))?

☒ Yes.

☐ No.

## Appendix 2: Tribal Early Learning Initiative (TELI)

**Tribal Lead Agencies are not required to complete this appendix.**

One way for Tribal Lead Agencies to coordinate the delivery of CCDF with other early childhood partners is through the Tribal Early Learning Initiative (TELI) as a Collaborative or Network participant. The TELI Collaborative is an **optional** intensive technical assistance opportunity for up to eight Tribal Lead Agencies. Information on participating in the TELI Collaborative can be found on the [Tribal Early Learning Initiative](#) website.

The TELI Network is an **optional** opportunity for all Tribal Lead Agencies to receive universal technical assistance in developing and strengthening Tribal early childhood systems. Network participants will have access to the resources developed for, by, and shared with TELI Collaborative Teams. **This Appendix provides an opportunity to indicate interest in participation in the TELI Network.**

#### TELI Network

Are you interested in participating in the TELI Network?

☐ Yes.

☒ No.