

Preparing for Public Funding Participation



Tips for Navigating Oregon's Child Care Funding Programs

Getting involved in public funding programs can significantly impact your child care business' success. It's not just about the money - these programs can help you run your business better. With extra support, you can invest in things like better technology, training for your staff, and improvements to your space. This means smoother operations, happier kids, and a more financially secure future. By making the most of public funds, you're not just managing your budget; you're setting your child care program up for long-term success, making it a great place for kids to learn and grow.

Oregon is Changing



Due to expanded family eligibility, there is greater opportunity for child care business owners to participate in Oregon's public funding programs.



Enrollment in Employment Related Day Care (ERDC) has grown by 52% in the last two years. Over 14,000 families in Oregon are currently enrolled. There is a need for operators to participate in ERDC.



Participation in public funding programs can help you establish systems of monitoring, which prepare you for accessing other forms of available capital, such as grants and loans.

Tips & Tricks

Understand Eligibility and Compliance Requirements: Familiarize yourself with the specific eligibility requirements for Oregon's public funding programs to ensure your child care business qualifies and can remain in compliance.

Organize Financial Records: Maintain clear and organized financial records, including budgets, income statements, and expense reports, to demonstrate fiscal responsibility and compliance.

Stay Informed: Keep yourself updated on changes and updates to Oregon's public funding programs. Subscribe to relevant newsletters, attend workshops, and collaborate with other child care business owners who have experience with Oregon's public funding programs. Share insights, best practices, and learn from their experiences.

Integrate Technology: Embrace technology to streamline operations. Consider implementing Child Care Management Systems (CCMS), accounting, financial, or other digital record-keeping systems and communication tools to enhance efficiency.

Access Technical Assistance and Consultation: Seek out and engage with local and state resources providing technical assistance and consultation services. Establish connections with experts in child care business management, finance, and compliance. Leverage their insights to navigate the complexities of public funding, ensuring your child care business is well-informed and strategically positioned for success.

Steps to Prepare for Public Funding

Research

Research funding program eligibility criteria.

Organize

Establish systems to organize financial information.

Document

Establish systems to document enrollment and attendance.

Monitor

Establish monitoring systems to ensure compliance with funding program and licensing requirements.

Engage

Participate in trainings and consultation opportunities to maximize impact.

Preparing for Public Funding Participation



Resources for Navigating Oregon's Child Care Funding Programs

Click or copy the links below to learn more!

First Children's Finance

<https://www.firstchildrensfinance.org/>

First Children's Finance, in collaboration with DELC, is working to enhance the financial sustainability of existing child care businesses in Oregon and guide long-term business supports and supply-building efforts. First Children's Finance offers free business trainings, one-on-one consultation, and opportunities to participate in business-oriented cohorts.

Regional Child Care Resource & Referral (CCR&R)

<https://www.oregon.gov/delc/programs/pages/child-care-resource-referral.aspx>

CCR&Rs play a key role in recruiting and supporting both home- and center-based early learning and care programs, facilitating the expansion of high-quality services by providing resources and technical assistance.

Regional Early Learning Hubs

<https://www.oregon.gov/delc/programs/pages/hubs.aspx>

Oregon's Early Learning Hubs strategically connect and coordinate various programs and services on a regional level, prioritizing the voices of marginalized communities and facilitating collaboration to effectively address the needs of early learning and care providers, young children, and families.

Oregon Child Care Alliance (OCCA)

<https://nhpdx.org/oregon-childcare-alliance/>

The Oregon Child Care Alliance, operated through Neighborhood House, is a Shared Services Alliance offering services for child care business owners to share resources, including group purchasing discounts, tax prep, coaching, trainings, and business management tools. The Oregon Child Care Alliance provides free business coaching and child care solutions for child care businesses.

Employment Related Day Care (ERDC)

<https://www.oregon.gov/delc/providers/pages/erdc-providers.aspx>

Oregon's Employment Related Day Care (ERDC) program serves as the state's child care subsidy initiative, offering financial assistance to low-income working families to cover child care expenses and support parents engaged in work, education, or job training programs.

Preschool Promise

<https://www.oregon.gov/delc/programs/pages/preschool-promise.aspx>

Oregon's Preschool Promise program delivers high-quality preschool education to three and four-year-olds from low-income families, fostering a strong foundation for future success by offering diverse provider options and resources for family engagement, with the overarching goal of ensuring universal access to quality early learning experiences for all Oregon children.

Baby Promise

<https://www.oregon.gov/delc/programs/pages/baby-promise.aspx>

Oregon's Baby Promise program seeks to provide accessible high-quality early childhood education and care for infants and toddlers up to age three, specifically targeting low-income families in communities facing challenges in securing and maintaining quality care, with ongoing piloting to refine strategies for expanding infant and toddler care statewide.

Employment Related Day Care (ERDC)



Program Overview

What is it?

Oregon's Employment Related Day Care (ERDC) program is the state's child care subsidy program that provides financial assistance to low-income working families, enabling them to afford child care expenses while parents are working, attending school, or participating in a job training program.

What are the program requirements?

To become an ERDC provider, you must:

- Comply with Child Care Licensing Division (CCLD) rules, if applicable.
- Complete required child care health and safety training.
- Pass a background check through the Central Background Registry (CBR).

How do I apply?

To become an ERDC provider, you need to complete the Child Care Provider Listing Form and submit it to the Direct Pay Unit (DPU).

How are providers paid?

Once approved and listed as an ERDC provider by the Department of Early Learning and Care (DELIC), you can start providing child care to families who receive ERDC benefits. ERDC providers can complete a Child Care Billing Form based on anticipated attendance for the upcoming month or actual attendance for the month prior. The Child Care Billing Form is sent to the DPU and payments are processed within four days of receipt for home-based providers and seven days of receipt for center-based providers. Providers are entitled to an additional 9% for payments that are processed late.

How do I maintain compliance with the program?

- Adhere to CCLD rules, as required.
- Submit monthly Child Care Billing Forms in a timely manner, detailing accurate information on anticipated attendance for each month.
- Prepare for and cooperate with annual announced site visits by maintaining accurate financial and attendance records, and ensuring the facility is in compliance with health and safety conditions.
- Adhere to record retention policies, maintaining staff and child records for a minimum of two years after termination from employment or care.

What are the benefits of participating?

Participating in ERDC offers child care business owners a reliable source of income, ensuring financial stability. By serving eligible families, operators play a crucial role in supporting the community, offering quality child care services to those who may not afford it otherwise. Participation in ERDC and other funding programs offers the opportunity to establish strong systems of monitoring and compliance, making it easier to access other forms of funding, such as grants and loans.

Employment Related Day Care (ERDC) -



Eligibility Self-Assessment

This self-assessment can help you evaluate your eligibility and readiness for participation in Oregon's **Employment Related Day Care (ERDC)** program by condensing program eligibility requirements into a checklist, enabling a proactive review of program operations, staff qualifications, licensing requirements, and more! This review can empower you to identify and address potential areas of improvement before applying, enhancing your capacity to deliver quality services to families in need. **If there are areas left unchecked, seek out business training or consultation opportunities for support.**



Put a checkmark next to the statements that are true.

<input type="checkbox"/>	I can comply with Child Care Licensing Division (CCLD) rules, if required.
<input type="checkbox"/>	I can track monthly attendance of children participating in ERDC who are enrolled in my program.
<input type="checkbox"/>	I can document completed and satisfactory criminal background checks for all staff, and pay for the completion of criminal background checks as required.
<input type="checkbox"/>	I can pay my employees at the state and local minimum wages.
<input type="checkbox"/>	I can ensure all staff complete required training, including Health and Safety, First Aid/CPR, Mandated Reporting, Safe Sleep, and Food Handling.
<input type="checkbox"/>	I can track staff's annual formal training or education hours.
<input type="checkbox"/>	I can check my program's eligibility for enhanced rates based on meeting Oregon Registry Online (ORO) training requirements.
<input type="checkbox"/>	I can conduct water lead testing and ensure compliance with fire safety, evacuation, and health/safety requirements.
<input type="checkbox"/>	OPTIONAL - I can participate in Spark and check Spark Star Rating for eligibility for monthly incentives.
<input type="checkbox"/>	I can work with my local CCR&R to recruit and enroll ERDC-approved families.
<input type="checkbox"/>	I can confirm the program curriculum is developmentally responsive and offers diverse opportunities.



What is it?

Oregon's Preschool Promise program is a state-funded initiative in Oregon designed to provide high-quality preschool education to children from low-income families. It aims to offer children aged three and four access to early learning opportunities to establish a strong foundation for future success.

What are the program requirements?

To become a Preschool Promise grantee, you must:

- Comply with Child Care Licensing Division (CCLD) rules, if applicable.
- Participate in Spark.
- Align curriculum with Oregon's Early Learning and Kindergarten standards.
- Conduct ongoing developmental screenings and child assessments.

How do I apply?

Opportunities for child care business owners to participate in Preschool Promise open annually and may vary by year and region. To apply, operators must enroll in the Electronic Grant Monitoring System (EGMS) and submit a W-9 to establish a vendor ID. The minimum slot requirement for enrollment in Preschool Promise is four slots for Registered Family programs, six slots for Certified Family programs, and 10 slots for Certified Center programs.

How are providers paid?

Preschool Promise grantees request payment on a monthly or quarterly reimbursement schedule. Monthly claims may be submitted as reimbursement or based on anticipated costs for the current month. All claims and reports are submitted through EGMS.

How do I maintain compliance with the program?

- Adhere to CCLD rules, as required.
- Maintain detailed financial records including but not limited to: general ledgers, receipts, invoices, and all supporting documentation to track program expenditures.
- Prepare for and cooperate with annual site visits by maintaining accurate financial and attendance records, and ensuring the facility is in compliance with health and safety standards.
- Reapply annually to maintain grantee status.

What are the benefits of participating?

Participating in Preschool Promise offers child care business owners the opportunity to deliver high-quality child care and education to low-income families. Operators receive financial compensation for their services, contribute to the children's developmental progress, and enhance their program's overall quality through participation in Spark. Additionally, operators benefit from the coordinated enrollment processes, fostering collaboration and support through the Early Learning Hubs.



Eligibility Self-Assessment

This self-assessment can help you evaluate your eligibility and readiness for participation in Oregon's **Preschool Promise** program by condensing program eligibility requirements into a checklist, enabling a proactive review of program operations, staff qualifications, licensing requirements, and more! This review can empower you to identify and address potential areas of improvement before applying, enhancing your capacity to deliver quality services to families in need. **If there are areas left unchecked, seek out business training or consultation opportunities for support.**



Put a checkmark next to the statements that are true.

<input type="checkbox"/>	I can comply with Child Care Licensing Division (CCLD) rules, if required.
<input type="checkbox"/>	I can provide 900 annual service hours hours per year, at least six hours per day between 7:00am and 7:00pm, four days per week.
<input type="checkbox"/>	I can maintain 85% monthly attendance for children enrolled in Preschool Promise, with no absences longer than 15 days.
<input type="checkbox"/>	I can maintain class sizes of 18 with a 1:9 adult to child ratio.
<input type="checkbox"/>	I can ensure teaching staff are not assigned to more than one Preschool Promise classroom.
<input type="checkbox"/>	I can ensure lead teachers have required qualifications and assess competencies for assistants.
<input type="checkbox"/>	I can document completed and satisfactory criminal background checks for all staff, and pay for the completion of criminal background checks as required.
<input type="checkbox"/>	I can maintain required salary ranges for lead teachers and assistants.
<input type="checkbox"/>	I can ensure all staff achieve 20 hours of professional development annually and pay for professional development opportunities as needed.
<input type="checkbox"/>	REQUIRED - I can participate in Spark and check Spark Star Rating for eligibility for monthly incentives.
<input type="checkbox"/>	I can conduct child-level outcome assessments three times annually and developmental screenings within 45 days of enrollment.
<input type="checkbox"/>	I can participate in coordinated enrollment through the Early Learning Hubs and contact families within 10 days of receiving contact information from the Hubs.
<input type="checkbox"/>	I can align with Oregon's Early Learning and Kindergarten guidelines and ensure curriculum is culturally and linguistically responsive.



What is it?

Oregon's Baby Promise program is a state-funded initiative focused on providing access to high-quality, comprehensive early childhood care and education for children from birth to the age of three. The program specifically targets low-income families in communities facing challenges in finding and maintaining high-quality care for infants and toddlers.

What are the program requirements?

To become a Baby Promise provider, you must:

- Comply with Child Care Licensing Division (CCLD) rules, if applicable.
- Maintain high-quality and developmentally appropriate curriculum and teaching practices.
- Participate in Spark and attain a four- or five- star rating.
- Conduct regular developmental screenings using the Ages & Stages Questionnaire.
- Implement quarterly child assessments for developmental progress.

How do I apply?

Application processes for the Baby Promise program are determined by the regionally designated Baby Promise contractors. Reach out to your local Child Care Resource and Referral (CCR&R) or Early Learning Hub to find out who the contractor is in your region.

How are providers paid?

Baby Promise providers are paid directly by their designated regional Baby Promise contractor. Regional Baby Promise contractors will provide contracted slot pre-payments monthly. Payments will not be negatively impacted by fluctuations in a child's attendance.

How do I maintain compliance with the program?

- Adhere to CCLD rules, as required.
- Align curriculum with the top two tiers of Spark.
- Maintain detailed financial records including but not limited to: general ledgers, receipts, invoices, and all supporting documentation to track program expenditures.
- Prepare for and cooperate with annual site visits by maintaining accurate financial and attendance records and ensuring the facility is in compliance with health and safety standards.

What are the benefits of participating?

Participating in Baby Promise offers child care business owners the opportunity to contribute to the early childhood development of infants and toddlers from low-income families. Operators receive financial support, ensuring the financial sustainability of their business. Additionally, participation in the Spark QRIS fosters ongoing quality improvement.



Eligibility Self-Assessment

This self-assessment can help you evaluate your eligibility and readiness for participation in Oregon's **Baby Promise** program by condensing program eligibility requirements into a checklist, enabling a proactive review of program operations, staff qualifications, licensing requirements, and more! This review can empower you to identify and address potential areas of improvement before applying, enhancing your capacity to deliver quality services to families in need. **If there are areas left unchecked, seek out business training or consultation opportunities for support.**



Put a checkmark next to the statements that are true.

<input type="checkbox"/>	I can comply with Child Care Licensing Division (CCLD) rules.
<input type="checkbox"/>	I can provide six to ten hours of care per day, totaling at least 136 hours per month.
<input type="checkbox"/>	I can maintain an 85% monthly attendance rate for children enrolled in Baby Promise, with no absences longer than two weeks.
<input type="checkbox"/>	I can provide reasonable paid preparation and planning time for teaching staff.
<input type="checkbox"/>	I can require teaching staff to have a Child Development Associate (CDA), Associate's degree, or ORO step 7 with specific training.
<input type="checkbox"/>	I can document completed and satisfactory criminal background checks for all staff, and pay for the completion of criminal background checks as required.
<input type="checkbox"/>	I can develop business models ensuring staff salaries of \$40,000 to \$45,000 annually.
<input type="checkbox"/>	I can ensure all staff achieve 20 hours of professional development annually and pay for professional development opportunities as needed.
<input type="checkbox"/>	REQUIRED - I can participate in Spark and attain a four- or five-star rating.
<input type="checkbox"/>	I can evaluate my program's enhancements/improvements using photographic and video evidence.
<input type="checkbox"/>	I can comply with processes set by regionally designated contractors.
<input type="checkbox"/>	I can align curriculum with the top two tiers of Spark.
<input type="checkbox"/>	I can conduct quarterly assessments for developmental progress in social/emotional, cognitive, physical, and communication areas.