

Attachment 2c: Template CCDF Corrective Action Plan(s)

Prepare a CAP for each CAP category, as described in Column 1, Attachment 1 of the conditional approval letter issued by ACF (e.g., Disaster Preparedness CAP)

Date developed:

1) Plan Question	2) Unmet Requirement	3) Target Completion Date	4) Action Steps Needed to Meet Requirement			
			A) Activities	B) Individual responsible	C) Timeline	D) Potential Challenges
List the plan question for corrective action	Describe the unmet requirement	List the overall target CAP completion date (no later than September 30, 2019)	List up to 5 action steps needed to meet the requirement	List the individual responsible for accomplishing each action step	List the start date AND end date for each action step (no later than September 30, 2019)	Describe potential challenges to meeting the action steps
Equal Access (45 CFR 98.45) 4.4.1 – Lead Agency must certify that CCDF payment rates are sufficient to ensure equal access for eligible families to child care services comparable to those provided by	The analysis of the MRS indicated that while the percentile of different current reimbursement rates fell within the targeted 25 th percentile, the analysis indicated that the Lead Agency was under the 25 th percentile target when evaluating only base rates. The Lead Agency analyzed the necessary steps and fiscal implications of increasing base rates to meet the 25 th percentile target.	September 27, 2019	Step 1: Analyze fiscal implications to the overall budget as a result of raising rates	Nicole Norvell	2/10/19-2/22/19	No challenges met
			Step 2: Work with IT vendor to update the Automated Intake System (AIS) to include the new rates	Sue McKinney and TCC	3/4/19-6/28/19	Schedule and resource constraints due to ongoing technology projects
			Step 3: Create a communication strategy to ensure communities, programs and families understand the rate changes and then implement that plan	Rene Withers and FSSA Communications	5/6/19-8/30/19	No challenges anticipated
			Step 4: Implement new rates	OECOSL and TCC	9/2/19-9/27-19	No challenges anticipated

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<p>families not receiving CCDF assistance. b. Describe how payment rates are adequate and have been established based on the most recent MRS or alternative methodology.</p>			<p>Step 5</p>			

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