

# Two-Year-Old Grant Overview

October 1, 2016-September 30, 2018

## APPLICATION DEADLINE

Application is due **Monday September 26, 2016 by 5:00 p.m.**

Applications must be submitted electronically to [occitt@utah.gov](mailto:occitt@utah.gov)

*Any application received after the designated due dates will not be considered for the grant and will be returned to the program. Applications can be turned in earlier if desired.*

Questions regarding the application process can be directed to: [kmelville@utah.gov](mailto:kmelville@utah.gov)

## ELIGIBILITY

Centers must meet the following criteria in order to participate on the Two-Year-Old grant:

- Licensed by the Utah Child Care Licensing Program and currently care for two year old children on a full-time basis and year-round;
- Centers must have successfully completed the Baby Steps or Next Steps program within the last four years and have not already participated in a Two-year-old grant with OCC;
- Rooms dedicated exclusively to two-year-old children; and
- Group size in Two-year-old rooms cannot exceed 14 children.

The following are not eligible to participate in the Two-Year-Old program:

- Centers holding an Hourly Child Care license;
- Centers providing child care in resort or gym/spa settings;
- Centers holding a conditional license;
- Centers that have previously participated in the two-year-old grant;
- Federally funded programs such as Head Start or Military Child Care; and
- Centers suspended from grant eligibility by the Office of Child Care.

## REQUIRED QUALITY IMPROVEMENT ACTIVITIES

### Administrative Commitment:

The person supervising two-year-old caregivers must commit to working with the Infant Toddler Specialist ensuring that quality improvement efforts continue regardless of staff turnover.

The role of the Infant Toddler Specialist is to support the center's director in the training and implementation of program goals with their staff. The effective implementation of the goals requires engagement of the center management. As a result, management must do the following:

- Spend time in the classroom with the Infant Toddler Specialist, ensuring implementation of positive changes;
- Provide orientation to new staff, as well as help current staff, understand best practices and the goals committed to by the center;
- Spend three hours with each two-year-old caregiver during the year and document time spent with provided form;
- Spend five hours with the Infant Toddler Specialist during each year and document time spent with provided form;
- Between technical assistance visits, work to maintain best practices discussed with the Infant Toddler Specialist; and
- Complete a self-evaluation of the two-year-old room(s) at the end of the first grant year.

**Training:**

Each full time caregiver that cares for two year olds will be required to complete 20 hours of approved training each year of the grant. Career Ladder Courses with two-year-old child development content are approved. “All About Twos” class is strongly recommended.

NOTE: Programs may elect to send one full-time caregiver to 40 hours of training, or two caregivers may each complete 20 hours of training each year.

The following provides additional information regarding the training requirements:

- If a caregiver leaves the program, the replacement caregiver must finish all training not completed previously.
- Classes are offered through the Care About Childcare (CAC) referral agencies; staff may attend classes taught by CAC agencies in any geographical area.
- Centers are required to pay caregivers their usual wage for attending training classes. Refer to “Training Funds,” discussed below.
- Where a provider would not have access to a CAC training class or would have to drive for more than one hour to attend a class, special arrangements can be made with the Office of Child Care (OCC), Infant Toddler Program Specialist to take an equivalent on-line course. This option is not available in areas where classes are offered regularly, and must be pre-approved.

*Centers failing to complete the training requirements according to the policies listed above will become INELIGIBLE the following fiscal year. Additionally, the program may be suspended from all grant programs administered by OCC for the same time period.*

**Observations:**

Observations using the Infant Toddler Environment Rating Scale-Revised Edition (ITERS-R) are completed to identify how the Infant Toddler Specialist will assist quality improvement. ITERS-R observations allow the OCC to evaluate the effectiveness of the Two-Year-Old grant. Participating centers will be required to cooperate with the Infant Toddler Specialist in completing a pre- and post-ITERS-R observation in each two-year-old classroom. The initial observation will occur early in the grant cycle to establish a baseline observation. A follow-up observation will be conducted approximately a year and a half later. The expectation is that each room will score one of the following:

- **Each room must obtain a minimum overall score of 3.5 or higher; or if the initial score in any room was 3.25 or higher an increase of one half point is required.**

**Quality Improvement Goals:**

Utilizing the results of the ITERS-R baseline observation and areas of concern identified by the center, goals are established in consultation with the Infant/Toddler Specialist. Centers are strongly encouraged to involve caregivers in setting goals. Once goals are established, the Infant/Toddler Specialist is available to help centers develop a plan to meet their goals.

Goals will be adjusted and evaluated throughout the first year. In year two the goals will be established after the director completes an observation and self-assessment in each participating room. These goals will be established in consultation with the Infant Toddler Specialist.

**FUNDING DETAILS**

**Materials and Equipment Funds:**

The program will receive funds for the purchase of materials, equipment, and furniture. The maximum amount of funds available for these purchases depend on the number of children in care. Centers must demonstrate a need for the highest amount of funding or it will be adjusted to what is needed. The maximum funding is as follows:

- (1) Two-year Old Children:
  - a. \$1,500 for seven, two-year-old children; or
  - b. \$3,000 for a group of 14 two-year-old children.
  - c. The maximum for programs in rural areas with mixed age group is seven.

<b>Materials &amp; Equipment Funds</b>		
<b>Age Group</b>	<b>Two-Year-Olds</b>	
<b>Group Size</b>	7	14
<b>Materials and Equipment Eligibility FY17-FY18</b>	\$1500	\$3000

**Allowable and Unallowable Purchases**

Funds for equipment and materials will be issued after October 1, 2016 and after programs submit a Materials and Equipment List, approved by their Infant Toddler Specialist. Infant Toddler Specialists may assist the director and staff to select purchases that are durable and most appropriate for each individual environment. Funds can be used to install sinks and make other minor changes to participating rooms, or create or improve a separate playground, specifically designed for children under the age of three. These purchases require prior approval from the OCC Program Specialist.

The limits on equipment purchases include:

- Purchases may only be made from companies or catalogs specializing in equipment for group care of children under three years old.
- Purchases must be age appropriate and safe for children under three years old.

- Purchases must be made exactly as they are listed on the equipment and materials request form. Any changes must be approved through the Infant Toddler Program Specialist at the Office of Child Care.

**Unallowable Purchases:**

Programs may not use funds to purchase the following:

- Group feeding tables.
- Electronic devices such as computers or tablets.
- Used or second-hand materials.
- Materials and equipment from dollar or other discount type stores.

**Training Funds:**

Centers will be reimbursed to cover the cost of wages paid to caregivers equal to \$200 per caregiver or up to a maximum of \$400 per room. These funds are available only for attendance at required classes, which include:

**Interaction/Listening and Talking Incentive (FY18):**

Centers will be eligible for incentive funds, based upon improvement scores on the ITERS-R, on either the Language and Talking Subscale, or the Interaction Subscale.

If two-year-old rooms receive an average score of 4.0 on the ITERS-R Language and Talking Subscale the program will receive a \$500 incentive. Similarly, an additional incentive of \$500 will be rewarded to centers receiving an average score of 4.0 on the Interaction subscale. Incentives will not exceed \$1000 per participating room. This score must be achieved on the initial ITERS-R post observation, only one opportunity will be given to receive the incentive.

**Ongoing Quality Improvement (QI) Funds:** Centers will receive ongoing quality improvement funds for each group of children under the age of 36 months, based on average daily attendance between January and April of each year these age groups. In small programs where children between the ages of two and five are cared for in one group, and a mixed ratio is used, the maximum payout in one billing period can be for seven children.

Ongoing QI Funds		
Age Group	Two-Year-Olds	
Group Size	7	14
	\$2100	\$4200

**Allowable Quality Improvement Expenses**

The remainder of the grant funds may be spent in a variety of ways to help the program reach quality improvement goals. Money may be used to:

- Provide small recognition incentives, or gifts to reward staff for a job well done.
- Support the plan submitted to recruit and/or retain staff.
- Raise wages for two-year-old caregivers, or provide other benefits.
- Pay additional staff to attend training.
- Support Two-Year-Old caregivers in completing the Infant Toddler CDA.

- Purchase additional furniture, materials and equipment for two-year- old rooms.
- Create or improve a playground dedicated to children under age three.
- Purchase additional resources for staff, such as books or magazine subscriptions.
- Support families through center activities.
- Permanent improvements to the buildings/grounds may be made with these funds **if prior written approval is obtained from the OCC Infant Toddler Program Specialist.**

**INVOICE PROCESS**

Grantee shall submit invoices two times a year. OCC will make payments based on the average daily attendance of the designated months.

- Invoices shall be submitted according to the schedule below.
- The following must be submitted with each invoice:
  - Attendance Record for the target month.
  - Class list which includes birthdates of children.
  - Training Report showing completed training and staff changes.
  - If training was completed during the billing period, copies of training certificates and documentation showing how staff wages were paid.
  - A proposed spending plan outlining how invoice funds will be spent.
  - Receipt Report and receipts for the check sent from the previous invoice.

NOTE: Late invoices may not be processed until the next deadline.

**INVOICE SCHEDULE AND DUE DATES**

FY 2017	Equipment and Materials Request Forms	Receipts	Invoice 1	Invoice 2
	Due December 1, 2016 <b>Must be approved by I/T Specialist</b>	Due January 16, 2017 <b>Equipment and Materials Receipts</b>	Due April 14, 2017 <b>Based on March attendance</b>	Due September 15, 2017 <b>Based on August attendance</b>
FY 2018	Equipment and Materials Request Forms	Receipts	Invoice 3	Invoice 4
	Due December 1, 2017 <b>Must be approved by I/T Specialist</b>	Due January 12, 2018 <b>Equipment and Materials Receipts</b>	Due April 13, 2018 <b>Based on March attendance</b>	Due September 14, 2018 <b>Based on August attendance</b>

**DOCUMENTATION**

All required grant documentation must be kept on-site for possible review by OCC staff or State/Federal Auditors. Copies of all paperwork related to the grant must be maintained in a “Two-year-old Grant” folder or binder for four years past the termination date of the grant, or until all audits initiated within the four years have been completed, whichever is later. The documentation includes the following:

- Invoices
- Copies of Goal Forms
- Training Reports

- Attendance Records for the target months
- Sign-in/out sheets/reports for the target months
- Birthdates for all children listed on the attendance record for each target month
- Documents demonstrating training requirements were met. Options include:
  - CAC Certificates
  - Infant Toddler CDA Certificate
  - College transcript
- Documentation showing how staff wages were paid for attending training classes
- Copies of each budget plan and the supporting receipts/documents that show how the center utilized grant funds
- Copies of receipts for all purchases

### **OUTSIDE ASSESSMENT**

- OCC and/or an Infant Toddler Specialist will complete an ITERS-R in each participating room during the first and last year of the project
- Centers will be notified in advance of all observations for the ITERS-R.
- ITERS-R Observation will be used to help the center program set solid quality improvement goals.
- ITERS-R Observation data may be used to determine specific outcomes statewide and effectiveness of the Baby Steps program. All personal and identifying information will remain confidential and protected.
- Additional ITERS-R Observations may also be scheduled to train new Infant/Toddler Specialists and/or to complete reliability checks, and to evaluate the effectiveness of the Two-Year-Old grant.

### **AUDIT CONTROLS**

To fulfill requirements placed on OCC by state and federal auditors, attendance records may be matched to sign in/out sheets or computer records to check for accuracy of the average daily attendance figures. These records will be checked on site. OCC may make appointments in advance or may make unannounced visits.

### **REPORTING**

Reports must be prepared according to Department of Workforce Services (DWS) report guidelines. DWS will provide training on report format and content at the grant orientation meeting.

- At the end of each year programs must submit the following:
  - End of Year Report
  - Director Assessment Observation
  - Director Assessment Feedback Report
  - Administrative and Caregiver Log
- **All reports and paperwork must be submitted electronically to the [occitt@utah.gov](mailto:occitt@utah.gov) email. Other arrangements may be made for programs with extenuating circumstance, but must be made and approved by the OCC Program Specialist.**