

DECAL Quality Rated Subsidy Grant
«Provider_Name»
Scope of Work

Purpose

This Scope of Work (SOW) sets forth the terms and understanding between Bright from the Start: Georgia Department of Early Care and Learning (DECAL) and «Legal_Name», hereinafter referred to as the “Grantee,” will coordinate to provide comprehensive services to children and their families eligible for Quality Rated Subsidy Grants. Services provided in child care settings will comply with DECAL licensing rules and regulations, Quality Rated, and Quality Rated Subsidy Grant requirements. The state child care regulations are available at: <http://decal.ga.gov/ChildCareServices/RulesAndRegulations.aspx>. The Quality Rated manual is available on-line at: <https://qualityrated.dec.al.ga.gov/>.

Background

The Quality Rated Subsidy Grants are designed to accomplish the following goals:

- Increase access to Quality Rated services for children and families with low incomes; and
- Increase the number of Quality Rated programs serving families with low incomes.

Roles

This SOW establishes a collaborative partnership between DECAL and the Grantee. The roles and responsibilities listed below are the agreements and actions developed by two consenting entities to share resources, knowledge, and staff to fulfill the shared objective of increasing access to Quality Rated early child care services for children from families with low incomes. Both partners are entering the SOW with a full understanding of Child Care Development Fund (CCDF) policy as defined by the Administration for Children and Families (www.acf.hhs.gov). Both partners have completed an initial partnership assessment and have determined this partnership to be mutually beneficial.

DECAL will support the Grantee by providing the technical and consultative assistance and paying the sums according to the terms of the Agreement.

The Grantee, «Legal_Name», operates a licensed child care learning center, «Provider_Name», «License_», in «County» County. This center is responsible for delivering high quality early education services in order to fully meet the applicable state child care requirements, Quality Rated, and Quality Rated Subsidy Grant requirements.

Grantee Responsibilities

1. The Grantee will maintain compliance with state and federal law and state “*Child Care Learning Centers Rules and Regulations*”, Chapter 591-1-1” to ensure that all standards, including, but not limited to, requirements for square footage, health and safety, appropriate crib and sleep spacing and arrangements, and facilities are met. (decal.ga.gov/documents/attachments/CCLCRulesandRegulations.pdf). The Grantee will rectify any rule violations cited during licensing, monitoring, or investigation visits by the due date established by DECAL.

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2. The Grantee must remain in good standing with all DECAL programs during the pendency of this Agreement.
3. The Grantee must maintain an updated profile in DECAL's KOALA system and ensure "Weekly Rates" section reflects current program charges.
4. The Grantee will recruit, identify, determine eligibility, enroll and deliver services to eligible children and their families who have low incomes.
5. The Grantee has been awarded **«Awarded_Slots» Quality Rated Subsidy Grant slots**. The Grantee will ensure that each child and family served in a grant-funded slot is eligible for the grant-funded slot based on Quality Rated Subsidy Grant eligibility requirements. The Grantee must ensure that eligibility for each grant-funded slot is accurately determined and re-determined annually for the children and families selected to enroll in a grant-funded slot.

Eligibility criteria are summarized below for the children and families seeking to enroll in a grant-funded slot.

Families most in need of services should be identified and receive priority when the number of children eligible exceeds the number of available grant-funded slots. Families who are most in need of services are identified in the Quality Rated Subsidy Grant Operating Guidelines. In general, these families include but are not limited to those eligible for Temporary Assistance for Needy Families (TANF); who are homeless; who are in the child welfare system, who have very low incomes, and minor parents. Children who have disabilities or who are in foster care are considered most in need of services and should receive priority.

Eligibility to participate in grant-funded slots for children is based on U.S. citizenship or legal residency, Georgia residency, family unit income, and the need for care. The family unit is defined as parent(s), guardian(s) or responsible person(s) and any minor children for whom they are responsible and who live in the same household.

- To be eligible for a grant-funded slot, the **child** must be a U.S. citizen or legal permanent resident between the ages of birth to Pre-K eligibility.
- To be eligible for a grant-funded slot, the **parental authority** must: be a Georgia resident; be the parental authority for the child in the grant-funded slot; participate in a state-approved activity and meet income guidelines.

To be eligible for a grant-funded slot, each parental authority in the family unit must participate in a state-approved activity. Acceptable activities include one or a combination of the following:

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- **Employment** – This is a state-approved activity that is regular and predictable in which the parental authority participates for a minimum of twenty-four (24) hours per week;
- **Vocational Training** – An educational program that cannot be categorized as a program leading toward a college degree. Parental authorities must be enrolled full-time through in-class or on-line instruction, as defined by the institution;
- **School** – School includes enrollment and attendance at a middle school, high school, or GED program. A parental authority under age twenty-three (23) may be enrolled in middle or high school. A parental authority (20) years old and under may be enrolled in a GED program. Parental authorities twenty-one (21) years and older must participate in GED at least 24 hours each week or participate in a combination of GED and another state approved activity at least 24 hours per week.

The need for care is established at the time of application and met when a child enrolled needs supervision and care so the parental authority can maintain activity requirements.

A family meets the income eligibility requirements if the income of the family unit is less than or equal to the Gross Annual or Monthly Income Limit for the size of the family unit shown on the chart below.

Childcare and Parent Services
Family Income Eligibility Chart (effective 10/1/2017)

Family Size	Annual 50% Federal Poverty Level (FPL)	Gross Annual Income 50% of the State Median Income (SMI)	Gross Annual Income 85% SMI Federal Limit
1	\$6,030	\$18,372	\$31,232
2	\$8,120	\$24,024	\$40,841
3	\$10,210	\$29,677	\$50,451
4	\$12,300	\$35,330	\$60,060
5	\$14,390	\$40,982	\$69,669
6	\$16,480	\$46,635	\$79,280
7	\$18,570	\$47,695	\$81,082
8	\$20,660	\$48,755	\$82,883
9	\$22,750	\$49,815	\$84,685
10	\$24,840	\$50,875	\$86,487
11	\$26,930	\$51,935	\$88,289
12	\$29,020	\$52,995	\$90,091

The information collected for family size and income must be verified by reviewing documentation of income that confirms the reported annual gross household income for each child and family seeking support.

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6. The Grantee will inform the parental authority in writing of the family's eligibility disposition status for a grant-funded slot using the DECAL approved notification letter. If the parental authority is denied a grant funded slot, the Grantee must provide the parental authority with appeals rights pursuant to the Quality Rated Subsidy Grant Operating Guidelines. The Quality Rated Subsidy Grant Operating Guidelines have been incorporated in its entirety in this Agreement.
7. The Grantee will prepare and submit accurate, timely reports monthly, quarterly, and annually to DECAL. The reporting requirements include, but are not limited to enrollment reports; attendance reports; subsidy reports; child assessment outcomes reports; narrative reports, and financial reports. Specifically, the Grantee is responsible for maintaining or submitting:
 - a. **Child Enrollment Packet must be completed** for each child deemed eligible for a grant-funded slot prior to child's enrollment in the slot. The packet should include a copy of all documents used to determine Quality Rated Subsidy Grant eligibility including but not limited to:
 - i. Child Enrollment Packet Checklist;
 - ii. Quality Rated Subsidy Grant Eligibility Application;
 - iii. Proof that each parental authority participates in at least one state-approved activity;
 - iv. Verification of the family's income (earned and unearned);
 - v. Proof that the parental authority is a Georgia resident;
 - vi. Proof of parental authority identity;
 - vii. Proof that the child is of age and a U.S. citizen or a lawful permanent resident;
 - viii. Quality Rated Subsidy Grant Enrollment Notice;
 - ix. Quality Rated Subsidy Grant Orientation Notice; and
 - x. Quality Rated Subsidy Grant Change Reports.
 - b. **Monthly Attendance Roster** listing children served through the grant-funded slots. The Grantee agrees that all children must attend the center for at least 10 calendar days during the month to receive full child care payment pursuant to Quality Rated Subsidy Grant Operating Guidelines. The rosters must be submitted by the 10th of each month following services rendered using the DECAL approved form for any month subject to this Agreement.
8. The Grantee will fill all grant-funded slots allotted according to the following guidelines:
 - a. The Grantee should achieve and maintain 100% enrollment with all of the allotted slots filled no later than two months from Quality Rated Subsidy Grant start date.
 - b. The Grantee will establish and maintain a waiting list for the Quality Rated Subsidy Grant with one or more children and share the list with DECAL as requested.

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- c. The Grantee will replace any child who leaves a grant-funded slot with another eligible child within 30 calendar days of the original child’s departure from the program.
 - d. Families most in need of services should be identified and receive priority when the number of children eligible exceeds the number of available grant-funded slots. Families who are most in need of services are identified in the Quality Rated Subsidy Grant Operating Guidelines.
9. The Grantee will operate and implement full-day, full-year early childhood development and education. Full day services means the Grantee must accommodate the needs of full-time working families with services available for their standard daily operating hours. Grantee must operate for the entire period of the grant as stated in the executed grant agreement. Any days that the child care program will not be open to provide care for children must be stated in the program’s policies and procedures.
 10. The Grantee will not charge parental authorities any child care fees for children enrolled in a Quality Rated Subsidy Grant funded slot.
 11. The grantee will make sure that a child enrolled in a Quality Rated Subsidy Grant slot cannot be disenrolled from the grant by the child care program without prior notification to the assigned Quality Rated Subsidy Grant Program Analyst. All efforts should be made to retain children and families. Providers experiencing challenges should contact their Program Analyst for support for attendance issues, inclusion, and challenging behaviors.
 12. The Grantee will not have additional eligibility or participation requirements for families participating in the Quality Rated Subsidy Grant outside of what is listed in the Grant Agreement.
 13. The Grantee will maintain the following staff to child ratios in classrooms serving Quality Rated Subsidy Grant families:

Ages of Children	Staff:Child Ratio
Infants less than one (1) year or children under eighteen (18) months who are not walking	1:5
One (1) year olds who are walking	1:7
Two (2) year olds	1:9
Three (3) year olds	1:14
Four (4) year olds	1:17

The staff to child ratios for a mixed-aged group shall be based on the age of the youngest group of children that includes more than twenty (20%) percent of the total number of children in the mixed-aged group. The Grantee will secure and provide qualified substitutes to deliver

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services in the event of teacher absences, professional development days, or vacancies so that these staff to child ratios are maintained at all times

14. The Grantee will maintain or increase its current Quality Rated star level. Failure to maintain Quality Rated Star Level may result in the denial of refunding or termination as outlined in the Agreement.
 - a. Professional Development: The Grantee will ensure that 80% or more of their teaching staff are registered in the Professional Development Registry at all times.
 - b. Parent Engagement: Grantee will ensure families are engaged and included in the full range of child development and family support services that are available and appropriate for each family and show evidence at least quarterly that Quality Rated Family Engagement standards are being met.
 - c. Curriculum and Child Assessment: The Grantee will use an evidence-based curriculum that is developmentally appropriate for children and is aligned with Georgia Early Learning and Development Standards (GELDS). The Grantee will conduct ongoing formative assessment, to inform and individualize instruction. The Grantee will be able to show evidence at least quarterly that intentional teaching practice standards are being met.
15. The Grantee will attend Quality Rated Subsidy Grant meetings and trainings convened by DECAL as requested.
16. The Grantee will participate in the monitoring and technical assistance protocol established by DECAL. DECAL staff will be permitted access to classrooms and staff for observations and to all appropriate documentation to verify that services are delivered which adhere to this agreement.
17. The Grantee payments are established at a rate of \$«Monthly_RateChild» per slot per month, regardless of child’s age.

Quality Rated Subsidy Grant Budget			
«Legal_Name»			
«Provider_Name», «License »			
Number of Slots Awarded	Monthly Reimbursement Rate Per Slot	Number of Months in Contract	Total Funding Awarded
«Awarded Slots»	\$«Monthly_RateChild»	«Months_in_Agreement»	\$«Maximum_Annual_Payment»

18. The Grantee agrees to cooperate with any DECAL affiliated research studies including, but not limited to, granting access to child and family records, allowing children to be evaluated,

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allowing observations in classrooms, and other meeting requirements as necessary for the research study. The Grantee also agrees to be a pilot site for DECAL reliability checks.

19. The Grantee will establish and maintain procedures and management systems to ensure appropriate confidentiality of information, including but not limited to family records, children's records, staff records, and program records. The Grantee will make such records available immediately to authorized personnel of the Grantee, DECAL, and the federal Office of Child Care, for the purposes of: promoting health and safety; obtaining emergency information; review of eligibility determinations; educational planning; monitoring; and obtaining financial information that pertains to this Grant.
20. The Grantee will maintain all records related to the Quality Rated Subsidy Grant, including but not limited to, all eligibility documentation; attendance reports; subsidy reports; child assessment outcomes reports; and financial reports, in a central location and make records available for review by DECAL staff or representatives immediately upon request and without benefit of prior notice. The Grantee will retain all records related to the Quality Rated Subsidy Grant for three (3) years from the date this agreement is executed.
21. Sanctions. The Grantee understands and agrees that failure to comply with any of these sections may result in sanctions, including but not limited to reclaim of funds, suspension or termination of the Grantee's grant agreement.

DECAL Responsibilities

1. DECAL will provide training to Grantee on the Quality Rated Subsidy Grant policies, procedures, and requirements.
2. DECAL will monitor to ensure that the Grantee complies with regulations, policies, guidelines and requirements of CCDF, the *Child Care Learning Center Rules and Regulations*, Quality Rated, and the provisions of the Quality Rated Subsidy Grant Agreement. Monitoring includes unannounced and announced site visits with observations, interviews, and record reviews; it also includes desk reviews of records and documents.
3. DECAL will provide feedback, technical assistance, and, if needed, assistance in developing a plan of improvement.