

Child Care and Development Fund (CCDF) Plan
For

Oregon
FFY 2014-2015

**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)

Effective Date: 01-OCT-13

Name of Lead Agency: [State of Oregon, Department of Education, Early Learning Division](#)

Address of Lead Agency: [255 Capitol Street NE, Salem OR 97311](#)

Name and Title of the Lead Agency's Chief Executive Officer: [Jada Rupley, Director](#)

Phone Number: [503-373-0071](#)

Fax Number: [503-373-2873](#)

E-Mail Address: jada.rupley@state.or.us

Web Address for Lead Agency (if any): www.ode.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:

Effective Date: 01-OCT-13

Name of CCDF Administrator: [Kelli D. Walker](#)

Title of CCDF Administrator: [Early Learning Division, Office of Child Care, Deputy Administrator](#)

Address of CCDF Administrator: [875 Union Street NE, Room 10, Salem, OR; 97311](#)

Phone Number: [503-947-1409](#)

Fax Number: [503-947-1955](#)

E-Mail Address: kelli.d.walker@state.or.us

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

Web Address for CCDF program policy manual

(if any): [None](#)

Web Address for CCDF program administrative rules

(if any): http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_414/414_tofc.html

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

Name of CCDF Co-Administrator: [NA](#)

Title of CCDF Co-Administrator: [NA](#)

Address of CCDF Co-Administrator: [NA](#)

Phone Number: [NA](#)

Fax Number: [NA](#)

E-Mail Address: [NA](#)

Description of the role of the Co-Administrator:

[NA](#)

1.2 Estimated Funding

1.2.1 What is your expected level of funding for the first year of the FY 2014 - FY 2015 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, 2013 through September 30, 2014. (§98.13(a)).

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FY 2014 Federal CCDF allocation (Discretionary, Mandatory and Matching): \$ [65,239,300](#)

Federal TANF Transfer to CCDF: \$ [0](#)

Direct Federal TANF Spending on Child Care: \$ [9,100,000](#)

State CCDF Maintenance-of-Effort Funds: \$ [11,714,966](#)

State Matching Funds: \$ [11,558,620](#)

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 FY2014 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

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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, Dependent 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:

11,594,682

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: 125,000

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 Lead Agency and Oregon Department of Human Services, through Interagency Agreements and services contracts with the Oregon Department of Education pre-K programs, aim 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: \$3,467,586
Describe the Lead Agency efforts to ensure that pre-k programs meet the needs of working parents:

The Lead Agency and Oregon Department of Human Services, through Interagency Agreements and services contracts with the Oregon Department of Education pre-K programs, aim 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.

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 Lead Agency and Oregon Department of Human Services, through Interagency Agreements and services contracts with the Oregon Department of Education pre-K programs, aim 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 Lead Agency and Oregon Department of Human Services, through Interagency Agreements and services contracts with the Oregon Department of Education pre-K programs, aim 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.

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 2014 - 2015. Note: Funding estimate is limited to FY 2014 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.

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Estimated Amount of CCDF Quality Funds For FY 2014	Activity (Lead Agency should include description of quality activities that cover FY 2014 and also information about activities for FY 2015, if available)	Purpose	Projected Impact and Anticipated Results (if possible)
Infant/Toddler Targeted Fund 1,200,000	<i>Employment Related Day Care subsidies for Infant/ toddler care for low-income working families</i>	<i>CCDF Targeted Subsidies: Higher rates for specialized training for infant/toddler care.</i>	<i>Increase access to infant/toddler care for low-income working families</i>
School-Age/Child Care Resource and Referral Targeted Funds 800,000	<i>Employment Related Day Care School age Care subsidies and Child Care Resource and Referral services</i>	<i>Targeted - School Age subsidies</i>	<i>Increase access to and availability of school age care</i>
Quality Expansion Targeted Funds 1,600,000	<i>Regulation of child care facilities</i>	<i>Quality Expansion: Licensing/Regulatory</i>	<i>Increase health and safety of children in care through regulation of child care facilities</i>
Quality Funds (not including Targeted Funds) 6,400,000	<i>Quality improvement through Child Care Resource and Referral services</i>	<i>Quality improvement of workforce and child care programs</i>	<i>Provide resource and referral services for working families and quality support/ technical assistance for child care programs</i>

1.2.4 Will the Lead Agency distribute quality funds to counties or local entities?

Note: This question is to obtain information on whether the Lead Agency retains decision making responsibilities regarding the quality dollars at the State/Territory level or if funds are distributed to local entities

Does the State maintain decisions at the State level, or are funds distributed to locals that have some decisions on how funds are spent.

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- No, the Lead Agency will not distribute any quality funds directly to local entities
- Yes, all quality funds will be distributed to local entities
- Yes, the Lead Agency will distribute a portion of quality funds directly to local entities. Estimated amount or percentage to be distributed to localities

Other.
Describe:

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.

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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 subrecipient 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 Lead Agency 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 Lead Agency. These include the migrant and seasonal farm workers reported through Oregon Child Development Coalition and Head Start programs funded through a contract with the Department of Human Services. Other targeted population programs report directly to the Lead Agency, which run reports on a monthly basis.

Each program reports in a different format. Currently, the Lead Agency 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.

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. Specific actions to reduce the error rate are detailed in Section 1.3.6.

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). 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.

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Describe:

The Lead Agency 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.

In preparation for the next contract cycle, the Lead Agency required certain CCR&Rs and the Network to participate in a competitive RFP process. The RFP re-framed the scope of work around shared goals/outcomes, and introduced a higher degree of rigor in results monitoring and management. Peer-established performance measures, quarterly performance reporting, learning dialogues and targeted site visits are key elements of this updated performance-based approach

Over time, the Lead Agency plans to similarly update its other agreements and contracts to reflect a stronger performance-based approach.

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.

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.

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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 type="checkbox"/>	<input type="checkbox"/>
Train staff on policy and/or audits	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other. Describe		
<i>On Target program, skills challenge for staff, Employment Related Day Care staff refreshers based on error trends.</i>	<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 that 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:

NA

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)).**

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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"/>

<p>Coordinate with and refer to other State/Territory agency (e.g. State/Territory collection agency, law enforcement). Describe:</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Oregon Department of Revenue Collections</p>			
<p>Recover through repayment plans</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Reduce payments in the subsequent months</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Recover through State/Territory tax intercepts</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Recover through other means. Describe:</p>			
<p>Department of Human Services, Office of Payment Accuracy and Recovery (OPAR) has four units that work together to identify and collect improper payments: Data Match, Fraud Investigations, Overpayment Writing and Overpayment Recovery</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Establish a unit to investigate and collect improper payments. Describe composition of unit:</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Department of Human Services Overpayment Recovery Unit & Investigations Unit</p>			

<p>Other. Describe:</p> <p><i>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 case 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. A monthly audit of child care for school age children is conducted for months when school is in session. This audit reviews child care hours billed for school age children to identify improper payments resulting from providers billing for care during the school day.</i></p> <p><i>Provider records are matched monthly with TANF, SNAP, Medicaid, and child care subsidy client records to identify eligible providers as well as questionable child care payments.</i></p> <p><i>The department has a statewide toll-free number for reporting fraud. This number is publicized in notices sent to child care providers and clients.</i></p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
None	<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:

The DHS Office of Payment Accuracy and Recovery staff work closely with eligibility workers in DHS field offices to identify and collect improper payments. Eligibility workers refer potential client and provider overpayments and fraud to OPAR. In addition to the audits mentioned above, the Data Match Unit also works a variety of federally mandated reports in conjunction with other

states to achieve their goal of ensuring program integrity, while reducing erroneous benefits and identifying fraud. The Fraud Investigations Unit has delegated authority to conduct investigations related to allegations of fraud within programs administered by DHS, including child care. They focus on client and provider eligibility issues and benefit fraud. Investigators also coordinate with county prosecutors, and with local, state, federal, and international law enforcement agencies when necessary. The Overpayment Writing and Recovery Units identify, calculate and recover client and provider overpayments. They use a variety of collection methods including repayment plans, garnishments and Oregon Department of Revenue collections. Only provider overpayments are collected by reduction of payments in subsequent months.

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?

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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

An Intentional Program Violation (IPV) is established when a provider commits fraud as determined by a state or federal court, by an administrative agency in a contested case, or by a person signing the designated form acknowledging the IPV and waiving the right to an administrative hearing. If the IPV is established in a contested case, the Department initiates the IPV hearing. There is no administrative appeal after a person waives the right to an IPV hearing, and the penalty may not be changed by subsequent administrative action except as follows:

A person who waives the right to an IPV hearing may seek relief in court or request a contested case hearing on the sole issue of whether the waiver was signed under duress (see OAR 461-025-0310). If there is a determination that the waiver was signed under duress, the initial IPV penalty is void, and:

- If a court determines that a waiver was signed under duress, the court may determine whether an IPV occurred and the amount of the penalty.*
- If an administrative law judge determines that a waiver was signed under duress, the Department may initiate an IPV hearing to determine whether an IPV occurred and the amount of the penalty.*

Child care providers who have incurred an overpayment established as an IPV claim are ineligible for payment as follows:

- For six months and until the full amount of the overpayment is paid; or*
- Permanently, if the DHS Child Care Program Manager finds that such ineligibility is in the public interest.*

- Prosecute criminally
 - Other.
- Describe.

Methods for recovering overpayments in the DHS self-sufficiency programs (including child care) are established in OAR 461-195-0551. Practices follow federal regulations, state law and the policies outlined in the Oregon Accounting Manual, Chapter 35 – Accounts Receivable Management. This can be viewed online at http://www.oregon.gov/DAS/CFO/SARS/pages/oam_toc.aspx.

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 are referred for investigation, and may result in legal action including criminal prosecution 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 care 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 a voluntary agreement to take action on a case 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:**
 - 1.The subsidy agency-designated form to acknowledge an intentional program violation.**
 - 2.A plea-bargain agreement.**
 - 3.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:**
 - 1.the court did not order restitution; or**
 - 2.the amount of the restitution ordered is less that 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

N/A here

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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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Targeted population contractors		The Lead Agency plans to develop an annual eligibility training for targeted population contractors with recorded webinar or alternative training available for new personnel	2014
Subsidy agency case reviews for improper payments from October 2010 through September 2011		Eligibility workers continue to receive support through "On Target" newsletters and policy related Skill Challenges that focus on the error trends identified from the review.	Ongoing
Subsidy agency case reviews for improper payments from October 2010 through September 2011		Add the Lead Agency to distribution list	Completed August 2012
Subsidy agency case reviews for improper payments from October 2010 through September 2011		The Child Care Policy e-mail group is available for policy questions with a response time of less than 24 hours.	Ongoing
Subsidy agency case reviews for improper payments from October 2010 through September 2011		¿ Planned action was to add the Lead Agency to the DHS policy e-mail group. Due to confidentiality rules, it was determined that DHS cannot give access to the Lead Agency. An alternative plan was developed to share policy questions/error trends in the joint DHS/Lead Agency meetings that are held monthly.	This began on 9/20/12 and is ongoing.
Subsidy agency case reviews for improper payments from October 2010 through September 2011		Maintain a current Employment Related Day Care core training and refresher training with continued focus on error prone areas.	Ongoing
Subsidy agency case reviews for improper payments from October 2010 through September 20		A special ERDC partner training was conducted at Lead Agency.	Completed Oct. 17 & 18, 2012
Subsidy agency case reviews for improper payments from October 2010 through September 20		Share data reports and error trends with DHS field leaders, the Program Integrity Steering Committee, and Lead Agency leadership.	Completed Aug./Sept. 2012

Subsidy agency case reviews for improper payments from October 2010 through September 20		Focused internal ERDC reviews continue to be conducted in the Quality Assurance Unit. ERDC reviews are included in SNAP combo cases and shared with the local office and trends are shared in the DHS/Lead Agency joint meeting mentioned above.	Ongoing
Subsidy agency case reviews for improper payments from October 2010 through September 20		DHS ERDC Policy Analysts continue to review and update our procedure manual to reflect new policy changes. The policy team began reviewing the entire child care section to reorganize and add examples that will help clarify policy for staff. Updates to policy and manuals are shared through transmittals.	Updates are ongoing & review began 9/25/12
Subsidy agency case reviews for improper payments from October 2010 through September 20		Add Lead Agency to transmittal distribution list	Completed August 2012

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"/> Representatives of general purpose local government (required) 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><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April, and June 2013. 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. CCECC includes representatives from local governments.</i></p> <p><i>The Lead Agency aligns with the Governor’s Early Learning Council, which is developing Oregon’s early childhood system. This system, pending legislation, will develop and/or field test local Early Learning HUBs to help families smoothly access services and to better coordinate services in communities.</i></p>
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.	
<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.	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. Pre-K and school age</i></p>
<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	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. The Inclusive Child Care (special needs) program is represented at the bi-monthly CCECC meetings and the Inclusive Child Care advisory group is a subcommittee of the CCECC.</i></p>
<input checked="" type="checkbox"/> State/Territory agency responsible for licensing (if separate from the Lead Agency)	<p><i>The Lead Agency administers the licensing of child care facilities in Oregon.</i></p>

<input checked="" type="checkbox"/> State/Territory agency with the Head Start Collaboration grant	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. The Head Start collaboration office is represented at the bi-monthly CCECC meetings and participates in policy discussions for the state's QRIS.</i></p>
<input checked="" type="checkbox"/> Statewide Advisory Council authorized by the Head Start Act	<p><i>The Early Learning Council is the Statewide Advisory Council authorized by the Head Start Act. Early Learning Council priorities and draft outcomes helped to guide the goals of this State Plan. The Pre-print was shared with the Executive Committee of the Early Learning Council in May 2013.</i></p>
<input checked="" type="checkbox"/> Other Federal, State, local, Tribal (if applicable), and/or private agencies providing early childhood and school-age/youth-serving developmental services	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. The statewide afterschool network, Oregon After School for Kids, plus the Oregon Association for the Education of Young Children, Oregon Health Sciences University, are represented at the bimonthly CCECC meetings and participate in policy discussions for the state's QRIS.</i></p>
<input checked="" type="checkbox"/> State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. 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.</i></p>

<input checked="" type="checkbox"/> <p>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant</p>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. The Oregon Health Authority (OHA) is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system. The Oregon Health Authority's Director of Child Health was also given the draft Pre-print in May 2013. Lead Agency will continue to work with the OHA Child Health Director to incorporate OHA programs and input.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for public health (including the agency responsible for immunizations and programs that promote children's emotional and mental health)</p>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings April and June 2013. The Oregon Health Authority (OHA) is represented at the bi-monthly CCECC meetings and participates in policy discussions for the childhood care and education system. The Oregon Health Authority's Director of Child Health was also given the draft Pre-print in May 2013. Lead Agency will continue to work with the OHA Child Health Director to incorporate OHA programs and input.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for child welfare</p>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email. Plan was also posted on the Department of Human Services (DHS) website. DHS, which administers the bulk of CCDF subsidy dollars in Oregon, is the same agency that administers child protective services and foster care.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. 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 subsidy 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.</i></p>

<input type="checkbox"/> <p>State/Territory liaison for military child care programs or other military child care representatives</p>	<p>NA</p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for employment services/workforce development</p>	<p><i>Until June 30, 2013, the Lead Agency was located in the state's Employment Department. Consultations occurred at regular updates of the agency's executive team meetings and through the strategic planning process.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for Temporary Assistance for Needy Families (TANF)</p>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. 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.</i></p>
<input checked="" type="checkbox"/>	<p>Indian Tribes/Tribal Organizations</p> <p><input type="checkbox"/></p> <p>N/A: No such entities exist within the boundaries of the State</p> <p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>Lead agency is working on strengthening tribal input, including adding tribal representation to the Early Learning Council.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. All recognized tribes in Oregon may access the market rate information for the ERDC program, have access to input on the CCDF plan, and are updated on the CCDF state plan and subsidy through Region X coordinated calls.</i></p>

<input checked="" type="checkbox"/> <p>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>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. CCDF, Department of Education, and C.S. Mott Foundation-funds Oregon's statewide afterschool network, Oregon After School for Kids (OregonASK). 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 on CCECC and participates in policy discussions for the childhood care and education system and the state's QRIS.</i></p> <p><i>Private agencies/entities such as the Birth to Five Policy Alliance and the Children's Institute (Oregon non-profit) are also represented at CCECC meetings.</i></p>
<input checked="" type="checkbox"/> <p>Provider groups, associations or labor organizations</p>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. Service Employees International Union (SEIU), American Federation of State, County and Municipal Employees (AFSCME), and are represented at the bi-monthly CCECC meetings and participate in policy discussions for the childhood care and education system. The Oregon Association of Child Care Directors and the Oregon Association for the Education of Young Children are also represented on CCECC.</i></p>
<input checked="" type="checkbox"/> <p>Parent groups or organizations</p>	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. Representing parents, the Oregon Child Care Resource and Referral Network, Western Oregon University, and 13 local child care resource and referral agencies (CCR&Rs) are represented at the bi-monthly CCECC meetings.</i></p>

<input checked="" type="checkbox"/> Local community organization, and institutions (child care resource and referral, Red Cross)	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. The Oregon Child Care Resource and Referral Network, Western Oregon University, and 13 local child care resource and referral agencies (CCR&Rs) are represented at the bi-monthly CCECC meetings.</i></p>
<input checked="" type="checkbox"/> Other	<p><i>CCDF plan draft was posted on the Lead Agency website with the ability to submit comments, additions, or corrections via email.</i></p> <p><i>The draft pre-print was shared at the Childhood Care and Education Coordinating Council (CCECC) meetings in April and June 2013. The State Library, home visiting and state Pre-K partners regularly attend CCECC meetings.</i></p>

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:

Effective Date: 01-OCT-13

a) Date(s) of notice of public hearing: 04/24/2013

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 circulated to the Child Care Coordinating Council and all associated list serves.

c) Date(s) of public hearing(s):

06/05/2013

Reminder - Must be no earlier than 9 months before effective date of Plan (October 1, 2013).

d) Hearing site(s) #1: Broadway Commons, 1300 Broadway St. NE, Suite 100, Salem, OR 97301 and #2: Somerville Building, 775 Court Street, Salem, OR 97301

e) How was the content of the Plan made available to the public in advance of the public hearing(s)? Plan was posted to the Lead Agency and Early Learning Council websites.

Announcements of opportunities to comment via email and in person at the June 12 public hearing were sent to child care and subsidy stakeholder list-serves.

f) How will the information provided by the public be taken into consideration in the provision of child care services under this Plan? Staff shared a 39-page log of over 500 comments with the Early Learning Council in a public meeting. The log provided the basis for a comments summary, which was posted at http://www.oregon.gov/EMPLOY/CCD/Pages/state_plan.aspx for public viewing. Modifications were made to the plan as appropriate based on comments received.

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.

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The public hearing notice for June 12, 2013 is announced in a letter to reviewers embedded in the draft plan, which is publicly posted. A separate public hearing announcement is published on the Lead Agency and Early Learning Council websites, with announcements sent to child care and subsidy stakeholder list-serves.

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))

Note: Descriptions of how governments are organized for each State are provided at: http://www2.census.gov/govs/cog/all_ind_st_descr.pdf.

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)).

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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</p> <p>This may include, but is not limited to:</p> <p>representatives from counties and municipalities, local education representatives, or local public health agencies.</p>	<p><i>Contracts and Agreements with counties, municipalities, local human services agencies, school districts, education services districts, community colleges and local health agencies.</i></p> <p><i>Contract proposals for local early learning “Hubs” are required to involve five sectors, which include local government entities. The five sectors are: k-12, health, social/human services, early learning community, and business.</i></p>	<p><i>Increased 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.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for public education (required)</p> <p>This may include, but is not limited to,</p> <p>State/Territory pre-kindergarten programs (if applicable), programs serving school-age children (including 21st Century Community Learning Centers), or higher education.</p>	<p><i>The Lead Agency is the Oregon Department of Education, which works with the Department of Human Services and other public and private entities to deliver child care services, licensing and subsidy supports.</i></p>	<p><i>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 and professional development for child care providers and other early education providers.</i></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 (required)</p>	<p><i>Contracts and Agreements with Western Oregon University and Oregon After School for Kids to deliver child care services, licensing and subsidy supports</i></p>	<p><i>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.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for public health (required)</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><i>Collaboration with Oregon Health Authority (OHA) and local health departments; Oregon Health Sciences University (OHSU), Oregon Center for Children with Special Needs. OHA, OHSU and the Oregon Center for Children with Special Needs are represented on Oregon's Childhood Care and Education Coordinating Council (CCECC).</i></p>	<p><i>Alignment of common developmental screening and early childhood service referrals. Coordination and training for developmental screening and service referrals. Increase and improve timely, shared consumer education on flu vaccines, other immunizations, health alerts, health and safety information for the statewide child care workforce.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for employment services / workforce development (required)</p>	<p><i>The Governor's Executive Order of July 2013 requires all state agencies administering workforce programs to coordinate their systems. The Department of Human Services, which administers the bulk of CCDF subsidy dollars in Oregon, is a required partner.</i></p>	<p><i>Support working families with child care, and to improve the quality of the child care and education workforce.</i></p>

<input checked="" type="checkbox"/> State/Territory agency responsible for providing Temporary Assistance for Needy Families (TANF) including local human service agencies (required)	<i>Department of Human Services administers the Employment Related Day Care child care subsidy program through an Interagency Agreement with the Lead Agency and is responsible for TANF. 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 as well as quality improvement of License Exempt Home and Relative care.</i>	<i>Align programs that serve low income working families, including one stop for families and equitable services (ERDC, TANF, SNAP and medical programs through DHS coordination with OHA), 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 License Exempt Home and Relative providers.</i>
<input checked="" type="checkbox"/> Indian Tribes/Tribal Organizations (required) <input type="checkbox"/> N/A: No such entities exist within the boundaries of the State	<i>There are nine federally recognized tribes in Oregon - all are represented on the State Interagency Coordinating Council for early intervention/early childhood special education services.</i>	<i>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.</i>

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 with the Head Start Collaboration grant	<i>Oregon Department of Education, Head Start Collaboration office is represented on Oregon's Childhood Care and Education Coordinating Council (CCECC). The Head Start Collaboration Director serves on the EQUIP Advisory Committee providing guidance to the QRIS and participates on the Professional Development Committee to ensure that Head Start programs fully participate in the QRIS.</i>	<i>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; to develop an aligned professional development system.</i>
<input checked="" type="checkbox"/> State/Territory agency responsible for Race to the Top - Early Learning Challenge (RTT-ELC) <input type="checkbox"/> N/A: State/Territory does not participate in RTT-ELC	<i>The Early Learning Council is responsible for the RTT-ELC grant. Lead Agency will coordinate with the Early Learning Council to ensure the full execution of the work plan and to coordinate participating state agencies.</i>	<i>Overarching goals of the ELC: 1) children are ready to learn at kindergarten; 2) children are raised in stable and attached families. ELC also has system goals like improved health and reduced foster care; local hub goals such as increased connection and decreased duplication of services; and child/family outcomes relating to physical, language/ literacy, parenting/family, social/emotional and cognitive domains.</i>

<input checked="" type="checkbox"/> <p>State/Territory agency responsible for the Child and Adult Care Food Program (CACFP)</p>	<p><i>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</i></p>	<p><i>Increase access to information on and increase the statewide usage of the CACFP by childhood care and education providers.</i></p>
<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><i>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; 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).</i></p> <p><i>These organizations are represented on Oregon's Childhood Care and Education Coordinating Council (CCECC).</i></p>	<p><i>Increase parent consultation services for children with disabilities. These services ensure the appropriate care settings and accommodations are in place for children special needs.</i></p> <p><i>Increase awareness of the resources for parents of children with special needs that are available through several partner agencies and organizations.</i></p>
<input checked="" type="checkbox"/> <p>State/Territory agency responsible for implementing the Maternal and Early Childhood Home Visitation programs grant</p>	<p><i>The Lead Agency serves on the executive committee that guides Oregon's home visiting system.</i></p>	<p><i>Through the Early Learning Council and Oregon Health Policy Board Joint Subcommittee ,continue to connect home visiting services to informal child care providers and establish cross training opportunities and alignment of professional development goals.</i></p>

<input checked="" type="checkbox"/>	State/Territory agency responsible for child welfare	<i>Oregon Department of Human Services. DHS is represented on Oregon's Childhood Care and Education Coordinating Council (CCECC).</i>	<i>Goal is to continue linkages between child welfare and child protective services with the Lead Agency to provide better coordination with the licensing/ compliance functions of the Lead Agency and review/alignment of policies that create improvement for children involved with child welfare.</i>
<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	<i>Oregon Department of Education, 21st Century Community Learning Centers. Coordinate with the Department of Education through the C. S. Mott Foundation-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 Childhood Care and Education Coordinating Council, and numerous subcommittees.</i>	<i>Goal is to continue support of before and after-school programs in all types of care.</i>
<input checked="" type="checkbox"/>	Local community organizations (child care resource and referral, Red Cross)	<i>Child care resource and referral; training through local organizations such as Red Cross, USDA CACFP program sponsors, Oregon Association for the Education of Young Children. CCR&Rs, the Network and CACFP are represented on Oregon's Childhood Care and Education Coordinating Council (CCECC).</i>	<i>Goal is increased access of families to quality child care and education and support of community-based organizations that work to improve the health, safety and quality of child care programs and practitioners. Through Contracts and Agreements with the statewide child care resource and referral system, ensure increased provider access to high quality, local training. The Lead Agency provides substantial funding of the CCR&R system with CCDF funds to ensure the health and safety trainings required for licensure are widely available at low cost.</i>

<input checked="" type="checkbox"/>	Provider groups, associations or labor organizations	<i>Service Employees International Union (SEIU), American Federation of State, County, and Municipal Employees (AFSCME), American Federation of Teachers, Oregon Family Child Care Network, Provider Resource Organization, Oregon Association of Child Care Directors and Oregon Association for the Education of Young Children are represented on Oregon's Childhood Care and Education Coordinating Council (CCECC), which Lead Agency uses as a critical venue for education and co-learning on child care policy and implementation issues.</i>	<i>Goal is to continue linkages through the Childhood Care and Education Coordinating Council by representation of SEIU and AFSCME who administer collective bargaining agreements for licensed and licensed exempt child care providers.</i>
<input checked="" type="checkbox"/>	Parent groups or organizations	<i>Lead Agency will work with the Early Learning Council and Early Learning HUBs to identify opportunities for better engaging parents and to coordinate towards a unified state role in connection to parents.</i>	<i>Parental participation and input into early childhood and development system.</i>
<input checked="" type="checkbox"/>	Other	<i>Lead Agency will work with the Early Learning Council to support an aligned and integrated service delivery system for children and families. Others involved: The Oregon Community Foundation; Ford Family Foundation; Science, Technology, Engineering, and Math grantees; Stand for Children; Children's Institute; Children First; Oregon Association for the Education of Young Children, OregonASK.</i>	<i>Integrated policy guidance for the child care system from the Early Learning Council.</i>

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.

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Yes. If yes,

a)
Provide the name of the entity responsible for the coordination plan(s):
Oregon Education Investment Board and Early Learning Council

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

Overarching goals of the ELC, for children ages 0-6, are that 1) children are ready to learn at kindergarten; 2) children are raised in stable and attached families; and 3) integrated systems for service delivery.

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:

Plans are being finalized, but legislatively required reports and other information about the Oregon Education Investment Board and the Early Learning Council can be found at

http://www.oregon.gov/Gov/Pages/oeib/OregonEducationInvestmentBoard.aspx#Early_Learning

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.

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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 and its subsidiary, Early Learning Council (ELC), is a statutorily-created entity to guide efforts to integrate and streamline existing state and ensure all children are ready to learn when they enter kindergarten. Overarching goals of the ELC are that 1) children are ready to learn at kindergarten; 2) children are raised in stable and attached families. ELC is also defining system goals like improved health and reduced foster care; pending legislation, local "hub" goals such as increased connection and decreased duplication of services; and child/family outcomes relating to physical, language/literacy, parenting/family, social/emotional and cognitive domains.

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

Early Learning Council - age group addressed is 0 to 6.

Local Coordination/Council

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

The Lead Agency, the Department of Education, is the funder of the local Hubs, which are collaboratives focusing exclusively on aligning and coordinating cross-sector services for children 0-6 in their service areas.

Other

Describe

NA

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))

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Yes .

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

With the emergence of Oregon's early learning system, activities related to private-public partnerships have shifted organizationally to the Early Learning Council and the Youth Development Council. Activities include development of 1) local Early Learning HUBs of early learning and development services, and 2) a kindergarten readiness assessment tool and program. Anticipated results include improved alignment of publicly funded HUB-related efforts such as home visiting to privately funded initiatives such as the Oregon Community Foundation's Parenting Education HUB grant program, , and community-based and community college scholarship programs.

Several CCR&Rs engage in local public-private partnerships to fund family child care networks to increase quality environments for children and employees. Partners include but are not limited to Nike, PeaceHealth Medical, and Intel.

C.S. Mott Foundation provides funds for the school-age statewide network.

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-2011-01) located on the Office of Child Care website at: <http://www.acf.hhs.gov/programs/occ/resource/im-2011-01>

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

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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: [NA](#)

Other.
Describe:

Lead Agency intends to develop an emergency preparedness plan, with the assistance of relevant stakeholders, specific to child care, including 1) interactive mapping of child care facilities in the state (completed); 2) maintaining current contact information for local CCR&Rs; and 3) adjusting licensing rules to accommodate emergency circumstances.

In the meantime, the Lead Agency and the Department of Human Services each have a Business Continuity Plan in place in the event of a disaster.

For child care subsidies, the child care program is included in the list of the Oregon Department of Human Services 'Mission Critical Functions and Services.' Rules establish alternative procedures that ensure continued services to families in case of disaster or business interruption.

In child care licensing, the Lead Agency has a plan in place to continue critical business functions with a priority of keeping children safe in child care settings. A designated licensing representative in each area works with the Oregon Office of Emergency Management to coordinate emergency operations for child care facilities in the event of emergency or disaster.

For child care subsidies in targeted populations, the Employment Department's Business Continuity Plan addresses continued payment for families and services in case of disaster or business interruption.

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.

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- 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
- Restoring or rebuilding child care facilities and infrastructure after a disaster
- None