

Child Care and Development Fund (CCDF) Plan  
For

Oregon  
FFY 2012-2013

**PART 1  
ADMINISTRATION**

**1.1 Contact Information**

The agency shown below has been designated by the Chief Executive Officer of the State (or Territory), to represent the State (or Territory) as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable Federal laws and regulations and the provisions of this Plan, including the assurances and certifications appended hereto.(658D, 658E)

**1.1.1 Who is the Lead Agency designated to administer the CCDF program?** Identify the Lead Agency and Lead Agency's Chief Executive Officer designated by the State/Territory. ACF will send official grant correspondence such as grant awards, grant adjustments, Plan approvals and disallowance notifications to the designated contact identified here. (658D(a), §98.10)

Name of Lead Agency: Oregon Employment Department

Address of Lead Agency: 875 Union Street NE; Salem, OR; 97311

Name and Title of the Lead Agency's Chief Executive Officer: Laurie A. Warner, Director

Phone Number: 503-947-1477

Fax Number: 503-947-1472

E-Mail Address: laurie.a.warner@state.or.us

Web Address for Lead Agency (if any): www.emp.state.or.us

**1.1.2 Who is the CCDF administrator?** Identify the CCDF administrator designated by the Lead Agency, the day-to-day contact, with responsibility for administering the State/Territory's CCDF program. ACF will send programmatic communications such as program announcements, program instructions, and data collection instructions to the designated contact identified here. **If there is more than one designated contact with equal or shared responsibility for administering the CCDF program, please identify the co-administrator or entity with administrative responsibilities and include contact information.** (§§98.16(a) and (c)(1))

**a) Contact Information for CCDF Administrator:**

Name of CCDF Administrator: Kara D. Waddell

Title of CCDF Administrator: Child Care Division, Administrator

Address of CCDF Administrator: 875 Union Street NE, Room 102; Salem, OR; 97311

Phone Number: 503-947-1409

Fax Number: 503-947-1955

E-Mail Address: kara.d.waddell@state.or.us

Web Address for Lead Agency (if any): [www.childcareinoregon.org](http://www.childcareinoregon.org)

Phone Number for CCDF program information

(for the public) (if any): 503-947-1891

Web Address for CCDF program

(for the public) (if any): [www.childcareinoregon.org](http://www.childcareinoregon.org)

Web Address for CCDF program policy manual

(if any): None

Web Address for CCDF program administrative rules

(if any): <http://www.employment.oregon.gov/EMPLOY/CCD/docs/forms/RF-200-01-01-11.pdf>;

[http://www.employment.oregon.gov/EMPLOY/CCD/docs/forms/CRT\\_130\\_01-01-11.pdf](http://www.employment.oregon.gov/EMPLOY/CCD/docs/forms/CRT_130_01-01-11.pdf);

[http://www.employment.oregon.gov/EMPLOY/CCD/docs/forms/CRT\\_132\\_01-01-11.pdf](http://www.employment.oregon.gov/EMPLOY/CCD/docs/forms/CRT_132_01-01-11.pdf)

## **b) Contact Information for CCDF Co-Administrator (if applicable):**

Name of CCDF Co-Administrator:

Title of CCDF Co-Administrator:

Address of CCDF Co-Administrator:

Phone Number:

Fax Number:

E-Mail Address:

Description of the role of the Co-Administrator:

## **1.2 Estimated Funding**

### **1.2.1 What is your expected level of funding for the first year of the FY 2012 - FY 2013 plan period?**

The Lead Agency estimates that the following amounts will be available for child care services and related activities during the 1-year period from October 1, 2011 through September 30, 2012. (§98.13(a)).

FY 2012 Federal CCDF allocation (Discretionary, Mandatory and Matching): \$ 64,378,990

Federal TANF Transfer to CCDF: \$ 0

Direct Federal TANF Spending on Child Care: \$ 0

State CCDF Maintenance-of-Effort Funds: \$ 11,714,966

State Matching Funds: \$ 12,552,492

**Reminder** - Lead Agencies are reminded that not more than 5 percent of the aggregate CCDF funds, including federal funds and required State Matching funds, shall be expended on administration costs (§98.52) once all FY2012 funds have been liquidated. State Maintenance-of-Effort funds are not subject to this limitation.

**1.2.2 Which of the following funds does the Lead Agency intend to use to meet the CCDF Matching and maintenance-of-effort (MOE) requirements described in 98.53(e) and 98.53(h)? Check all that apply.**

Territories not required to meet CCDF Matching and MOE requirements should mark  N/A here

**Note:** The Lead Agency must check at least public and/or private funds as matching, even if pre-kindergarten (pre-k) funds also will be used.

Public funds to meet the CCDF Matching Fund requirement. Public funds may include any general revenue funds, county or other local public funds, State/Territory-specific funds (tobacco tax, lottery), or any other public funds.  
If checked, identify source of funds:

Working Family Tax Credit, Independent Care Tax Credit, Child Care Contribution Tax Credit, State General Funds

If known, identify the estimated amount of public funds the Lead Agency will receive:  
\$11,885,681

Private Donated Funds to meet the CCDF Matching Fund requirement. Only private received by the designated entities or by the Lead Agency may be counted for match purposes. ( 98.53(f))

If checked, are those funds:

donated directly to the State?

donated to a separate entity(ies) designated to receive private donated funds?

If checked, identify the number of entities designated to receive private donated funds and provide name, address, contact and type:

Portland State University

P.O. Box 725

Portland, OR 97204

Scholarships for childhood care and education workforce training and professional development.

If known, identify the estimated amount of private donated funds the Lead Agency will receive: \$200,000

State expenditures for Pre-K programs to meet the CCDF Matching Funds requirement.

If checked, provide the estimated percentage of Matching Fund requirement that will be met with pre-k expenditures ( not to exceed 30%): 30

If percentage is more than 10% of the Matching fund requirement, describe how the State will coordinate its pre-k and child care services:

The Child Care Division and Oregon Department of Human Services collaborate, through Interagency Agreements and services contracts, with the Oregon Department of Education pre-K programs to

provide full-day, full-year child care services for children of low-income working families. Pre-K expansion grants awarded for full-day, full-year child care services are used to match CCDF dollars.

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for Matching Funds requirement: \$3,535,704

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

The Child Care Division and Oregon Department of Human Services collaborate, through Interagency Agreements and services contracts, with the Oregon Department of Education pre-K programs to provide full-day, full-year child care services for children of low-income working families. Pre-K expansion grants awarded for full-day, full-year child care services are used to match CCDF funds. CCDF dollars are used to match a

State expenditures for Pre-K programs to meet the CCDF Maintenance of Effort (MOE) requirements.

If checked,

The Lead Agency assures that its level of effort in full-day/full-year child care services has not been reduced, pursuant to 98.53(h)(1).

Estimated percentage of MOE Fund requirement that will be met with pre-k expenditures ( not to exceed 20%): 20

If percentage is more than 10% of the MOE fund requirement, describe how the State will coordinate its pre-k and child care services to expand the availability of child care:

The Child Care Division and Oregon Department of Human Services collaborate, through Interagency Agreements and services contracts, with the Oregon Department of Education pre-K programs to provide full-day, full-year child care services for children of low-income working families. The state uses pre-K expansion grants awarded for full-day, full-year child care services to meet Maintenance of Effort requirements in the full percentage amount allowed.

If known, identify the estimated amount of pre-k funds the Lead Agency will receive for MOE Fund requirement: \$2,342,993

Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

The Child Care Division and Oregon Department of Human Services collaborate, through Interagency Agreements and services contracts, with the Oregon Department of Education pre-K programs to provide full-day, full-year child care services for children of low-income working families. The state uses pre-K expansion grants awarded for full-day, full-year child care services to meet Maintenance of Effort requirements in the full percentage amount allowed.

**1.2.3 Describe the activities for which quality funds (including targeted quality funds for infants and toddlers, school-age children, and resource and referral) will be used in FY 2012.** In as much detail possible, list the activities that will be funded, the estimated amount of CCDF quality funds that will be used for each activity, and how

these activities relate to the Lead Agency's overall goal of improving the quality of child care for low-income children.

<b>Activity</b>	<b>Estimated Amount of CCDF Quality Funds (indicate if targeted funds will be used)</b>	<b>Purpose</b>	<b>Projected Impact and Anticipated Results</b>
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1. Employment Related Day Care subsidies for Infant/ toddler care for low-income working families.	\$11,200,000 total contracted in regular and targeted CCDF	For 2012:	1. Increase access to infant/toddler care for low-income working families.
2. Infant/toddler curriculum revamp for coaching model	1. \$1,000,000 target	1. CCDF Targeted Subsidies: Enhanced for Infants and toddlers	2. Increase access to and availability of infant/toddler training; provider professional development.
3. Infant/toddler training	2. \$34,000	2. Curriculum development	3. Increase access to and availability of infant/toddler training; provider professional development.
4. Infant/toddler training with coaching model (delivery)	3. \$31,200	3. Infant/toddler training	4. Increase access to and availability of infant/toddler training; provider professional development; increase skills and application of training to improve the quality of child care programs and environments.
5. Training & development for licensing staff on infant/toddler care	4. \$66,000 target	4. Infant/toddler training w/coaching component	5. Increased statewide capacity and skill sets for the care of infants and toddlers by the childhood care and education workforce.
6. CCR&R Network - technical assistance to local CCR&R staff	5. \$55,200 target	5. Licensing specialists/technical assistance	6. Increased statewide capacity and skill sets for the care of infants and toddlers by the childhood care and education workforce.
7. Employment Related Day Care for school age care	6. \$166,766 target	6. Resource & Referral staff technical assistance	7. Increase access to and availability of school age care.
8. Professional development of the childhood care and education workforce (all ages); resource and referral services for working families	7. \$800,000	7. Targeted - School Age subsidies	8. Increase professional development of the childhood care and education workforce; provide resource and referral services for working families.
9. Oregon Registry Online at Portland State University	8. \$3,593,880	8. S/R&R- Workforce professional development/R&R Services	9. Develop Oregon's TQRIS system; improve Oregon's professional development registry; increase access to training and education information.
10. Regulation of child care facilities	9. \$1,500,000	9. Quality Expansion: Prof Development Registry/TQRIS; professional development registry, training calendar.	10. Increase health and safety of children in care through regulation of child care facilities.
11. Oregon State University, Office of Family Policy	10. \$5,700,000	10. Quality Expansion: Licensing/Regulatory	11. Increase knowledge
12. Oregon Council on Developmental Disabilities/consultation	11. \$73,000	11. Quality Expansion: Child care research and data analysis.	
13. Oregon Department of Education; teen parent/child development/facilities improvement	12. \$150,000	12. Inclusion consultation for families of children with disabilities.	
	13. \$170,000	13. Teen Parent/Child Development - School based program and facility improvements	

			<p>of the child care industry and impact of subsidies on the workforce; increase child care data collection and analysis for program and policy decision-making.</p> <p>12. Increase access to quality care in all environments for children with disabilities.</p> <p>13. Increase access to quality care and provide early childhood development education to Teen Parents.</p>
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**1.2.4 Will the Lead Agency distribute quality funds to counties or local entities?**

- No, the Lead Agency will manage all quality funds directly
- Yes, the Lead Agency will manage some quality funds directly and distribute a portion to local entities. Estimated amount or percentage to be distributed to localities

- Yes, all quality funds will be distributed to local entities
- Other.

Describe:

Approximately 50 percent of the CCDF quality funds are distributed to other state agencies, local governments and non-profit organizations through Agreements and Contracts, which are reimbursement and performance-based. None of these Agreements or Contracts are considered to be grants and administered separately from the Lead Agency.

**1.3 CCDF Program Integrity and Accountability**

Program integrity is defined to include efforts that ensure effective internal controls over the administration of CCDF funds. The Lead Agency is responsible for monitoring programs and services, ensuring compliance with the rules of the program, promulgating rules and regulations to govern the overall administration of the plan and oversee the expenditure of funds by sub-grantees and contractors. (§ 98.11(b)) Accountability measures should address administrative error, which includes unintentional agency error, **as well as address** program violations, both unintentional and intentional, that may or may not result in further action by the Lead Agency, including those cases suspected of and/or prosecuted for fraud.

**1.3.1. Describe the strategies the Lead Agency will utilize to ensure effective internal controls are in place.** The description of internal controls may include, but is not limited to a description of processes to ensure sound fiscal management, to identify

areas of risk or to establish regular evaluation of control activities.

Describe:

Fiscal Reporting:

The Lead Agency complies with Oregon Accounting Manual (OAM) 15.42.00 for Federal grants. The Lead Agency also complies with OMB Circular A-133 for statewide reporting/auditing, which requires follow-up by auditors under the Generally Accepted Governmental Auditing standards and OMB Circular A-133. Additionally, the Lead Agency complies with the agency's portion of required statewide sub-recipient monitoring under OAM 30.40.00, which is overseen by an internal auditor as required by OAR 125.700.0020. The Lead Agency is subject to annual audit by the Oregon Secretary of State auditors as part of a statewide audit of the State's financial statements and report of expenditures of Federal financial assistance. Rules on auditees' responsibilities can be found in OAM 10.80.00.

Data Reporting:

Two of the reporting entities have programs set up where data is automatically sent to the Child Care Division on the 19th of each month. The reporting entities are listed programs and children in foster care, both within the Department of Human Services

Two programs are sent reminders and report monthly to the division. These include the migrant and seasonal farm workers reported through Oregon Community Development Center and Head Start programs funded through a contract with the Department of Human Services. Other targeted population programs report directly to the division, which run reports on a monthly basis.

Each program reports in a different format. Currently, the division has software programs set up to convert data into the required format to report to the appropriate federal agency. Oregon submits reports on a quarterly basis.

Error Rate Reporting:

Oregon uses Data Viewer to track errors from each reporting entity. Data is researched and originating offices are contacted with a list of errors that need to be corrected before submitting to the appropriate federal agency. Some data may not meet the validations within the Data Viewer, but they do meet Oregon's requirements for program participation.

**1.3.2. Describe the processes the Lead Agency will use to monitor all sub-recipients.** Lead Agencies that use other governmental or non-governmental sub-recipients to administer the program must have written agreements in place outlining roles and responsibilities for meeting CCDF requirements. (98.11 (a) (3))

**Definition:** A sub-recipient (including a sub-contractor and or sub-grantee) is a non-Federal entity that expends Federal awards (contract or grant) received from another entity to carry out a Federal program, but does not include a vendor nor does it include an individual who is a beneficiary of such a program. OMB Circular A-133 Section 210 provides additional information on the characteristics of a **sub-recipient and vendor** ([http://www.whitehouse.gov/omb/circulars/a133\\_compliance\\_supplement\\_2010](http://www.whitehouse.gov/omb/circulars/a133_compliance_supplement_2010)). The description of monitoring may include, but is not limited to, a discussion of written agreements, fiscal management, review of policies and procedures to ensure compliance with CCDF regulations, monitoring/auditing contractors or grantees to ensure that eligible children are served and eligibility documentation is verified, and establishing performance indicators or measures related to improper payments.

Describe:

The description of monitoring may include, but is not limited to, a discussion of written agreements, fiscal management, review of policies and procedures to ensure compliance with CCDF regulations, monitoring/auditing contractors or grantees to ensure that eligible children are served and eligibility documentation is verified, and establishing performance indicators or measures.

The Child Care Division maintains overall control of expenditures by monitoring performance-based Contracts and Agreements for compliance with federal regulations and negotiated performance targets. Contracts and Interagency or Intergovernmental Agreements contain language that requires the contractor to certify that federal and state guidelines are followed. Contractors are required to submit quarterly or semi-annual performance reports on specific performance indicators.

A comprehensive on-site monitoring of resource and referral programs occurred in 2010, which included fiscal report testing, secret shopper phone calls for customer service, and detailed write-ups on findings and best practices. Not all contracts require on-site monitoring as quarterly reports and continuous conversations with program operators ensures services are being delivered and federal compliance with the appropriate use of funds is followed. Program operators also report out or give presentations about their services on a regular basis at the Oregon Commission for Child Care (ten per year) and Childhood Care and Education Coordinating Council meetings (six per year).

All Contracts that meet A-133 compliance thresholds are required, through contract language, to submit an annual independent audit report. These reports are reviewed to ensure CCDF dollars are clearly identified by CFDA number and there are no major or significant deficiencies regarding the use of those dollars by the sub-recipient.

For the 2012 state fiscal year, CCD and DHS have entered into joint contracts with the local child care resource and referral agencies. Because extensive on-site monitoring was done in the 2011 state fiscal year, and the state's child care system is transitioning to a more integrated structure under the Governor's directive, CCD and DHS have scheduled joint conference calls with the CCR&R agencies to review current practices, processes and procedures. On-site monitoring visits will be scheduled as needed in response to issues identified in the conference calls.

**1.3.3. Describe the activities the Lead Agency will have in place to identify program violations and administrative error to ensure program integrity using the chart below.** Program violations may include intentional and unintentional client and/or provider violations as defined by the Lead Agency. Administrative error refers to **areas identified through the Error Rate Review** process (98.100). Check which activities, if any, the Lead Agency has chosen to conduct.

Type of Activity	Identify Program Violations	Identify Administrative Error
Share/match data from other programs (e.g. TANF, Child and Adult Care Food Program (CACFP), Food and Nutrition Service (FNS), Medicaid))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Share/match data from other databases (e.g., State Directory of New Hires, Social Security Administration, Public Assistance Reporting Information System (PARIS))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Run system reports that flag errors (include types)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Review of attendance or billing records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit provider records	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct quality control or quality assurance reviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conduct on-site visits to providers or sub-recipients to review attendance or enrollment documents	<input type="checkbox"/>	<input type="checkbox"/>
Conduct supervisory staff reviews	<input type="checkbox"/>	<input type="checkbox"/>
Conduct data mining to identify trends	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Train staff on policy and/or audits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Describe		
On Target program, skills challenge for staff, ERDC staff refreshers based on error trends.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	<input type="checkbox"/>	<input type="checkbox"/>

**For any option the Lead Agency checked in the chart above other than none, please describe:**

All of the options checked are self-explanatory. The Other box describes the training and education staff receive to ensure skills are updated and current.

**If the Lead Agency checked none, please describe what measures the Lead Agency has or plans to put in place to address program integrity:**

N/A

**1.3.4. What strategies will the Lead Agency use to investigate and collect improper payments due to program violations or administrative error? Check and describe in the chart below which strategies, if any, the Lead Agency will use for each of the following areas: Unintentional program violations (UPV), intentional program violations (IPV) and/or fraud, and administrative error as defined in your State/Territory. The Lead Agency has the flexibility to recover misspent funds as a result of errors. The Lead Agency is required to recover misspent funds as a result of fraud (98.60(i)).**

Strategy	UPV	IPV and/or Fraud	Administrative Error
Require recovery after a minimum dollar amount in improper payment. Identify the minimum dollar amount: \$ 200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coordinate with and refer to other State/Territory agency (e.g. State/Territory collection agency, law enforcement). Describe: Oregon Dept of Revenue collections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recover through repayment plans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reduce payments in the subsequent months	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recover through State/Territory tax intercepts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Recover through other means. Describe: Oregon Dept of Revenue collections.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Establish a unit to investigate and collect improper payments. Describe composition of unit: Dept of Human Services Overpayment Recovery Unit and Investigations Unit.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<p><b>Other. Describe:</b></p> <p>Approximately 200 billing forms are randomly selected each month for a desk audit. Providers send in their attendance logs, which are checked against the amount billed and client care record information. This has resulted in the discovery of overpayments, but the Department of Human Services believes the main value is preventative since providers know they are being audited.</p> <p>Provider records are matched monthly with TANF, Food Stamp, Medicaid, and child care subsidy client records to identify eligible providers as well as questionable child care payments.</p> <p>The department has a statewide toll-free number for reporting fraud. This number is publicized in notices sent to child care providers and clients.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>None</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**For any option the Lead Agency checked in the chart above other than none, please describe:**

**1.3.5. What type of sanction, if any, will the Lead Agency place on clients and providers to help reduce improper payments due to program violations?**

- None
- Disqualify client.

If checked, please describe, including a description of the appeal process for clients who are disqualified

Disqualify provider.

If checked, please describe, including a description of the appeal process for providers who are disqualified

Prosecute criminally

Other.

Describe.

Two (2) basic types of overpayments are pursued for recovery. The first are overpayments that are the result of inadvertent acts or errors.

A *client error* is an overpayment caused by misunderstanding or unintended error on the part of the client, such as not providing complete information or not reporting a change in the rate of pay.

A *provider error* is an overpayment as a result of an unintentional act due to misunderstanding of billing procedures or lack of knowledge about program policy. Examples include: billing for more child care than actually provided, not submitting attendance logs upon request.

An *administrative error* is an overpayment as a result of an error made by the subsidy agency.

The second type of overpayment is the result of an intentional act or fraud to increase benefits or payment. Intent is established by the Overpayment Recovery or Investigations Unit on the basis of a pattern of behavior, clear falsification or behavior contrary to reasonable expectation. Actions or overpayments that appear to be the result of fraud should be referred for investigation, and may result in legal action in addition to collection of the overpayment.

*Client fraud* occurs when a client attempts to establish eligibility for assistance, increase the amount of assistance or prevent a reduction in the amount of assistance by any of the following:

- intentionally making a false or misleading statement, or misrepresenting, concealing or withholding facts.
- intentionally taking or failing to take an action, such as leaving a child in car when not participating in activities authorized by the subsidy agency.

*Provider fraud* occurs when the provider intentionally does any of the following:

- Bills the subsidy agency for more child care than actually provided, including duplicate billings.
- Collects payment directly from a client after the subsidy agency's payment for services has been garnished or after overpayment recovery actions have reduced the amount paid.
- Fails to comply with the agreements on the Child Care Listing form, including failing to list required persons for the records check.
- Establishes eligibility for payment (providing listing) for another person.

Definitions and Categories of Overpayments are at Oregon Administrative Rule (OAR) 461-195-0501. Intentional Program Violations are defined at OAR 461-195-0601.

In the subsidy agency's child care programs:

- The subsidy agency may not recover an overpayment through reduction of a client's child care program benefits.
- When a child care program provider is liable for a child care overpayment (see OAR 461-195-0501),

the subsidy agency may recover the child care overpayment by reducing up to 100 percent of any future child care payment for which the providers bills the subsidy agency.

*NOTE: The department may recover ERDC overpayments from TANF only if the client signs a voluntary request. The client may make such a request by completing the appropriate segment on the reverse side of a Department of Human Services 284B form.*

The subsidy agency may recover an overpayment by offset as follows: using the collection services provided by the Department of Revenue and any other state or federal agency to collect a liquidation claim established by:

- A court judgment.
- A confession of judgment.
- A document signed or acknowledged by the debtor that acknowledges the debt, such as:
  - a. The subsidy agency-designated form to acknowledge an intentional program violation.
  - b. A plea-bargain agreement.
  - c. Any other document acknowledging the overpayment.
- A written notification of overpayment from the subsidy agency to the debtor, advising the debtor of the basis and amount of the overpayment and the right to request a hearing, if the debtor has exhausted his or her rights of administrative appeal.
- A written communication from the debtor acknowledging the debt.

*NOTE: A voluntary agreement to reduce benefits, or a mandatory reduction, does not prevent or preclude recovery from other sources, such as state income tax refund offset.*

- Through use of a warrant authorized by Oregon Revised Statute (ORS) 411.703. Upon issuance of the warrant, the subsidy agency may issue a notice of garnishment in accordance with ORS 18.854.
- The amount of any retroactive payment or restoration of lost benefits otherwise payable to the client, when the retroactive payment corrects a prior underpayment of benefits in the program in which the overpayment occurred. A confession of judgment is used in the case of a client error (see OAR 461-195-0501) overpayment. The subsidy agency may not file a confession of judgment while the client receives public assistance and may file one only if the client has refused to agree to or has defaulted on a repayment plan. When clients are found by a court to be guilty of fraud, the court may order restitution. The department will initiate recovery actions for the full amount of the overpayment even if:
  - a. the court did not order restitution; or
  - b. the amount of the restitution ordered is less than the full overpayment amount.

The subsidy agency may not take collection action against a filing group while a member of a filing group is working under a JOBS Plus agreement. Methods of Recovering Overpayments: OAR 461-195-0551.

**1.3.6 Based on responses provided from Question 14 in the most recent ACF-402 report, please describe those actions the Lead Agency has taken or plans to take to reduce identified errors in the table below. Territories not required to complete the Error Rate Review should mark**

Activities identified in ACF-402	Cause/Type of Error (if known)	Actions Taken or Planned	Completion Date (Actual or planned) (if known)
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<p>Subsidy agency case reviews for improper payments from October 2007 to October 2008</p>		<p>Key policy changes that were made in January and April of 2009 may impact future Improper Payment Authorization Reviews. The Improper Payment Authorization Reviews were based on cases authorized between October 2007 and September 2008. Policy changes included: Policy alignment of income budgeting and reporting requirements with other programs, and elimination of the reduced co-pay in the initial month of ERDC eligibility. This will reduce coding practices that are error prone.</p> <ul style="list-style-type: none"> <li>- Eligibility workers continue to receive support through "On Target" newsletters, policy related Skill Challenges that focus on the error trends identified from the review. The Child Care Policy e-mail group is available for policy questions with a response time of less than 24 hours.</li> <li>-- The subsidy agency Child Care Unit met with the Training Unit to discuss findings of the child care reviews. Changes were made to the ERDC Core Training to put more focus on error trends identified in the review.</li> <li>-- Clients as providers reports will continue to be sent monthly to the field offices. These reports match child care providers who are also receiving food stamp, TANF, and medical benefits.</li> <li>-- Future modernization of the child care payment process and attendance tracking, online application and other processing tools will improve accuracy and worker efficiencies.</li> </ul> <p>The Child Care Unit worked with the Quality Control, the Program Integrity Committee, and Self Sufficiency Program</p>	<p>Completed 2010</p>
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		Field Managers to develop a corrective action plan. The Self Sufficiency Program Accuracy Team (SSPAT) and Quality Control (QC) collaborated and conducted focused internal ERDC reviews. Additional ERDC Refresher trainings, including NetLinks, are being provided to branches based on identified error trends including incorrect income conversion, incorrect income coding, and workers not acting on reported changes.	
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**1.4 Consultation in the Development of the CCDF Plan**

Lead Agencies are required to *consult* with appropriate agencies in the development of its CCDF Plan (§98.12, §98.14(a),(b), §98.16(d)).

**Definition:** *Consultation* involves the meeting with or otherwise obtaining input from an appropriate agency in the development of the State or Territory CCDF Plan. At a minimum, Lead Agencies must consult with representatives of general purpose local governments. (§§98.12(b), 98.14(a)(1))

**1.4.1 Identify and describe in the table below who the Lead Agency consulted with in the development of the CCDF Plan (658D(b)(2), §§98.12(b), 98.14(b)).**

Agency/Entity	Describe how the Lead Agency consulted with this Agency/entity in developing the CCDF Plan
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<input checked="" type="checkbox"/> <b>Representatives of general purpose local government (required)</b>  This may include, but is not limited to: representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.	CCDF original plan draft and subsequent drafts were posted on the Child Care Division website ( <a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a> ) with the ability to submit comments, additions, or corrections via email or phone.  The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. Up to 30 state and local public, private and non-profit organizations are present at these meetings which are held six (6) times per year.  The 36 local Commissions on Children and Families (CCF) are represented at CCECC and representation from the state CCF regularly attends. Local commissions are appointed and chaired by county commissioners.  The Oregon Commission for Child Care also provides input to the Oregon's CCDF plan. The commission has direct and regular representation by the mayor of Eugene, one state senator, one state representative, and child care providers representing local affiliates of two unions.  Two public hearings were conducted.
<b>For the remaining agencies, check and describe (optional) any which the Lead Agency has chosen to consult with in the development of its CCDF Plan.</b>	
<input checked="" type="checkbox"/> State/Territory agency responsible for public education  This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.	CCDF original plan draft and subsequent drafts were posted on the Child Care Division website ( <a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a> ) with the ability to submit comments, additions, or corrections via email or phone.  The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. PreK and school age programs are represented at the bi-monthly CCECC meetings.
<input checked="" type="checkbox"/> State/Territory agency responsible for programs for children with special needs  This may include, but is not limited to: State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs	The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website ( <a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a> ) with the ability to submit comments, additions, or corrections via email or phone.  The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. The Inclusive Child Care (special needs) program is represented at the bi-monthly CCECC meetings and the advisory group is a subcommittee of the CCECC.

<input checked="" type="checkbox"/> State/Territory agency responsible for licensing (if separate from the Lead Agency)	The Lead Agency administers the licensing of child care facilities in Oregon.
<input checked="" type="checkbox"/> State/Territory agency with the Head Start Collaboration grant	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone.</p> <p>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. The Head Start collaboration office is represented at the bi-monthly CCECC meetings and participates in policy discussions for the state's QRIS.</p>
<input checked="" type="checkbox"/> Statewide Advisory Council authorized by the Head Start Act	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The precursor to the Governor's Early Learning Council, Early Childhood Matters Advisory Council, provided input to child care system through linkages and collaboration with one of the subcommittees: Early Learning Matters.</p> <p>The subcommittee will reformulate with the implementation of the state's Early Learning Council beginning in 2012. Many members of the current Early Learning Matters subcommittee are represented at the bi-monthly CCECC meetings and participate in policy discussions for the state's QRIS.</p>

<input checked="" type="checkbox"/> <p>Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services</p>	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone.</p> <p>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. The statewide afterschool network, Oregon After School for Kids, plus the Oregon Association for the Education of Young Children, Oregon Health Sciences University, represented at the bi-monthly CCECC meetings and participates in policy discussions for the state's QRIS.</p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)</p>	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The CACFP, located in the Oregon Department of Education, is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system.</p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant</p>	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The Oregon Health Authority, Office of Family Health, is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system.</p>

<input checked="" type="checkbox"/> State/Territory agency responsible for public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health)	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The Oregon Health Authority, Office of Family Health, is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system.</p>
<input checked="" type="checkbox"/> State/Territory agency responsible for child welfare	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The Department of Human Services, Child Care Programs, is represented at the bi-monthly CCECC meetings, participates in policy discussions for the childhood care and education system and the state's QRIS, and is the major CCDF subsidy agency. The advisory group for child care programs is a subcommittee of the CCECC and discusses child welfare in relation to the ERDC program and other child care services.</p>
<input type="checkbox"/> State/Territory liaison for military child care programs or other military child care representatives	
<input checked="" type="checkbox"/> State/Territory agency responsible for employment services/workforce development	<p>The Lead Agency is located in the state's Employment Department.</p>

<input checked="" type="checkbox"/> State/Territory agency responsible for Temporary Assistance for Needy Families (TANF)	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The Department of Human Services, Child Care Programs, is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system, the state's QRIS, and is the CCDF subsidy agency. The advisory group for child care programs is a subcommittee of the CCECC and discusses child welfare and TANF in relation to the ERDC program and other child care services.</p>	
<input checked="" type="checkbox"/>	Indian Tribes/Tribal Organizations  <input type="checkbox"/> N/A: No such entities exist within the boundaries of the State	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>All recognized tribes in Oregon access the market rate information for the ERDC program, have access to input on the CCDF plan, and are notified of any changes to the CCDF plan that may or will impact subsidy programs on tribal lands.</p>
<input checked="" type="checkbox"/> Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>The CCDF, Dept of Education, and Mott-funded statewide afterschool network, Oregon After School for Kids (OregonASK) represents the Department of Education's 21st Century Community Learning Centers and local program providers in policy development for before and after school programs. OregonASK is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system and the state's QRIS.</p>	

<input checked="" type="checkbox"/> Provider groups, associations or labor organizations	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone. The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011.</p> <p>Service Employees International Union (SEIU), American Federation of State, County and Municipal Employees (AFSCME), and American Federal of Teachers (AFT) OregonASK are represented at the bi-monthly CCECC meetings and participate in policy discussions for the childhood care and education system ..</p>
<input checked="" type="checkbox"/> Parent groups or organizations	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone.</p> <p>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. Parent Voice, which represents parents of children in care, is represented at the bi-monthly CCECC meetings and the advisory group is an ad hoc group of the CCECC.</p>
<input checked="" type="checkbox"/> Local community organizations (child care resource and referral, Red Cross)	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone.</p> <p>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. Both the Oregon Child Care Resource and Referral Network and 13 local child care resource and referral agencies (CCR&amp;Rs) are represented at the bi-monthly CCECC meetings. The CCR</p>

<input checked="" type="checkbox"/> Other	<p>The CCDF original plan draft and subsequent drafts were posted on the Child Care Division website (<a href="http://www.childcareinoregon.org">www.childcareinoregon.org</a>) with the ability to submit comments, additions, or corrections via email or phone.</p> <p>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in February, April, and June 2011. The Oregon Commission for Child Care is represented at the bi-monthly CCECC meetings and provides policy advice and advocacy for the childhood care and education system.</p>
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**1.4.2. Describe the Statewide/Territory-wide public hearing process held to provide the public an opportunity to comment on the provision of child care services under this Plan. (658D(b)(1)(C), §§98.14(C)). At a minimum, the description should include:**

a) Date(s) of notice of public hearing: 05/31/2011

Reminder - Must be at least 20 days prior to the date of the public hearing.

b) How was the public notified about the public hearing? Notice of Public Hearing was printed in 80 daily and weekly newspapers in the State of Oregon at least 20 days before the scheduled public hearing. c) Date(s) of public hearing(s): 06/27/2011

Reminder - Must be no earlier than 9 months before effective date of Plan (October 1, 2011).

d) Hearing site(s) Roth's West Salem; 1130 Wallace Road NW; Salem, Oregon

e) How was the content of the Plan made available to the public in advance of the public hearing(s)? Lead Agency Website, Childhood Care and Education Coordinating Council, list-serve to child care system stakeholders.

f) How will the information provided by the public be taken into consideration in the provision of child care services under this Plan? Input included corrections, additions, and clarifications.

**1.4.3. Describe any strategies used by the Lead Agency to increase public consultation on the Plan or access to the public hearing.** For example, translating the public hearing notice into multiple languages, using a variety of sites or technology (e.g., video) for the public hearing, holding the hearing at times to accommodate parent and provider work schedules.

**1.4.3. Describe:**

The public hearing notice for June 27, 2011 was widely advertised statewide, was published on the Lead Agency's website, and was distributed at least three months in advance to the statewide Childhood Care and Education Coordinating Council and its large stakeholder email list-serve. The public hearing was held in a private business building that is a well-known meeting place from 6:00 p.m. to 7:00 p.m. in an area that is easily accessible and provides free parking.

### 1.5. Coordination Activities to Support the Implementation of CCDF Services

Lead Agencies are required to *coordinate* with other Federal, State, local, Tribal (if applicable) and private agencies providing child care and early childhood development services

**Definition** - *Coordination* involves child care and early childhood and school-age development services efforts to work across multiple entities, both public and private (such as in connection with a State Early Childhood Comprehensive System (SECCS) grant or the State Advisory Council funded under the Head Start Act of 2007). (658D(b)(1)(D), §§98.12(a), 98.14(a)(1))

**1.5.1. Identify and describe in the table below with whom the Lead Agency coordinates in the delivery of child care and early childhood and school-age services (§98.14(a)(1)).**

Agency/Entity (check all that apply)	Describe how the Lead Agency will coordinate with this Agency/entity in delivering child care and early childhood services	Describe the goals or results you are expecting from the coordination
		Examples might include increased supply of full-day/full-year services, aligned eligibility policies, blended funding, or access to more training and technical assistance resources shared across agencies.

<input checked="" type="checkbox"/>	<p>Representatives of general purpose local government <b>(required)</b></p> <p>This may include, but is not limited to: representatives from counties and municipalities, local human service agencies, local education representatives (e.g., school districts), or local public health agencies.</p>	<p>Contracts and Agreements with counties, municipalities, local human services agencies, school districts, education services districts, community colleges, and local health agencies.</p>	<p>Goals are to increase supports for the delivery of child care services, such as, licensing supports, subsidy supports, workforce training, resource and referral activities, technical assistance to services providers, health/mental health information, and early childhood planning activities.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for public education <b>(required)</b></p> <p>This may include, but is not limited to, State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.</p>	<p>Oregon Department of Education works with the Department of Human Services, Child Care Division, and other public and private entities to deliver child care services, licensing and subsidy supports.</p>	<p>Goals are to increase community-based placements for Early Head Start, Head Start, inclusive child care through Contracts and Agreements; increase training and education for the early child care workforce and training and education for the school-age workforce; increase collaboration and coordination of shared resources for technical assistance to child care providers and other early education providers.</p>

<input checked="" type="checkbox"/>	<p>Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services <b>(required)</b></p>	<p>Contracts and Agreements with the Oregon Child Care Resource and Referral Network, Oregon Association for the Education of Young Children, Oregon After School for Kids, Neighborhood House, and Oregon Family Child Care Network to deliver child care services, licensing and subsidy supports.</p>	<p>Increase offerings and improve the quality of training and education of the early care and school-age workforce; increase and broaden outreach to family child care providers to provide linkages to state agencies; increase and target consumer education for all parents on choosing quality care and education; increase and target technical assistance to local resource and referral entities; increase technical assistance to school age programs in all types of care.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for public health <b>(required)</b></p> <p>This may include, but is not limited to, the agency responsible for immunizations and programs that promote children's emotional and mental health</p>	<p>Collaboration with Oregon Health Authority and local health departments; Oregon Health Sciences University, Oregon Center for Children with Special Needs.</p>	<p>Increase and improve timely, shared consumer education on flu vaccines, other immunizations, health alerts, health and safety alerts for the statewide child care workforce.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for employment services / workforce development <b>(required)</b></p>	<p>Oregon Employment Department</p>	<p>Lead agency is a division with the state's employment security agency.</p>

<input checked="" type="checkbox"/>	State/Territory agency responsible for providing Temporary Assistance for Needy Families (TANF) (required)	Department of Human Services, administers the Employment Related Day Care child care subsidy program through an Interagency Agreement with the Child Care Division. Contracts and Agreements with the child care resource and referral system to provide services to licensed facilities and family, friend and neighbor care for subsidy families.	Goal is to align programs that serve low-income working families, teen parents/child development, child care for parents in alcohol and drug treatment programs, Head Start community placements, orientations to increase access to training for family, friend and neighbor care providers.
<input checked="" type="checkbox"/>	Indian Tribes/Tribal Organizations (required) <input type="checkbox"/> N/A: No such entities exist within the boundaries of the State	There are nine federally recognized tribes in Oregon - there are represented on the State Interagency Coordinating Council for early intervention/early childhood special education services.	Goal is to continue to share market price study information and child care subsidy rates; ensure that tribes are informed of changes to the CCDF plan that may impact their tribal programs.

**For the remaining agencies, check and describe (optional) any with which the Lead Agency has chosen to coordinate early childhood and school-age service delivery**

<input checked="" type="checkbox"/>	State/Territory agency responsible for licensing (if separate from the Lead Agency)	Oregon Employment Department, Child Care Division (CCDF Lead Agency)	Lead Agency is a division within the state's employment security agency.
<input checked="" type="checkbox"/>	State/Territory agency with the Head Start Collaboration grant	Oregon Department of Education, Head Start Collaboration office.	Goal is to align more EHS and HS facilities with community placements for full-day, full-year care for low-income working families. Increases access for these high risk families to high quality care and education.
<input checked="" type="checkbox"/>	Statewide Advisory Council authorized by the Head Start Act	Oregon Education Investment Board, Early Learning Council, K-12 Council	Goal is more alignment of early childhood care and education services across multiple agencies and federal/state funding streams. Outcomes are increased school readiness for children and increased access to high quality care and education services.
<input checked="" type="checkbox"/>	State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)	Oregon Department of Education, Child and Adult Care Food Program; linkages through the Childhood Care and Education Coordinating Council; provider overviews given by licensing specialists and local resource and referral agencies.	Increase access to information on and increase the statewide usage of the CACFP by childhood care and education providers. Increase the training capacity of the resource and referral system by encouraging CCR&R agencies to become CACFP state sponsors.

<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for programs for children with special needs</p> <p>This may include, but is not limited to:</p> <p>State/Territory early intervention programs authorized under the Individuals with Disabilities Education Act (Part C for infants and toddlers and Section 619 for preschool), or other State/Territory agencies that support children with special needs</p>	<p>Oregon Department of Education, Early Intervention/Early Childhood Special Education; Oregon Department of Human Services, Council on Developmental Disabilities; Oregon Health Sciences University, Oregon Center for Children with Special Needs.</p> <p>Linkages through the Childhood Care and Education Coordinating Council, contracts for inclusive child care services; Inclusive Child Care Advisory; Western Oregon University (Center on Inclusion); Inclusion Collaborative (federal grant); local school districts; multiple Education Service Districts (EI/ECSE services).</p>	<p>Through interagency agreements, use CCDF funds to increase parent consultation services for children with disabilities. These services ensure the appropriate care settings and accommodations are in place for children with moderate to very high care needs.</p> <p>Increase awareness of the resources for parents of special needs children that are available through several partner agencies and organizations.</p> <p>CCDF dollars are used to support very high needs subsidies to working families, regardless of their income eligibility.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant</p>	<p>Linkages to Oregon Health Authority; local commissions on children and families; coordination with Inclusive Child Care Program.</p>	<p>Goal is to continue work on modifications to a Health/Mental Health Consultation program model (currently defunded) in 2012. The new model will provide child care provider access to phone consultations and limited site visits, which is more efficient and affordable.</p>
<input checked="" type="checkbox"/>	<p>State/Territory agency responsible for child welfare</p>	<p>Oregon Department of Human Services</p>	<p>Goal is to continue linkages between child welfare and child protective services with the Child Care Division to provide better coordination with the licensing/ compliance functions of the Division.</p>

<input type="checkbox"/>	State/Territory liaison for military child care programs or other military child care representatives	None	None
<input checked="" type="checkbox"/>	Private agencies/entities including national initiatives that the Lead Agency is participating in such as BUILD, Strengthening Families, Mott Statewide After-school Networks, Ready by 21	Oregon Department of Education, 21st Century Community Learning Centers	Goal is to continue support of before- and after-school programs in all types of care. Coordinate with the Dept of Education through the Mott-funded statewide afterschool network, Oregon After School for Kids (CCDF provides match funding for the C.S Mott grant); continue representation by OregonASK at the Commission for Child Care, Childhood Care and Education Coordinating Council, and numerous subcommittees.
<input checked="" type="checkbox"/>	Local community organizations (child care resource and referral, Red Cross)	Child care resource and referral; training through local organizations such as Red Cross, USDA CACFP program sponsors, OAEYC.	Goal is increased linkages and support of community-based organizations that provide health and safety, food safety and nutritional information, and child development training. Through Contracts and Agreements with the statewide child care resource and referral system, ensure these linkages increase access to high quality, local training. The Lead Agency provides substantial funding of the CCR&R system with CCDF to ensure safety sets (First Aid/CPR, Food Handlers Certification, and Recognizing and Reporting Child Abuse and Neglect) are widely available and at a low cost.
<input checked="" type="checkbox"/>	Provider groups, associations or labor organizations	Service Employees International Union (SEIU), American Federation of State, County, and Municipal Employees (AFSCME), and American Federation of Teachers. Oregon Family Child Care Network, Provider Resource Organization, OAEYC	Goal is to continue linkages through the Childhood Care and Education Coordinating Council and the Commission for Child Care by representation of SEIU and AFSCME who administer collective bargaining agreements for licensed and licensed-exempt child care providers.

<input checked="" type="checkbox"/>	Parent groups or organizations	Parent Voice, Parent-Teacher Association	<p>Goal is increased participation by working families in the policy development and administration of child care programs and services. Parent Voice is funded through CCDF and provides access for parents at the Childhood Care and Education Coordinating Council and the Commission for Child Care.</p> <p>Oregon After School for Kids also works closely with the national and local Parent-Teacher Associations (PTA) to ensure parents have a voice in afterschool policy planning and funding.</p>
<input checked="" type="checkbox"/>	Other	The Oregon Community Foundation; Ford Family Foundation; Science, Technology, Engineering, and Math grantees; Bill and Melinda Gates Foundation; Stand for Children; Children's Institute; Children First; Oregon Association for the Education of Young Children.	Oregon is working toward the goal of more private sector investment in the child care system, including workforce development. Multiple public/private partnerships continue to be nurtured or developed to ensure movement toward the goals of the newly established Early Learning Council and the programs it will administer.

**1.5.2. Does the State/Territory have a formal early childhood and/or school-age coordination plan?** Lead Agencies are not required to have an early childhood nor a school-age coordination plan, but the State/Territory may have such plans for other purposes, including fulfilling requirements of other programs.

Yes. If yes,

a)

Provide the name of the entity responsible for the coordination plan(s):

Oregon Education Investment Board, Early Learning Council

b)

Describe the age groups addressed by the plan(s):

Coordination plan has not been fully developed as of August 1, 2011. The Oregon Education Investment Board, Early Learning Council (ELC) is a new statutorily-created entity that is in the early stages of development. Prior to the creation of the ELC, Oregon had a prior entity designated as the State Advisory Council (Early Childhood Matters Advisory Council). The Oregon CCDF plan will be amended in early FFY 2012 to add information on the roles and responsibilities of the ELC.

c)

Indicate whether this entity also operates as the State Advisory Council (as authorized under the Head Start Act of 2007):

Yes

No

d)

Provide a web address for the plan(s), if available:

Not available at this time.

No

**1.5.3. Does the State/Territory have a designated entity(ies) responsible for coordination across early childhood and school-age programs?** (658D(b)(1)(D), §98.14(a)(1)) Check which entity(ies), if any, the State/Territory has chosen to designate.

State/Territory-wide early childhood and/or school-age cabinet/advisory council/task force/commission.

If yes, describe entity, age groups and the role of the Lead Agency

The Oregon Education Investment Board, Early Learning Council (ELC) is a new statutorily-created entity that is in the early stages of development. Prior to the creation of the ELC, Oregon had a prior entity designated as the State Advisory Council (Early Childhood Matters Advisory Council). The Oregon CCDF plan will be amended in early FFY 2012 to add information on the roles and responsibilities of the ELC. Age group addressed is 0 to 8.

State Advisory Council (as described under the Head Start Act of 2007).

If yes, describe entity, age groups and the role of the Lead Agency

Oregon Education Investment Board, Early Learning Council. Age group addressed is 0 to 8.

Local Coordination/Council

If yes, describe entity, age groups and the role of the Lead Agency

Other

Describe

None

**1.5.4 Does the Lead Agency conduct or plan to conduct activities to encourage public-private partnerships that promote private sector involvement in meeting child care needs?** (§98.16(d))

Yes .

If yes, **describe** these activities or planned activities, including the tangible results expected from the public-private partnership:

The Education and Quality Investment Partnership (EQUIP) is a public/private partnership that works to improve the quality of child care, strengthen the childhood care and education workforce, and prepare Oregon's youngest children for success in school.

Parent Voice is an ad hoc group of parents that participates in the activities and discussions of the Childhood Care and Education Coordinating Council.

No

## 1.6. Child Care Emergency Preparedness and Response Plan

It is recommended, but not required, that each Lead Agency develop a plan to address preparedness, response, and recovery efforts specific to child care services and programs. Plans should cover the following areas: 1) planning for continuation of services to CCDF families; 2) coordination with other State/Territory agencies and key partners; 3) emergency preparedness regulatory requirements for child care providers; 4) provision of temporary child care services after a disaster; and 5) rebuilding child care after a disaster. For further guidance on developing Child Care Emergency Preparedness and Response Plans see the Information Memorandum (CCDF-ACF-IM-2011-XX) located on the Office of Child Care website at:

[http://www.acf.hhs.gov/programs/ccb/law/state\\_topic\\_emergency.htm](http://www.acf.hhs.gov/programs/ccb/law/state_topic_emergency.htm)

### **1.6.1. Indicate which of the following best describes the current status of your efforts in this area. Check only ONE.**

**Planning.** Indicate whether steps are under way to develop a plan. If so, describe the time frames for completion and/or implementation, the steps anticipated and how the plan will be coordinated with other emergency planning efforts within the State/Territory.

**Developed.** A plan has been developed as of **[insert date]:** and put into operation as of **[insert date]:** , if available. Provide a web address for this plan, if available:

**Other.**  
**Describe:**

The Oregon Employment Department, Child Care Division has a draft plan in place.

For child care subsidies, a list of the Oregon Department of Human Services 'Mission Critical Functions and Services', including the child care program, has been compiled and is awaiting Executive Management approval. Leaders have been assigned to the seven areas of focus. Next steps will be to establish work groups to write alternate procedures in the case of disaster or business interruption. No target date for completion of this project has been established.

**1.6.2. Indicate which of the core elements identified in the Information Memorandum are or will be covered in the Lead Agency child care emergency preparedness and response plan. Check which elements, if any, the Lead Agency includes in the plan.**

- Planning for continuation of services to CCDF families
- Coordination with other State/Territory agencies and key partners
- Emergency preparedness regulatory requirements for child care providers
- Provision of temporary child care services after a disaster
- Rebuilding child care facilities and infrastructure after a disaster
- None

