



Quarterly Deliverables Tip Sheet & Checklist

This tip sheet and checklist will help you as a provider prepare for quarterly inspections.

All Child Care Deserts RFA #1 awarded programs will receive a quarterly inspection to determine if the program is meeting deliverables as outlined in the grant.

Deliverable 1 – Open and Operating



What does this mean? With Deliverable 1, your licensor/ regulator is assessing if your program is open and operating.

What to Expect

During the inspection your licensor/ regulator will review the following documents:

- Staff logs
- Staffing plan/work schedules
- Staff qualifications
- Child attendance records

Your licensor/regulator may ask questions to ensure the program has enough qualified staff for the number of slots you were awarded. Qualified staff are staff that have submitted their fingerprints and medical forms and are provisionally cleared to work;

Example: If your program was awarded 40 slots but you only have 10 children enrolled in their program. You must have qualified staff hired for 40 children, regardless of enrollment.

Other criteria that will be reviewed for Deliverable #1

- Program must stay in ‘active’ status (not including temporary closures related to COVID Quarantine or vacation days).
- Center-based programs must meet the space/room size requirements for slots approved.
- Program/room number of staff and children must be present in accordance with regulations.



- Program must have the appropriate number of qualified staff for the number of slots they were awarded.
- All qualified staff are not required to be onsite, unless they are included in the required staff to child ratio for the hours of operation.

Deliverable 2 – Good Standing



What does this mean? With Deliverable 2, your licenser/ regulator is assessing if your program is in Good Standing. In Good Standing means a licensed child care program is in a payable status and is not the subject of certain enforcement actions by OCFS or the New York City Department of Health and Mental Hygiene (NYCDOHMH).

What to Expect

Enforcement status will be reviewed by your licenser/regulator periodically throughout the quarterly review period.

Good Standing means a licensed child care program is in a payable status.

- The following program statuses are considered not in good standing:
 - Suspension of License
 - Limitation of License
 - Suspension and Proposed Revocation of License
 - Proposed Revocation of License (amended 3/24/22)
 - Denial of Application to Renew License
 - Permit Revoked
 - Permit Suspended
 - Out of Business
 - Expired





Deliverable 3 – QUALITYstarsNY



What does this mean? All awardees must apply and be actively engaged in QUALITYstarsNY and/or Start with Stars once accepted for participation (excluding SACC Programs).

What to Expect

Programs must be enrolled and actively engaged in the QUALITYstarsNY program.

This deliverable will be monitored by Home Office.

Deliverable 4 – Staff Training



What does this mean? For Deliverable 4, your licensor/ regulator is assessing if Staff completed training in compliance with OCFS regulations and/or Article 47 requirements.

What to Expect

Licensors/regulators will be assessing **if sufficient qualified staff are available and properly trained** in their assigned role for ALL eligible slots regardless of enrollment.

All program staff must be compliant with pre-service licensure requirements and ongoing training requirements.

Training records will be reviewed for compliance when inspections are conducted



Deliverable 5 – Non-Traditional Hours (Bonus)



What does this mean? Deliverable 5, is a bonus and with this deliverable your licensor/ regulator is determining if non-traditional hours slots are available as reflected in the grant application.

What to Expect

At least one of the quarterly inspections will occur during the non-traditional hours stated in the application.

Your licensor/ regulator will determine if **the program is open and operating with required staff ratio to provide the non-traditional hours** to the number of slots stated in the application.

Your licensor/regulator will review the following documentation:

- **Staff work schedules**
- **Staff attendance logs**
- **Documentation of fire drills and/or shelter in place drills**
- **Request for additional shift of care**



Deliverable 6 – Bonus Infant/Toddler Slots



What does this mean? Deliverable 6, is a bonus and with this deliverable your regulator/ licensor is determining if enhanced rate slots are filled or available (birth up to 36 months) as reflected in the grant application.

What to Expect

During the inspection, your licensor/ regulator will ensure you have the proper staff ratio to accommodate the infant and toddler slots.

Example: Your program was awarded 5 additional infant and toddler slots, but you only have 4 children enrolled in their program. Even though only 4 children are enrolled, you must have staffing for all infant and toddler slots regardless of enrollment.

Your licensor/regulator will review the following documentation:

- Staff work schedules
- Staffing plan/ work schedules
- Staff Qualifications
- Child enrollment documentation for Infant/ Toddler slots