

# Specialized Child Care Frequently Asked Questions

Specialized Child Care Agreement – Part 3	
<p>1. How are programs notified when they are approved/pending or do not meet the requirements as a Specialized Child Care Program (SCC)?</p>	<ul style="list-style-type: none"> <li>• If approved, an approval letter will be emailed to the director/registant and Child Care Coordinator (CCC), and there will be a status change on their BFIS account.</li> <li>• If not approved, a denial letter will be sent to the director/registant and the CCC via email.</li> </ul>
<p>2. What is the timeline for approving a SCC Agreement?</p>	<ul style="list-style-type: none"> <li>• CDD requires up to 5 business days to process a SCC Agreement.</li> <li>• If after 7 days you have not received a follow up email or a status change in BFIS, please notify AHS - DCF CDD SCC Services <a href="mailto:AHS.DCFCDDSCCServices@vermont.gov">AHS.DCFCDDSCCServices@vermont.gov</a></li> </ul>
<p>3. Who should the CCC send the SCC Agreement and Onsite Review Form to?</p>	<ul style="list-style-type: none"> <li>• Please send the standard SCC Agreements to: <a href="mailto:AHS.DCFCDDSCCServices@vermont.gov">AHS.DCFCDDSCCServices@vermont.gov</a></li> <li>• If this is for a provisional agreement, please note this in the subject line of the email and cc. <a href="mailto:jill.pearl@vermont.gov">jill.pearl@vermont.gov</a></li> </ul>
<p>4. What if a new program is applying for approval to be a SCC program, but they have not had a compliance visit or technical assistance visit from a licenser?</p>	<ul style="list-style-type: none"> <li>• The CCC should contact at AHS - DCF CDD SCC Services <a href="mailto:AHS.DCFCDDSCCServices@vermont.gov">AHS.DCFCDDSCCServices@vermont.gov</a> at and ask her to request a compliance/technical assistance visit from licensing.</li> <li>• If this is for a provisional agreement, please indicate this in your email request on the subject line</li> </ul>
<p>5. What does it mean when a SCC program receives a conditionally approved letter via email?</p>	<ul style="list-style-type: none"> <li>• The conditionally approved letter indicates that the program is missing information needed to verify they have met all requirements. There is an expectation that programs submit the missing information within a certain amount of time to CDD or they could be at risk of losing their Specialized Child Care status</li> <li>• CDD always tries to minimize the need for conditionally approved letters by communicating with programs and CCCs for follow up information.</li> </ul>

# CDD Licensing Changes and Notifications Related to SCC

6. What's the difference between a **Provisional Child Care License** for a child care program and a **Provisional Specialized Child Care Agreement**?

- CDD Licensing issues a "**provisional license**" to a program that is not in good standing. There is action needed on the part of the program to be in good standing
- CDD CIS defines a "**provisional specialized child care program**" as a program that has not met the requirements. Provisional specialized child care programs either have an enrolled protective services child or there is a need for an emergency enrollment due to capacity or specialty.

7. Is a child care program with a **Provisional Child Care license** eligible to be a SCC program?

- Child Care programs with a PROVISIONAL status by the CDD Licensing division are not eligible to become SCC programs.

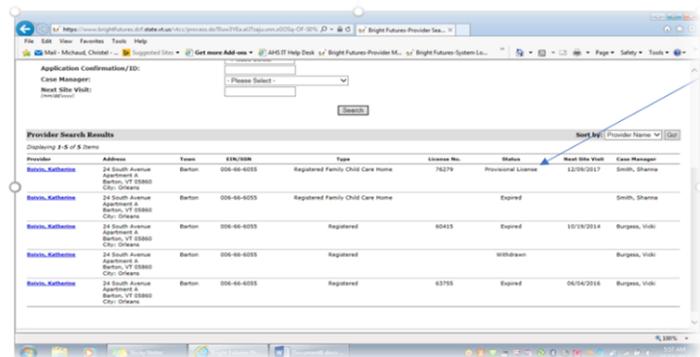
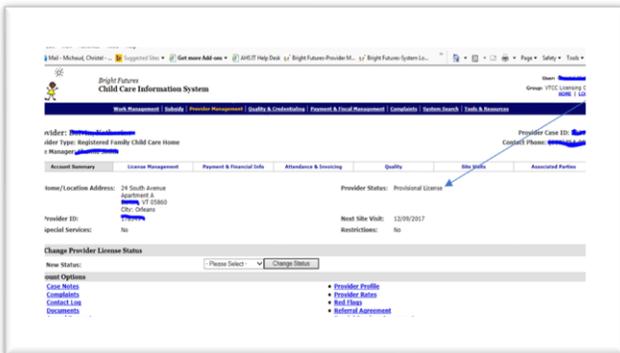
*Here is more information on why a program may have a provisional license status in BFIS:*

\*For anyone using the BFIS public portal, it does not tell you if the license is a provisional license.

- Two main reasons why a program's licensing status may change from full to provisional:

Below is an example of where the provisional status shows up in BFIS. The screen shots below are of a program that has a provisional license. In the internal BFIS portal, which the CCCs use, when you search a program, it states "provisional license" under "Status." When you select the program, under "Provider Status" on the "Account Summary" screen, it also says provisional license.

- There has been some type of disaster that has compromised the program. For example, the Division may have to issue a variance to relocate until renovations could be completed after a fire. As part of this, licensing may issue a provisional license.
- The program is in regulatory distress and there are likely either serious violations and/or a pattern of non-compliance.



## CDD Licensing and Notifications Related to SCC

<p>8. What steps do I take if a SCC program moves or changes ownership?</p> <p>* CDD requires a new signed SCC agreement when a program signs a new license</p>	<ul style="list-style-type: none"> <li>The Child Care Coordinator will receive notification through their email, "licensing notifications" to notify them of a child care program change.</li> <li><u>If a program moves, or has a new license:</u> The CCC will connect with the director/registrant and submit an updated SCC Agreement. (an onsite visit is not needed, but is best practice)</li> </ul> <p>*If the director/registrant was Specialized prior to 1/1/17, please check the box marked "Pre-existing SCC provider (prior to 1/1/17)" on the new SCC Agreement. These programs will still need to come into compliance with the new standards by December 31, 2018.</p>
<p>9. What steps do I take if a SCC program hires a new director?</p>	<ul style="list-style-type: none"> <li>If a program has a <u>New Director</u>, the CCC will schedule a face-to-face visit and complete the new SCC Agreement &amp; Onsite Review form, within 30 days of receiving the notification.</li> </ul>
<p>10. What if an existing director/registrant (with an SCC Agreement signed prior to January 1, 2017) is <u>actively working on a plan</u> to meet the new standards but is unable to meet the new standards by 12/31/18?</p>	<ul style="list-style-type: none"> <li>CDD and CIS will work with CCCs to develop a plan to best support the protective services children in these child care programs. These directors/registrants will be allowed to maintain their specialized status on a case-by-case basis.</li> </ul>
<p>11. What if an existing director/registrant (with an SCC Agreement signed prior to January 1, 2017) does not meet the new standards for SCC and does not intend to work towards meeting them by 12/31/18?</p>	<ul style="list-style-type: none"> <li>CDD and CIS will work with CCC's to develop a plan to best support the protective services children in these child care programs. This will likely include finding a program that will meet the new standards. These directors/registrants will be allowed to maintain their Specialized status until December 31, 2018</li> </ul>
<p>12. What if an existing director/registrant (with an SCC Agreement signed prior to January 1, 2017) meets all the new requirements BUT is not able to earn 3 STARS by 12/31/18?</p>	<ul style="list-style-type: none"> <li>If the director/registrant is actively working on a plan to achieve STARS and is in compliance with the other Specialized Child Care Standards, CDD/CIS will review all related information on a case-by-case basis. CDD will begin to review these cases in the Fall 2018.</li> </ul>

## CDD Licensing and Notifications Related to SCC

<p>13. If there are co-site-directors listed in BFIS, do both need to meet the requirements?</p>	<ul style="list-style-type: none"> <li>• Yes, both site directors should meet the requirements and sign the SCC Agreement</li> </ul>
<p>14. What if the director is a director of more than one program in BFIS or there is not a director listed in BFIS?</p> <p>What if the director is not listed as the director in BFIS?</p>	<ul style="list-style-type: none"> <li>• According to CDD licensing regulations, a director needs to be on-site in the child care program at least 60% of the time. Therefore, a director needs to be identified in each specific program.</li> <li>• If the director is not listed in BFIS, ask the program to call licensing and update their BFIS account with the name of the site director.</li> </ul>
<p>15. What steps should the CCC take when the child care program is not Specialized and</p> <ul style="list-style-type: none"> <li>• A child is enrolled and under CCFAP protective services;</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>• A social worker/foster parent/ caregiver places a protective services child in the program?</li> </ul>	<p>The CCC will contact the director/registrant within 5 business days of becoming aware of the placement.</p> <ul style="list-style-type: none"> <li>• The CCC will work with the program to determine if the director or registrant meets the SCC requirements, review the SCC Agreement and discuss the financial implications of accepting a protective services child without an approved Specialized Child Care Agreement.</li> <li>• If the program meets the SCC requirements, the CCC will have the program sign the SCC standard agreement and submit it to CDD within 15 days of notification</li> <li>• If the program does not meet the SCC requirement, but it's considered a "good fit" and the program plans to fulfill the SCC requirements, the CCC will have the program sign the SCC provisional agreement and will submit to CDD within 15 days of notification.</li> </ul> <p><i>Payment Info:</i></p> <ul style="list-style-type: none"> <li>• The CCC will <u>not be able to</u> create certificates in BFIS for the child care program until the SCC Agreement is received by CDD and the program is approved as a specialized child care program.</li> <li>• The CCC will need to complete the necessary paperwork and submit to CDD.</li> <li>• Please refer to co-payment memo dated: 6/16/17 for processing and backdated payments in BFIS.</li> </ul>

## Provisional Specialized Child Care Agreement

<p>16. If a program is a Provisional SCC program is there a cap on the number of children that can be placed in the program?</p>	<ul style="list-style-type: none"><li>• Yes, a provisional child care program can only provide care for the original children stated on the provisional agreement at the time it was submitted and approved by CDD. If additional children need to be placed with the provider, another provisional agreement should be completed for the additional children.</li></ul>
<p>17. If there are siblings attending the childcare should we list each child's name on the Provisional Specialized Child Care Agreement?</p>	<ul style="list-style-type: none"><li>• In the case of siblings attending the program, you may add the additional sibling's names to the provisional agreement, and include the date they went into custody.</li></ul>
<p>18. What if a social worker wants to place additional children at a Provisional Specialized Child Care program</p>	<ul style="list-style-type: none"><li>• If the child care already has two or more protective services children attending, please work with the social worker to find alternative child care solutions.</li></ul>
<p>19.</p>	

## Basic and Advanced Specialized Training Requirements

<p>20. What steps should be taken if an existing director/registrant (with a signed SCC Agreement <u>prior to January 1, 2017</u>) completed the BSC training longer than 5 years ago?</p>	<ul style="list-style-type: none"> <li>• The CCC will check BFIS to verify that the director/registrant is up to date on their advanced training hours for the past year. If they are, then:             <ul style="list-style-type: none"> <li>○ Check the box marked “Pre-existing SCC provider (prior to 1/1/17)”. The date of the training is recorded on the Onsite Review form.</li> </ul> </li> <li>• If the director/registrant’s advanced training hours are not up to date for the past year, then:             <ul style="list-style-type: none"> <li>○ This director/registrant does not meet the new requirements for SCC, and therefore should not sign any new agreements. It is recommended that the director/registrant make a plan with the CCC to come into compliance by December 31, 2018.</li> </ul> </li> </ul> <p><b>Example:</b> Sammy Sparkles Child Care Program has 5 STARS and became Specialized on 11/30/2012. The director took the BSC training in October of 2001.</p> <ul style="list-style-type: none"> <li>• <b>If</b> the director/registrant has maintained her annual 6 hours of advanced Specialized training over the past year,</li> <li>• <b>Then</b> the director/registrant is grandfathered into the new regulations and does not need to retake the BSC training.</li> <li>• <b>If</b> the director/registrant has not maintained their annual 6 hours of advanced specialized training over the past year,</li> <li>• <b>Then</b> director/registrant needs to fulfill her advanced specialized training hours prior to signing a new SCC agreement.</li> </ul>
<p>21. What steps should be taken if an existing director/registrant (with a signed SCC Agreement <u>prior to January 1, 2017</u>) never completed the BSC training?</p>	<ul style="list-style-type: none"> <li>• If the director/registrant never completed the BSC 6-hour training and does not appear to have completed their annual 6 hours of advanced training within the past year, they should plan on taking the BSC training as their annual training hours to meet the SCC requirements and maintain their SCC status.</li> </ul>
<p>22. Will a <b>new</b> director/registrant need to retake the BSC training if they took it <u>more</u> than five years ago?</p>	<ul style="list-style-type: none"> <li>• If the <b>new</b> director/registrant took the BSC <b>longer</b> than 5 years ago, but has kept up with the advanced training requirements within the past year, they will not need to retake the BSC prior to signing a <b>new</b> SCC Agreement</li> <li>• If the new director has never taken BSC, they will need to take BSC, even if they have kept up with their advanced training requirements.</li> <li>• All directors/registrants need to have taken BSC unless they have received a waiver.</li> </ul>

## Basic and Advanced Specialized Training Requirements

<p>23. What if there are programs with 3 or more STARS that would like to become Specialized Child Care Programs but they are missing the BSC training?</p>	<ul style="list-style-type: none"><li>• These programs will be provisional programs until they complete the BSC training.</li><li>• The CCC should keep track of directors/registrants who will need to be notified of the BSC trainings once they become available. If there is a significant lack of BSC training being offered near you, please notify Jill .</li></ul>
<p>24. Do lead teachers need to take BSC training too? Is CDD monitoring the lead teachers as well?</p>	<ul style="list-style-type: none"><li>• The SCC requirements require that lead teachers take the BSC training and document it in BFIS within the first 12 months of their employment.</li><li>• It is up to the directors to ensure staff and lead teachers meet the standards in the SCC Agreement.</li></ul>
<p>25. Are the CCCs expected to monitor Specialized Child Care directors/registrant's annual trainings?</p>	<ul style="list-style-type: none"><li>• The CCC is <b>not</b> responsible for monitoring the SCC programs annual trainings, but they are responsible for working with CDD when SCC directors/registrants do not meet the requirements needed to maintain their SCC agreement.</li><li>• It is CDD's expectation that the CCC's will support SCC directors/registrants by helping them identify BSC and advanced training opportunities and support programs in getting their information into their BFIS credentialing account</li><li>• At this time, CDD will continue to work with the CCCs to identify any SCC directors/registrants who may need additional training hours to meet their licensing requirements.</li></ul>

## Basic and Advanced Specialized Training Requirements

<p>26. Where should CCCs refer child care directors/registrants that need advanced specialized training hours?</p>	<ul style="list-style-type: none"> <li>• <a href="http://www.brightfutures.dcf.state.vt.us">http://www.brightfutures.dcf.state.vt.us</a></li> </ul> <p><b>Resources for Early Childhood and Afterschool Professionals</b></p> <p>If you have a quality or credentialing account with the Child Development Division, you can apply for professional development grants online.</p> <ul style="list-style-type: none"> <li>• <b>Available Grants</b></li> <li>• <b>Course Calendar</b> - Look here for a searchable list of classes and workshops around the state.</li> <li>• <b>Instructor Registry</b> - You can search for qualified instructors in the Instructor Registry.</li> </ul>
<p>27. What if the child care program is under the school district and has already taken a Mandated Reporter training?</p>	<ul style="list-style-type: none"> <li>• If the program/provider took the Mandated Reporter training after 2014, then they will not have to retake the online training through DCF.</li> </ul>
<p>28. What should the CCC do if they have significant concerns about whether a provider should become specialized?</p>	<ul style="list-style-type: none"> <li>• Report to CDD Licensing</li> <li>• Send an email with your written concerns to Jill</li> <li>• Hold back on having them sign the agreement</li> <li>• Discuss your concerns with the program as they relate to the SCC requirements.</li> </ul>
<p>29. Is there information on Specialized Child Care posted on CDD's Website?</p>	<ul style="list-style-type: none"> <li>• CDD's web site has an updated information on Specialized Child Care for programs to learn more</li> <li>• <a href="http://dcf.vermont.gov/childcare/providers/specialized">http://dcf.vermont.gov/childcare/providers/specialized</a></li> </ul>
<p>30. How will SCC programs know if trainings meet the new advanced specialized care training requirements? What information will they be provided?</p>	<ul style="list-style-type: none"> <li>• CDD has a new webpage which has current information on the Specialized Child Care Training requirements</li> <li>• <a href="http://dcf.vermont.gov/cdd/professional-development/scc_requirements">http://dcf.vermont.gov/cdd/professional-development/scc_requirements</a></li> </ul>