



Quarterly Deliverables Tip Sheet & Checklist For Component B – Small Day Care Centers (SDCC), Family Day Care (FDC), Group Family Day Care (GFDC)

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 licenser/regulator is assessing if your program is open and operating.

What will your regulator look for?

- ✓ Your program must have the required staffing ratio of dedicated staff
- ✓ 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 – Non-Traditional Hours, if applicable



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

What will your regulator look for?

- ✓ Program is open and operating with required staff ratio to provide in the nontraditional hours to the number of slots stated in the application.
- ✓ Staff must be signed in on the staff log and working during non-traditional hours regardless of child enrollment.
- ✓ At least one of the quarterly inspections will occur during the nontraditional hours stated in the application.



Deliverable 6 – Children with Special Needs, 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

Deliverable 7 – Infant/Toddler Slots, if applicable



What does this mean? Deliverable 7, 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.
- ✓ Program must have enrollment availability at the time of application, as documented in the FAMS system.
- ✓ Newly enrolled infant/toddler must be enrolled 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.