



Dear Child Care Provider,

Congratulations on your award of the Invest in New York: Child Care Deserts grant, funded through the American Rescue Plan Act and administered by New York State Office of Children and Family Services. This letter is filled with resources to help you succeed as a program and better the lives of children and families in New York State. As a reminder, awardees must certify they will meet regulatory and grant requirements for the duration of the time they are receiving grant payments. As part of the application, each provider signed the attestation in order to be considered for the award and to receive quarterly payments under the grant. To review the details of the provider attestation within the Request for Applications (RFA), please click [here](#) (pg. 35-37)

Component B: Small Day Care Centers (SDCC), Family Day Care (FDC)/ Group Family Day Care (GFDC)

Component B of this RFA is to expand specific types of child care within existing programs whose enrollment is currently under their licensed capacity, specifically for infants/toddlers, children with special needs, or expanding program hours to include nontraditional hours.

I. Quarterly Deliverables for Component B

When you applied for the Invest in New York: Child Care Deserts grant, you made an agreement to meet certain deliverables to receive payments. Below are the tasks required to receive quarterly funds. Please click [here](#) to access the eligibility report checklist that will be used by your licenser/regulator to monitor your program.

Deliverable	Criteria	How Deliverable is Measured
Online FAMS profile shows current enrollment as of the date this grant is issued	Current online profile indicates availability for enrollment	FAMS profile for CCFS ID shows availability for enrollment at the date the grant portal is opened in the FAMS system by the date of application submission
License change reflected	Program receives changes on their operating license	Changes to existing license are granted by OCFS/DOHMH



Deliverable (1) and (2): Program Status

Deliverable	Criteria	How Deliverable is Measured
Deliverable (1): Program is open and operating.	<ul style="list-style-type: none"> <input type="checkbox"/> Staff attendance logs <input type="checkbox"/> Staffing plan/work schedules 	<ul style="list-style-type: none"> <input type="checkbox"/> Program/room must have the required staffing ratio of dedicated staff <input type="checkbox"/> Qualified staff employed and working during hours of operation includes number of staff required by regulation in the assigned room as awarded <input type="checkbox"/> Program must stay in 'active' status (not including temporary closures related to COVID Quarantine or vacation days) <input type="checkbox"/> Program must meet the space/room size requirements for slots approved. <input type="checkbox"/> Program/ room number of staff and children present in accordance with regulations

Deliverable	Criteria	How Deliverable is Measured
Deliverable (2): Is program in good standing?	<ul style="list-style-type: none"> <input type="checkbox"/> Child Care Facility System (CCFS) or Child Care Activities Tracking System (CCATS) records checked to verify the program is in good standing. (pg. 7-9). <p><u>In Good Standing</u> is defined as a licensed child care program in a payable status that is not the subject of certain enforcement actions by OCFS or the New York City Department of Health and Mental Hygiene (DOHMH).</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The program's enforcement status will be reviewed during the quarterly recertification process by OCFS staff or designee.



Per the RFA, if deliverable one (1) and two (2) are not met, the program will not receive any quarterly funding allocations for each quarter they do not meet the deliverables. Programs that have a [status of ineligible](#) will not receive any funding for the quarters they are in this status.

Deliverable (3)- Participating in QUALITYStarsNY

Deliverable	Criteria	How Deliverable is Measured
Deliverable (3): Program has applied and/ or is actively engaged in QUALITYStarsNY (excludes School Aged Child Care (SACC)).	<input type="checkbox"/> Application for QUALITYStarsNY within 30 days of final award notice <input type="checkbox"/> Standards inventory complete <input type="checkbox"/> Quality improvement plan (QIP) <input type="checkbox"/> Other supporting documents demonstrating active engagement with QUALITYStarsNY such as meetings with Quality improvement specialist, professional development certificates as outlined in QIP and as documented by Quality Stars staff.	<input type="checkbox"/> Programs work with their Quality Improvement Specialist to create a Quality Improvement Plan (QIP) to address the areas for improvement that were identified during the rating process and set quality improvement goals. QUALITYstarsNY will provide OCFS with a list of participating programs monthly.

Awardees **must** apply to QUALITYStarsNY **and** be actively engaged in QUALITYStarsNY throughout the life of your grant participation.

QUALITYStarsNY is a no cost to you program that provides support for childhood programs in communities in the State of New York. QUALITYstarsNY provides a framework for the elements of high-quality early learning and education programs. Once accepted for participation, all programs (excluding SACCs), will participate in QUALITYStarsNY. All programs will be assigned a Quality Improvement Specialist who will work with each program to create a custom plan for success. For further information about QUALITYstarsNY and how this program can assist you to succeed, please visit [Child Care Deserts Grant - QUALITYstarsNY](#) and [Apply - New York's QRIS - QUALITYstarsNY](#)

Per the RFA, programs not meeting the requirements for deliverable three (3) will receive a 25% reduction of that quarterly award.



Deliverable (4)- Training Requirements

Deliverable	Criteria	How Deliverable is Measured
Deliverable (4): Staff completed training in compliance with OCFS regulations and/or Article 47 requirements	<input type="checkbox"/> Training records reviewed for compliance off-site or during quarterly inspections for staff related to grant award	<input type="checkbox"/> Staff must be compliant with pre-service and ongoing training requirements. **Programs must meet all licensing requirements including training requirements.

In compliance with OCFS regulations and/or Department of Health and Mental Hygiene (DOHMH) Article 47, child care programs must meet all licensing requirements including training requirements. ALL staff must be compliant with pre-service and ongoing training requirements, and training records will be reviewed for compliance off-site or during quarterly inspections for staff related to grant award.

To find Program-Specific Requirements, types of training by the roles of staff, and time frame for completing the training, please visit: [Child Care Training and Professional Development for Licensed and Registered Programs | Division of Child Care Services | OCFS \(ny.gov\)](#) and for Article 47 programs please visit: [Child Care - NYC Health](#).

Per the RFA, programs not meeting the requirements for deliverable four (4) will receive a 25% reduction of that quarterly award.

Deliverable (5) and (6) and (7)- (If Applicable) for Component B

Deliverable	Criteria	How Deliverable is Measured
Deliverable (5) (if applicable to award): Non- traditional hours slots are available as reflected in grant award	<input type="checkbox"/> Staff work schedules <input type="checkbox"/> Staff attendance logs <input type="checkbox"/> Documentation of fire drills and/or shelter in place drills <input type="checkbox"/> Request for additional shift of care Child enrollment documentation for non-traditional hours	<input type="checkbox"/> Program is open and operating with required staff ratio to provide in the nontraditional hours to the number of slots stated in the application. <input type="checkbox"/> At least one of the quarterly inspections will occur during the nontraditional hours stated in the application.



Deliverable	Criteria	How Deliverable is Measured
Deliverable (6) (If applicable to award): Care is available and ultimately enrolled by six months after the date of their pre-approval letter to child with special needs.	<ul style="list-style-type: none"> <input type="checkbox"/> Child enrollment documentation for those identified with Special needs <input type="checkbox"/> Individual Family Services Plan (IFSP) as part of the Early Intervention program, or an approved Individualized Education plan (IEP) for the child(ren) or an approved 504 accommodation plan as part of their school district. 	<p>Program has contacted their Early Intervention Official and/or Committee on Preschool Special Education/Special Education, as evidenced by a letter on letterhead from one of the office(s) listed above.</p> <p>Program has updated enrollment in OCFS FAMS system, regarding current enrollment.</p> <p>Program must have child(ren) actively enrolled and providing care to them by six months after the date of their pre-approval letter.</p>
Deliverable (7): (if applicable to award): Infant/toddler slot is available and ultimately enrolled by six months after the date of their pre-approval letter as outlined in grant award.	<ul style="list-style-type: none"> <input type="checkbox"/> Staff attendance logs (as applicable) <input type="checkbox"/> Staffing plan/work schedules (as applicable) <input type="checkbox"/> Staff qualifications (as applicable) <input type="checkbox"/> Child enrollment documentation for Infant/Toddler slots, for existing and new enrollments 	<p>Program's licensed/permitted capacity and staffing for compliance related to grant funded positions and slots.</p> <p>Program must have enrollment availability at the time of application, as documented in the FAMS system.</p> <p>Newly enrolled infant/toddler must be enrolled by six months after the date of their pre-approval letter.</p>

Programs receiving the enhanced funding for deliverable five (5) or six (6) or seven (7) that do not meet the criteria above will not receive the enhanced funding for each quarter that they do not meet the criteria.

II. Payment Method

The Statewide Financial System (SFS) will be sending your quarterly grant award. If you do not already have an SFS ID, OCFS will be creating an ID for you, and you will be emailed login information and a temporary password. Once you log in, you will be able to enter your banking information so that you can receive payments.



III. Program Requirements

In addition to Quarterly Deliverables, the Invest in New York: Child Care Deserts grant has program requirements for your participation. Below are details on each of the program requirements.

1. Developing Child Care Program Sustainability Plan

A large part of a successful business is having a clear vision with goals. A sustainability plan is an excellent way to identify these goals. Developing a sustainability plan is important for your program to thrive and maintain long-term success after the grant period has ended.

Per the [RFA guidelines](#) (pg.21), within the first six months of the award, awardees will need to develop a sustainability plan for after the award ends and will develop that plan in partnership with their Child Care Resources and Referral (CCR&R), OCFS, their Regional Economic Development Council (REDC) and other local and state stakeholders. A sustainability plan is a tool used by both new and established child care businesses to plan for the future and encourage their long-term success and longevity.

Designing your sustainability plan will help you to:

- Define the mission and unique market position of your child care program.
- Institute procedures for ongoing compliance with OCFS regulations.
- Determine the full costs of running your business over the next five years.
- Plan for multiple sources of funding as well as income that fully covers costs.

It would be beneficial to reach out to your QUALITYStarsNY specialist (QUALITYStarsNY excludes SACC) for guidance in developing your sustainability plan. OCFS will also discuss ideas and resources for sustainability planning at the annual meeting in March 2023 (please see details below).

2. Business Development Trainings

As per the eligibility requirements for RFA2, awardees will certify that the organization will complete business development trainings within the first year of the award. OCFS and your CCR&R will assist with providing resources of available trainings. Business development trainings may charge a fee, which is an allowable expense for this award. Further information will be discussed at the annual meeting. Here are some helpful links for your reference.

- New York State Child Care Resource and Referral Agency Infant Toddler Core Business Training (<https://earlycareandlearning.org/our-members/>)
- Small Business Development Centers (SBDC) Business Training courses (<https://www.nysbdc.org/locations.aspx>)



- Community Development Financial Institutions (CDFI) Business Training (<https://www.nyscdfi.org/nyscdfis>)
- The Aspire Registry professional development list [Registry - Event Search \(nyworksforchildren.org\)](https://nyworksforchildren.org)
- The Professional Development Program (PDP) , Early childhood Education And Training Program [ECETP: Find Trainings \(albanystateregistry.org\)](https://albanystateregistry.org/ECETP)

3. **Coordinating with Home Visiting Programs**

As part of your agreement, you attested that you would collaborate with the local maternal, infant, and early childhood home visiting program in your community and/or work with local programs on how the home visiting program could provide professional development/coaching to the child care program. Home visiting is a type of community-based program that works directly with families to provide resources and support, often prenatally or through early childhood.

Here in New York State, there are multiple home visiting models that vary in different communities. OCFS provides grants to [Healthy Families New York, which](#) partners with the National Home Visiting Coalition and Parent Child+ to implement home visiting programs that support a variety of family needs. Please refer to your local home visiting Healthy Families New York [program site](#) for more information.

Another home visiting program, [Parent Child+](#), is an organization that works with families, caregivers, and communities to not only support early literacy and school readiness but provide additional early opportunities. Parent Child+ uses a [Home-Based Child Care Provider Model](#) that works with a diverse array of caregivers from family, friend and neighbor to group family child care. Their in-home approach makes it convenient for providers to access professional learning support that is catered to focusing on their talents and passions, while strengthening their programming skills.

Further details and information on how to collaborate with your local home visiting program will be provided during the annual meeting in January 2023.

4. **Early Head Start / Pre-K**

Pre-kindergarten for 3 and/or 4 year olds is an exciting time for both parent and child. Child care programs are the foundation for future preschool success. As required in the [Invest in New York: Child Care Deserts Grant RFA](#) (pg. 20 & 33) each provider who serves preschool age children (3 year olds and 4 year olds) will work to coordinate with any relevant public school district implementing a Pre-K program, as applicable. Below are some resources to help you to learn more about the Pre-K programs in your community.



Statewide

- [Directory of Programs | New York State Education Department \(nysed.gov\)](https://www.nysed.gov)

NYC Area

- [Programs – ACCESS NYC](#)
- [Pre-K \(nyc.gov\)](https://www.nyc.gov)

Invest in New York: Child Care Deserts Grant Awardee Map

OCFS has developed a map to identify new providers that have been awarded the Invest in New York: Child Care Deserts Grant. The map displays the growth of child care providers throughout New York State Child Care Desert areas and can assist families in identifying available child care providers within their area. If you wish to opt-out of having your location represented on the map, please send a message to ocfs.sm.DesertGrantInfo@ocfs.ny.gov within 30 days of receiving this welcome letter.

Thank you!

