



# Quarterly Deliverables Tip Sheet & Checklist For Component A - Day Care Centers/School Age Child Care programs

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

All Child Care Deserts RFA #2 awarded programs will receive a quarterly inspection to determine if the program is meeting deliverables as outlined in the grant.

## Deliverable 1 – License change reflected



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

### What will your regulator look for?

- ✓ Program must have the appropriate number of qualified staff for the licensed capacity of the program.
- ✓ Qualified staff are defined as staff that have submitted their fingerprints and medical forms are provisionally approved to work
- ✓ 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.
- ✓ Staff must be signed into the daily log and working.
- ✓ Qualified staff employed and working during hours of operation includes number of staff required by regulation in the assigned room as awarded
- ✓ Program must stay in 'active' status (not including temporary closures related to COVID Quarantine or vacation days)
- ✓ Program must meet the space/room size requirements for slots approved.
- ✓ Program/ room number of staff and children present in accordance with regulations





## Deliverable 2 – Good Standing



**What does this mean?** With Deliverable 2, your licensor/ 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 will your regulator look for?**

- ✓ The program’s enforcement status will be reviewed during the quarterly recertification process by OCFS staff or designee.

## 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 should you do?**

- ✓ 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.

*SACC programs are not currently eligible to apply for QUALITYStarsNY. If/when the option becomes available, all SACC programs must apply.*

## 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 will your regulator look for?**

- ✓ Staff must be compliant with pre-service and ongoing training requirements.





## Deliverable 5 – Infant/Toddler Slots (BONUS), if applicable



**What does this mean?** Deliverable 5, with this deliverable your regulator/ licensor is determining if infant/toddler slots are filled or available (birth up to 36 months) as reflected in the grant application.

### What will your regulator look for?

- ✓ Program’s licensed/permitted capacity and staffing for compliance related to grant funded positions and slots.
- ✓ Slots must be filled by six months after the date of their pre-approval letter. For all programs, six months from the date of the pre-approval letter is 4/20/2023.

## Deliverable 6 – Children with Special Needs (BONUS), if applicable



**What does this mean?** Deliverable 6, with this deliverable your regulator/ licensor is determining if special needs slots are filled or available as reflected in the grant application.

### What will your regulator look for?

- ✓ 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.
- ✓ Program has updated enrollment in OCFS FAMS system, regarding current enrollment.
- ✓ Program must have child(ren) actively enrolled and providing care to them by six months after the date of their pre-approval letter. For all programs, six months from the date of the pre-approval letter is 4/20/2023.

