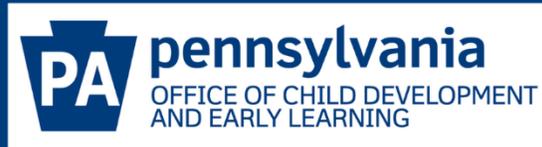


Announcement ELRC 22-06



Pennsylvania Office of Child Development and Early Learning
Bureau of Early Learning Policy and Professional Development

Issue Date: August 30, 2022

Effective Date: August 30, 2022

End Date: N/A

Subject: Required Professional Development Training for DHS Certified Child Care Providers Participating in Child Care Works (CCW)

To: All Department of Human Services (DHS) Certified Child Care Providers; Early Learning Resource Centers (ELRCs); and The Office of Child Development and Early Learning (OCDEL) Early Learning Resource Center Program Representatives

From:

Tracey Campanini
Deputy Secretary, Office of Child Development & Early Learning

A handwritten signature in black ink that reads 'Tracey Campanini'.

PURPOSE

To announce required professional development training for DHS certified child care providers who participate in Child Care Works (CCW). To add an additional appendix to the existing CCW provider agreement.

The following appendices are included in this announcement:

- Appendix I - Attestation of Professional Development

BACKGROUND

In order to be in compliance with the Child Care Development Block Grant (CCDGB), at *42 U.S.C. section 9858c(c)(2)(G)*, and its regulations at *45 C.F.R. sections 98.44(b)(1)(iii) and 98.68(a)(3)*, the Office of Child Development and Early Learning (OCDEL) must require certified child care providers who participate in CCW to take additional professional development training in child development and program integrity and accountability.

DISCUSSION

Completion of Required Child Care Works (CCW) Participation Training Topics
This announcement only applies to certified child care providers who have a CCW Provider Agreement with the Early Learning Resource Center (ELRC).

This announcement does not apply to providers without a CCW Provider Agreement.

Beginning **August 30, 2022**, all child care staff of DHS certified child care providers that participate with CCW are required to take a minimum of one professional development training in Child Development **annually, each fiscal year (July 1-June 30)**, unless actively enrolled in an Early Childhood Education/Child Development (ECE/CD) degree program, including a Child Development Associate (CDA) program which will meet this requirement by completing coursework throughout that fiscal year. Child care staff not enrolled in a degree program will select approved training from the Professional Development (PD) Registry that aligns with competencies **Standard Area 1: Child Development and Learning in Context** (*the Pennsylvania Professional Standards and Competencies for Early Childhood Educators will be implemented effective July 1, 2022*) to meet this professional development training requirement.

NOTE: Child Development professional development training taken can count towards **both** the on-going annual minimum of 12 clock hours of child care training under 55 Pa. Code §3270.31(e); §3280.31(e); and §3290.31(f) and the required annual professional development for CCW participation.

NOTE: For compliance with 55 Pa. Code §3270.31(g), §3280.31(g), §3290.31(h), all child care staff **must** have documentation and verification of completion of on-going annual professional development retained in the facility person's file or maintained in an electronic PD Registry. The documentation **must** include, but is not limited to:

- Signature of representative or trainer of the professional development entity;
- Title of a representative or trainer of the professional development entity; and
- Date professional development training was completed

Beginning **August 30, 2022**, all Directors/Owners/Operators and staff who have a role in processing CCW payments **must** take the professional development training titled "*CCW Program Integrity and Accountability Training for DHS Certified Child Care Providers*" in the PD registry by **November 30, 2022**.

New staff involved in processing CCW payments hired after **November 30, 2022**, must complete the professional development training titled "*CCW Program Integrity and Accountability Training for DHS Certified Child Care Providers*" in the PD registry **within 90 days of hire**. This training does **not** have an annual requirement.

This course will take approximately one hour to complete and is free of charge. The training can be resumed where left off, if not completed all at one time.

The learning objectives for “*CCW Program Integrity and Accountability Training for DHS Certified Child Care Providers*” training include the following:

1. Understand the Provider Agreement and what is required to participate in CCW.
2. Know the benefits of Provider Self-Service, including eCorrespondence, Provider Profile Management and Online Invoicing.
3. Understand what constitutes an Enrollment and how the Copay is calculated.
4. Understand the Attendance Invoicing and Payment process, so that invoicing and payments are accurate.
5. Recognize Fraud versus an Overpayment.
6. Understand Monitoring and Accountability.

Both professional development training requirements are available in English and Spanish through the PD Registry which can be accessed at <https://www.pakeys.org/get-professional-development/professional-development/>

NOTE: It is at the program’s discretion as to whether this professional development counts towards the annual minimum 12 clock hour professional development training requirement, as described in [Announcement C-22-02](#).

NOTE: The professional development training titled “*CCW Program Integrity and Accountability Training for DHS Certified Child Care Providers*” in the PD registry is the **only** training accepted to meet this requirement.

[Appendix I - Attestation of Professional Development of Required Child Care Works \(CCW\) Participation Training Topics](#)

The “*Appendix I - Attestation of Professional Development*” will be considered Appendix I of the CCW Provider Agreement. Owner/operator **must** complete the “*Appendix I - Attestation of Professional Development*” and return it to the ELRC by **December 30, 2022**, attesting:

- All DHS certified child care staff will take annual professional development training in *Child Development*, unless actively enrolled in an Early Childhood Education/Child Development (ECE/CD) degree program, including a Child Development Associate (CDA) program by **June 30 of each fiscal year**; and
- All Director/Owner/Operator and all staff who have a role in processing CCW payments have taken the professional development training titled, *CCW Program Integrity and Accountability Training for DHS Certified Providers* by **November 30, 2022**, or within 90 days of hire, if hired **after November 30, 2022**.

“*Appendix I - Attestation of Professional Development*” **must** be received by **December 30, 2022**, to be accepted.

In order to be in compliance with the federal Child Care Development Block Grant (CCDBG), which funds CCW, the requirement to take the professional development trainings listed in this announcement are **mandatory**. If the attestation is **not** signed and returned to the ELRC by **December 30, 2022**, the Provider Agreement will be terminated effective **January 1, 2023**.

The ELRC will be required to have the child care provider signed attestation form on file. ELRCs may monitor whether the child care provider’s child care staff have taken the required trainings or are actively enrolled in an Early Childhood Education/Child Development (ECE/CD) degree program, including a CDA program by checking the PD Registry.

The ELRC may refer providers to the Office of State Inspector General (OSIG) for investigation if they are suspected of engaging in fraud. The Provider Agreement may be terminated if it is found the provider has committed or colluded to commit fraud.

Summary of Actions and Due Dates

Action	Responsible Staff	Due Date
Professional development training in Child Development (Standard Area 1: Child Development and Learning in Context)	All DHS child care staff	Annually, July 1 - June 30
CCW Integrity and Accountability Training for DHS Certified Child Care Providers.	All Directors/Owners/Operators and staff who have a role in processing	November 30, 2022 or within 90 days of hire from staff hired after November 30, 2022.
Return Appendix I – Attestation of Professional Development	All Certified Child Care Owner/operator who have a CCW Provider Agreement	December 30, 2022 for providers that currently have a signed CCW Provider Agreement.

NEXT STEPS

1. DHS certified child care providers who participate in CCW:
 - a. Complete the following professional development training:
 - i. All DHS child care staff will take annual professional development training in *Child Development*, unless actively enrolled in an Early Childhood Education/Child Development (ECE/CD) degree program, including a Child Development Associate (CDA) program by **June 30 of each fiscal year**.
 - ii. All Director/Owner/Operator and all staff who have a role in processing CCW payments have taken the professional development training titled, *CCW Program Integrity and Accountability Training for DHS Certified Providers* by **November 30, 2022**, or within 90 days of hire, if hired after November 30, 2022.

- b. Owner/operator must complete the *Appendix I- Attestation of Professional Development* and return it to the ELRC by **December 30, 2022**.
 - c. Direct any questions to your ELRC.
2. ELRCs:
- a. Collect and track which providers have returned the *Appendix I- Attestation of Professional Development* by **December 30, 2022**.
 - b. Terminate Provider Agreement effective **January 1, 2023**, if the *Appendix I- Attestation of Professional Development* has **not** been returned by **December 30, 2022**.
 - c. ELRCs may “spot check” the PD Registry to confirm staff have taken the required profession development or are actively enrolled in an Early Childhood Education/Child Development (ECE/CD) degree program, including a CDA program.
 - d. Direct any question to your program representative.

Appendix I - Attestation of Professional Development

I attest that **all** required Department of Human Services (DHS) certified child care staff have taken or will take the following professional development training as required in *ELRC Policy Announcement 22 #06 Required Professional Development Training for DHS Certified Child Care Providers Participating in Child Care Works (CCW)*.

- All DHS child care staff will take annual professional development training in *Child Development* each fiscal year (July 1-June 30), unless actively enrolled in an Early Childhood Education/Child Development (ECE/CD) degree program, including a Child Development Associate (CDA) program by June 30 of each fiscal year.
- All Director/Owner/Operator and all staff who have a role in processing CCW payments have taken the professional development training titled, *CCW Program Integrity and Accountability Training for DHS Certified Providers* by November 30, 2022, or within 90 days of hire, if hired after November 30, 2022.

By signing this attestation, I, as the DHS certified child care provider, am affirming all information in this Attestation of Professional Development is true, correct and complete to the best of the DHS certified child care provider's knowledge and belief.

I, as the DHS certified child care provider, understand I may be referred to the Office of State Inspector General (OSIG) for investigation if I, or anyone in my business, are suspected of engaging in fraud. The Provider Agreement may be terminated if the provider is found to have committed fraud or colluded to commit fraud.

I, as the DHS certified child care provider, understand that in order to receive funds as part of CCW, I must be in compliance with the requirements of the federal Child Care Development Block Grant (CCDBG), at **42 U.S.C. section 9858c(c)(2)(G)**, and its regulations at **45 C.F.R. sections 98.44(b)(1)(iii) and 98.68(a)(3)**. The CCDBG and its regulations, which govern funding of CCW, require providers to take the professional development listed above, which are **mandatory**. These mandatory trainings cover health and safety; child development; and program requirements, integrity, and accountability, as required by these regulations. If this attestation is **not** signed and returned to the ELRC the Provider Agreement will be terminated.

Authorized Provider Representative Signature

Date

Print Authorized Provider Representative Name

Telephone Number

Legal Entity Name: _____

FEIN or Social Security Number (Family Child Care only, if no FEIN): _____

Location Name: _____

Location Address: _____