



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

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BULLETIN NO. 1 DEL. 2020

Fiscal Year 2021 Provider Agreement for Subsidized Child Care Services

TO: Current child development providers with a contract for subsidized child care

FROM: Sara Mead, Assistant Superintendent of Early Learning

RE: Subsidy Agreement Renewal Application (SARA) Issuance 2020-2021

DATE: Sept. 14, 2020

I. PURPOSE

- A. To inform all renewing subsidized child care providers of the required documentation for the Subsidy Agreement Renewal Application (SARA).
- B. Pursuant to section XVII (Modification of Agreement) of the 2020 Provider Agreement for Subsidized Child Care Services, this issuance serves as written notice that OSSE is modifying section XV (Duration of the Contract) of the 2020 Provider Agreement for Subsidized Child Care Services by striking the phrase "September 30, 2020" and replacing it with "December 31, 2020, unless renewed by the District prior to the expiration date." **Accordingly, the 2020 Provider Agreement for Subsidized Child Care Services shall be effective from the date the Assistant Superintendent of Early Learning signs the Agreement until December 31, 2020, unless renewed by the District prior to the expiration date.**

II. GENERAL PROVISIONS

- A. The Office of the State Superintendent of Education (OSSE), Division of Early Learning (DEL), through its subsidized child care program, supports eligible families in receiving subsidized child care by contracting with a network of qualified child development facilities in the District of Columbia.
- B. OSSE uses local and federal funds to make child care services available for children six weeks through 12 years of age and up to 19 years of age if the child has a disability.
- C. Participating providers must meet compliance requirements for all applicable federal and District of Columbia laws, regulations and policies governing child care services in the District of Columbia.

III. AUTHORITY

- A. The Child Care Development and Block Grant (CCDBG) Act and its implementing regulations, 45 C.F.R. Parts 98 and 99, as administered by the Administration for Children and Families, US Department of Health and Human Services;
- B. District of Columbia's Child Care and Development Fund (CCDF) State Plan, current version;
- C. Day Care Policy Act of 1979, effective September 19, 1979 (D.C. Law 3-16; D.C. Official Code §§ 4-401 *et seq.* (2012 Repl. & 2016 Supp.)) ("Day Care Act");
- D. 5A DCMR §§ 100 *et seq.* (Child Development Facilities: Licensing);
- E. 5A DCMR §§ 200 *et seq.* (Child Development Facilities: District Subsidized Child Care Services);
- F. OSSE's Subsidized Eligibility Child Care Policy Manual (rev. Sept. 30, 2016); and
- G. Any other relevant OSSE policy issuances.

IV. APPLICABILITY

This Bulletin shall apply to all current subsidized child care providers seeking to renew the Provider Agreement for Subsidized Child Care Services.

V. APPLICATION PROCEDURES

Current child development centers and family child development homes that are interested in renewing must visit the online web portal, SARA, at sara.osse.dc.gov to access and submit the application by **Friday, Oct. 30, 2020**.

Current in-home or relative care providers interested in renewing must visit the online portal at sarahc.osse.dc.gov to access and submit the application by **Friday, Oct. 30, 2020**.

Failure to meet all requirements may result in denial of the application.

A. How do I login to access SARA?

1. You can access SARA by following this link: sara.osse.dc.gov. In-Home/Relative Care providers can access SARA by following this link: sarahc.osse.dc.gov.
2. Providers must have a unique user ID and password. If you have not received your assigned login and password, please contact Christie Addepalli, Senior Business Systems Analyst, at Christie.Addepalli@dc.gov. If you are a returning user, please login with your username and password.
3. If you are a returning user and forgot your password or username, click the Reset Password link.

B. Who completes the application?

The authorized representative for the facility or his/her designee completes the application.

C. What forms must be completed?

To complete the application, the provider **must** complete the forms identified below, which are available on SARA. Some forms will require additional supporting documentation. Failure to complete the required documents will delay renewal of the agreement. Specific information about each form is posted in SARA. A checklist is available on the SARA web portal to ensure that all required documents are uploaded before the application is submitted.

Note: Providers with multiple sites are required to submit all of the documentation listed below for each site.

Once logged in, download the following forms and fill the form out electronically.

General Forms or Documents:

1. **Authorized Representative Form:** This form delegates authority to and identifies the individual authorized to sign the Fiscal Year 2021 Provider Agreement for Subsidized Child Care Services on behalf of the prospective provider.
2. **Vehicle Information Form:** This form is used to report vehicle information if the facility transports children.
3. **Subsidized Child Care Provider Services Form:** The authorized representative of the facility designates the type of child care services offered at the facility.
4. **Staffing Pattern Form:** This form details the staffing pattern of the facility.
5. **Clean Hands Certification Form:** This certification is available from the Office of the Chief Financial Officer, DC Office of Tax and Revenue (OTR). This document will verify the organization's tax status and that the organization does not owe any money or back taxes to DC.

Please contact OTR to obtain the certificate:
Office of the Chief Financial Officer, DC Office of Tax and Revenue
1101 Fourth St. SW, Suite W270
Washington, DC 20024
Citywide Clean Hands link:
ocfocleanhands.dc.gov/cch/ComplianceCheck.aspx

6. **Office of Management and Budget (OMB)/Sub-recipient Single Audit Exemption Certification:** A provider expending *less* than \$750,000 in combined federal funds during the agency's fiscal year is exempt from the federal audit requirement (A-133 audit). Providers not required to submit the A-133 audit must provide an *annual certified financial statement* prepared by an independent Certified Public Accountant to OSSE within nine months following the end of the provider fiscal year. A provider expending *more* than \$750,000 in combined federal funds during the agency's fiscal year must submit an *A-133 audit* that is prepared by an independent Certified Public Accountant within nine months following the end of the provider fiscal year.
7. **Before and after care pick-up locations Form** (if applicable): This statement is written by the providers listing the before and after school care pick-up locations.

8. **Research-Based Curriculum Selection Certification Form:** If your program is using curricula that is not listed in the District of Columbia Early Learning Standards, please note the name of the curricula on the form and submit with application. The program must receive approval, in writing, by the Division of Early Learning. A provider must use OSSE approved, research-based curriculum aligned to the DC Early Learning Standards.
9. **Tax Registration Status Form:** *If your organization has changed its tax status during the last year, this form is required.* If there hasn't been a change, this form is not required. This form indicates non-profit or for-profit status, including the identified start and end months for the facility's fiscal year.

Individual Staff Forms or Affirmations:

The following affirmations are to be completed and signed by all staff members who were hired on or after July 15, 2019.

1. Mandatory Drug and Alcohol Testing Affirmation
2. Traffic Record Check Affirmation

Compliance Affirmations:

The following affirmations must be reviewed and accepted in SARA:

1. **A Living Wage Act of 2006 Affirmation:** This form certifies compliance with the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118: D.C. Code §2-220.01 *et seq.*). See The Living Wage Act of 2006 Fact Sheet from the DC Department of Employment Services and the Office of Contract and Procurement.
2. **A Language Access Act of 2004 Affirmation:** This form certifies compliance with the Language Access Act of 2004, effective June 19, 2004 (D.C. Law 15- 167: D.C. Code §2-1931 *et seq.*). See the Language Access Act of 2004 Fact Sheet from the D.C. Office of Human Rights and the Language Access Act of 2004.
3. **Non-Disclosure Affirmation:** The affirmation certifies that providers and their employees, contractors and other personnel are maintaining the security and privacy of any and all data, documents and information accessed through OSSE.

D. How do I save and upload the documents?

1. Save the completed forms as a PDF. Use the following format to name your file: Site Name_Year_Form Name (Example: ABC Learning Center's Staffing Pattern Form, will be saved as ABC Learning Center_FY21_Staffing Pattern Form).
2. Upload the forms in SARA.
Note: A Provider may only submit after all required information and documents are completed and uploaded; incomplete submissions will not be accepted.
3. The authorized representative for the child development facility shall ensure that all required electronic affirmations, certifications and forms are reviewed, signed and dated to verify compliance with applicable laws and regulations within the last 30 days. Failure to do so will result in the non-execution of the Provider Agreement.
4. The authorized representative of the provider holding the position of owner, operator,

officer or agency head shall sign the Provider Agreement.

E. What happens once I submit the application?

1. The Education Services Monitor (ESM) shall review the renewal information and documents submitted in SARA within 10 business days of submission and provide written notification of any outstanding documents or clarification on submitted documents.
 - i. Provider shall submit any additional documentation or clarification within five business days from the date of the ESM's notification.
2. The ESM shall review and recommend for approval once required documents have been received and verified, including current, accurate, and complete certifications, licensures and financial forms.
3. The Division of Early Learning (DEL) Program Managers review and approve the online application.
4. Once approved, the Subsidy Program Support Specialist prepares the Fiscal Year 2021 Provider Agreement for Subsidized Child Care Services. The document is forwarded electronically to the provider for signature.
5. Once the provider signs, the Assistant Superintendent of Early Learning provides the authorizing signature for an acceptable Provider Agreement only upon review and approval of the online renewal application.
6. The Provider Agreement shall be effective on the date of signature of the Assistant Superintendent of Early Learning.
7. Once the Assistant Superintendent signs the Provider Agreement, the Subsidy Program Support Specialist will email a copy to the provider, and ask the provider to sign the agreement in person or sign the agreement electronically.