

SCHOOL AGE CHILD CARE
Policies
&
Procedures
Manual

STATE OF INDIANA
Family and Social Services Administration
Office of Early Childhood and Out-of-School Learning

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BACKGROUND AND PURPOSE

The Indiana Family and Social Services Administration, Division of Family Resources, Office of Early Childhood and Out-of-School Learning administers funds for school-age child care through the state funded School-Age Child Care Project Fund.

The purpose of the School-Age Child Care Project Fund (0202) is to support a school age child care program which offers care to children between the ages of five to 15 to include:

- before and/or after school care
- periods when school is not in session excluding summer break
- care for children that attend kindergarten - either full or half day kindergarten

ELIGIBILITY CRITERIA FOR GRANTEES

The Office of Early Childhood and Out-of-School Learning will support school-age care from public school corporations as authorized by IC 12-17-12, or not-for-profit organizations. A not-for-profit corporation must be exempt from federal income taxation under Section 501(c) (3) of the Internal Revenue Code and must have provided services to children continuously during the year preceding the date of application for grant.

The school-age care program must be in compliance with applicable state and local licensing laws and regulations. The program may not be on probationary license or certificate of non-compliance at the time of submission and must be in good standing with the secretary of the state, the Indiana Department of Revenue and Indiana Workforce Development. If the school-age care service is not provided in a licensed facility or a school setting, then the facility must meet CCDF provider eligibility standards and fire safety as adopted by the state fire marshal. A copy of the fire marshal's approval is required. **Additionally, all grantees must comply with the current Division of Family Resources Rule (470 IAC 3-4.6).** OECOSL may perform a site visit to any facility submitting an application to aid in the evaluation response.

ELIGIBILITY CRITERIA FOR FAMILIES

Grantees must utilize the sliding fee scale provided by OECOSL in accordance with 470 IAC 3-4.6-4 to determine the fee to be paid per family, per unit of service. The fee to be paid by each family will be based on gross income received in the 30 day period prior to the application.

Family income includes the following:

- Gross wages/self-employment net income
- TANF
- Social Security (SSI/SSD)
- Interest/Rents/Dividends
- Pensions and Annuities
- Unemployment compensation
- Workers compensation
- Alimony/child support
- Veteran's pension

Percent of Poverty Level, fee to be paid

0-100%	NO FEE
101-109%	\$1.00
110-118%	\$2.00
119-127%	\$3.00
128-136%	\$4.00
137-145%	\$5.00
146-154%	\$6.00
155-163%	\$7.00
164-172%	\$8.00
173-181%	\$9.00
182-190%	\$10.00

ENROLLMENT PRIORITIES FOR CHILDREN

Enrollment priorities for children served by the program are described below:

- a. First priority for enrollment must be given to children who are referred to a program by the local child protection division of the local Office of the Department of Child Services. Within this priority, children in families with the lowest gross monthly income compared to other children in this priority level must be enrolled first.
- b. Second priority for enrollment must be given to children in kindergarten and grades one through three and the children's siblings if the children's families need school age child care services because of:
 - i. Enrollment of a child's legal custodian in vocational training under a degree program;
 - ii. Employment of a child's legal custodian; or
 - iii. Physical or mental incapacitation of a child's legal custodian.
- c. Third priority for enrollment must be given to children in grades four through nine if the children's families need school age child care services because of:
 - i. Enrollment of a child's legal custodian in vocational training under a degree program;
 - ii. Employment of a child's legal custodian; or
 - iii. Physical or mental incapacitation of a child's legal custodian.

ANTICIPATED OUTCOMES

This program will provide state funds to school corporations or not-for-profit organizations operating school-age care programs in Indiana. The funds will assist school-age programs in providing high quality, low-cost care to Hoosier families. Other outcomes will include:

1. Providing program activities appropriate to the various age levels of the children to be served and meet the developmental needs of each child;
2. Providing an adequate number of qualified staff specifically trained in the care of school-age children;
3. Providing adequate, developmentally appropriate equipment for school-age children.

USE OF FUNDS

Funding under this grant must be used to supplement the cost and improve the quality of the school-age program in the following areas:

1. **Program enrichment**
This may include the cost of developmentally appropriate activities to promote children's learning and development such as tutoring services, computer training, sports programming, performance arts, math and science programming. The reimbursable expenses may include instructor fees (other than program staff) and consumable products used for program delivery.
2. **Equipment**
Funds may be used to purchase developmentally appropriate equipment for children between the ages of 5-15. A single equipment purchase reimbursement may not exceed \$499. Grantees must keep an inventory including depreciation schedule on all equipment purchased with federal or state funds.
3. **Staffing**
Funds may be used to pay for school-age program staff salaries not to exceed 90% of the actual staff cost.
4. **Staff development**
Funds may be used to provide the required 12 hours of in-service professional development. At least 50% of these training hours must be obtained from an outside source. Professional development must be related to providing services for children ages 5-15 and their families. Travel expenses claimed cannot exceed .38 per mile and no out-of-state travel will be reimbursed.

Grant funds may not be used for the following:

1. Direct service delivery including payment of tuition for children enrolled in the program.
2. Care provided during the hours a child attends elementary or secondary school.
3. Care provided on weekends and summer vacation.
4. Care provided between the hours of 7 p.m. and 6 a.m., Monday through Friday.
5. Care provided for children under the age of five.
6. Transportation from the child's school to the care site or from the care site to the child's school.
7. Drug testing, criminal history checks, first aid training, CPR training, or tuberculosis tests.
8. Any other item deemed not eligible by the state.

UTILIZATION

Grantees have the responsibility to fully utilize their allocation, but must be careful not to exceed contract funds. Failure to fully utilize your allocation may result in a reduction of funding for the following contract year's allocation. **In addition, failure to fully utilize the funding awarded will result in written communication to the superintendent of the served school corporation for those grantees who are providing care within a school site or to the board of directors for grantees providing care at a private location.**

CHANGES TO FUNDING ALLOCATION

- Any revisions to your original RFF needs approval by OECOSL prior to incurring expenses.
- Only one revision will be permitted per contract year.
- No revisions will be approved within three months of the end of the contract period.

PERFORMANCE MEASURES

Grantees shall meet the following performance measures associated with the grant:

1. Grantees shall submit claims for reimbursement within 60 calendar days following the end of the month in which a cost was incurred.
2. Grantees shall utilize 100% of their allocation for each SFY.
3. Grantees shall achieve a satisfactory or better rating on 85% of all completed family surveys at the middle and end of each program year.

If the state determines that the grantee is not meeting one or multiple of the performance measures, or upon written request by the state for any reason, the grantee shall submit, within 15 calendar days of the occurrence or state request, a corrective action plan. The nature of the corrective action will be determined by the state and will depend upon the nature of the performance measure non-compliance.

At a minimum, the CAP shall address the causes of the deficiency, the impacts and the measures being taken and/or recommended to remedy the deficiency and indicate whether the solution is permanent or temporary. It must also include a schedule showing when the deficiency will be remedied, and for when the permanent solution will be implemented, if appropriate. Failure to submit, follow or successfully implement the CAP may result in termination of the grant agreement at the state's discretion.

CLAIMS

1. Grantees must submit to the state on at least a monthly basis properly completed claims for reimbursement of charges incurred under this agreement during the prior month. Claims must be submitted to the state within 60 calendar days after the date charges are incurred. If a claim is received 60 days past the last day of the period claimed, the late claim must include a letter stating why the claim is late. The office reserves the right to deny a late claim.
2. Claims should include the monthly
 - **FSSA claims reimbursement form; and**
 - **School-age child care budget sheet; and**
 - **Addendum**
 - **Supporting documentation (invoices, etc.)**
 The budget sheet provides itemized documentation of the dollar amounts of items on the claim form.
3. Verification of staff development, program enrichment and equipment expenses must be submitted with the budget sheet. *Only hours working with a school-age child care can be claimed.*
4. All final claims and reports must be submitted to state within 60 calendar days after the expiration or termination of this agreement. Claims shall be submitted on forms provided by the state and pursuant to instructions issued by the state. No charges may be incurred against this agreement by grantee after the expiration date previously specified. Claims for reimbursement must be submitted on the SACC claim form by the 30th of each month. Claims request that are not consistent with your RFF will be denied.

Budget worksheets/addendums and supporting documents should be emailed to: Saccsupport-fssa@state.in.us

Grantees will receive a secure email from **FSSA SACC SUPPORT**. Grantees must reply to this email to submit their claim information securely.

FSSA claim forms may be submitted in one of two methods:

By mail at:

FSSA Administrative Services
P.O. Box 28
Indianapolis, IN 46206-0028

By email at:

Claimsinfo@fssa.IN.gov

STAFF REQUIREMENTS

- The program director must be responsible for all aspects of school-age child care delivery, must be at least 21 years-of-age with two years' experience in a school age program or a two year associate's degree in a child care related field.
- During any absence of the director, a responsible person must be designated to be in charge and must have sufficient knowledge of emergency procedures and day-to-day operating procedures as is necessary to carry on the normal operation of the facility.
- No program will operate at any time without a responsible person 18 years-of-age or older present on the premises of the program.
- Persons having direct contact with children shall be equipped by education, training, skill or experience to provide for the child's proper training and development.
- All staff must furnish a statement from a physician that the person is free of tuberculosis in an infectious state. Each person is required to have a health examination within three months prior to entering the service of the program.
- Annual Montoux Tuberculin testing is mandatory for all persons having direct contact with children.
- Volunteers, substitutes, student aides and any other personnel having direct contact with children or providing food service are subject to this subdivision. Records must be kept for all of these persons.

STAFF TRAINING

- All staff members providing direct care to children must have 12 hours of in-service training annually. 50% of these hours must be training received from an outside source other than the facility staff. Planned training must be developmentally appropriate for children 5-15 years-of-age and presented by a qualified trainer who is trained in the area of study. This may not include CPR or first aid training.
- All staff providing direct care to children must be trained in basic first aid within three months of employment and at least every three years thereafter.
- At all times when children are being cared for, the program must have on duty, or on the premises, at least one staff member who is annually certified in a program on cardiopulmonary resuscitation and airway obstruction.

CHILD/STAFF RATIO

- Minimum staff ratios to child shall be as follows:
 - The maximum number of children to be supervised by one staff person is 15 if there are children who are five years-of-age in the group, and 20 for groups containing only children who are six years-of-age or older.
- All persons who are responsible for and directly engaged in supervising and implementing activities for children must be counted in determining the child-staff ratios.
- Substitute staff shall be provided to replace employees on sick leave, vacation or absent for other reasons. A responsible adult 18 years-of-age or older must always be readily available to substitute for a regularly assigned staff member in charge of a unit of children.
- All volunteers, excluding parents, must meet all requirements and qualifications for the position to which they are assigned when counted in the child-staff ratios.

HEALTH AND SANITATION

- Alcoholic beverages, weapons and tobacco products must not be permitted or used at the facility during the hours of operation in areas used for school-age child care.
- Emergency health care shall be as follows:
 - The service providers shall establish a written plan for the emergency admission of a child who becomes ill or injured and needs emergency care.
 - An easily accessible telephone and the telephone numbers of the program's consulting physician, parents of the children enrolled in the program and of the closest emergency facility shall be immediately available.
 - First aid procedures and emergency evacuation procedures shall be posted in each room occupied by children in this program.
 - The program shall establish written policies regarding first aid for the care of illness or injuries, including directions for the care of poisoning, seizures, hemorrhaging, artificial respiration and choking.
 - Programs shall provide and use a separate area to isolate from the group any child having or suspected of having a communicable disease or any illness. Toilet and lavatory facilities shall be located within or near the area.
 - The program shall have available to the staff a health record of each child enrolled in the program, including a record of allergies and chronic health conditions.
 - Medications, poisons and other harmful chemicals shall be securely locked in a cabinet or closet.
 - No service provider shall administer any medication to a child except as permitted by state and local law and pursuant to express written authorization by the child's parent or guardian.

FOOD AND NUTRITION

Nutrition requirements shall be as follows:

- All programs shall provide meals and snacks that meet the dietary needs of each child as based on the current National Research Council Recommended Daily Dietary Allowances according to each child's age, the length of the child's daily program attendance and meals served at home.
- Children shall be served meals and snacks according to their hours of attendance and the weekly menus shall be posted.
- Breakfast shall be offered to children who are in attendance a substantial amount of time before school begins.
- Meal and snack assembly shall be done on a sanitized surface which is not located in a rest room.
- Drinking water must be readily available to all children.

INDOOR/OUTDOOR PLAY AREA

- Physical space requirements shall be as follows:
 - The indoor play area shall consist of no less than 20 square feet of usable floor space per child enrolled.
 - The indoor premises of the facility shall be clean, comfortable, safe and protected against rodents and insects.
- The outdoor space shall:
 - Be fenced;
 - Have natural barriers; or
 - Have other protective conditions; to deter children from getting into unsafe conditions.
- There shall be no open drainage ditches, wells or holes into which children may fall.
- Drainage shall be adequate to prevent stagnant pools of water from accumulating.
- Garbage and trash shall be stored in covered containers out of reach of the children and removed often enough to avoid creating a health hazard or nuisance.
- Open fireplaces shall not be used.
- All heating elements, including hot water pipes, shall be insulated or installed in a manner which makes them inaccessible to children.
- Furniture, equipment, and toys shall be sturdily constructed, without sharp edges, and present only minimal risks to children.
- Lead based paint shall not be used on surfaces accessible to children.
- Pets, animals and fowl shall be maintained in a safe and sanitary manner at all times.
- Each school age child care program shall provide program activities that are appropriate to the various age levels of the children to be served and that meet the developmental needs of each child.

TRANSPORTATION

- When a school age child care program transports children, the program is responsible for the safety of those children. The school-age child care program shall do the following:
 - Require a valid operator's license as required by law for each vehicle driver.
 - All vehicle drivers must be 18 years or older.
 - Secure written authorization on file from a parent or guardian to transport the child.
 - Load and unload at the curb or on the side of the street on which the home, facility or other destination is located.
- Use only vehicles which meet the following requirements:
 - The vehicle shall be enclosed.
 - The vehicle shall be provided with locking doors.
 - The vehicle seats shall be attached to the floor.
 - The vehicle shall be maintained in good condition and meet safety standards set by the Indiana Bureau of Motor Vehicles.
 - The vehicles must be registered and insured.

QUALITY IMPROVEMENT

Indiana quality program self-assessment

1. Applicants shall participate in the Indiana quality program self-assessment at every program site within 90 days of their program's start date. This is a FREE online strengths-based self-assessment tool that enables youth programs to rate their performance based on the Indiana afterschool standards and specialty standards. More information about the Indiana afterschool standards and self-assessment tool can be found at <http://www.indianaafterschool.org/quality/assessment/>.
2. As a follow up to the IN-QPSA, applicants shall coordinate with the School-Age Specialist at the local CCR&R, when available in your area, as required in the MOU in Section II.K.

Semi-annual family surveys

1. Achieve a satisfactory or better rating on 85% of all completed surveys at the middle and end of each program year.
 - a. Providing contact information for the children's families to OECOSL to issue satisfaction surveys at the middle and end of each program year.