

ABC Quality



ABC Quality Provider Business Procedures

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INTRODUCTION

Welcome! We are very excited to have you be a part of ABC Quality.

The ABC Quality Rating & Improvement System (ABC Quality) is a federally funded program administered by the SC Department of Social Services. The standards and indicators used by ABC Quality are based on research and practice focused on the health and safety of children, staff education and qualifications, supportive staff-child interactions, and meaningful learning activities.

Many of the requirements imposed by ABC Quality are a result of the federal requirements placed on our program such as the eligibility criteria for participation and maintaining a history of compliance to licensing regulations. Thus, these requirements must be met and are considered “non-negotiable”, as we have no control over them.

ABC strives to protect the health and safety of children in child care; help parents make informed consumer choices and access information to support child development; provide equal access to stable child care for low-income children; and enhance the quality of child care and the early childhood workforce.

As part of joining the ABC Quality family, you must sign a Provider Agreement which signifies you have read the Provider Business Procedures and agree to comply with them. Therefore, it is very important that you read this document in its entirety. Any questions should be referred to ABC Quality.

GENERAL INFORMATION

- Providers are independent business owners. Any provider who applies and becomes enrolled in ABC Quality and SC Voucher is doing so voluntarily. Enrollment in ABC Quality is not a guarantee for any program and providers should not view participation in ABC Quality as a primary means of support for their business.
- Any provider who voluntarily enrolls agrees to meet and maintain the eligibility requirements, additional program standards above regulatory requirements, and documentation relating to attendance and ABC Payment. Provider payment rates for any enrolled ABC clients in the ABC Quality/SC Voucher are based on the Level of participation and the provider type. Providers are paid the rate they charge to all others, up to the highest ABC maximum rates. Providers must not charge more for ABC clients.
- Any provider who voluntarily enrolls agrees that parents shall have unlimited access to their children and to the providers caring for their children during the normal hours of program operation and whenever children are in the care of the provider.
- Providers who participate in ABC Quality must not charge private paying clients less than what SC Voucher pays.

- Providers enrolled in ABC Quality will receive a minimum of one unannounced visit per year.
- License-Exempt Providers will receive an inspection visit upon enrollment and annually (done at the same time as the regular annual review). The results will be published on www.scchildcare.org.
- Providers voluntarily sign the Provider Agreement which is required to participate. The expiration date is listed on the Agreement. Agreements are not automatically renewed. The ending date of the Provider Agreement is not appealable.
- Provider Agreements are only valid for the address listed in the Agreement. Agreements are not transferrable to new owners, or new locations.
- ABC Quality does not guarantee providers will receive clients, nor does ABC refer clients to providers. Clients voluntarily choose the provider that best meets their needs.
- The ABC Quality Provider Business Procedures were developed as a policy guide for the operating practices for the payment, documentation, and reporting system for the SC Voucher System and ABC Quality. A copy of the ABC Quality Provider Business Procedures, along with the following documents listed can be found on our website, www.scchildcare.org under the “Library Documents” tab:
 - Understanding ABC Quality
 - ABC Quality Structural Quality Indicators
 - ABC Quality Process Quality Indicators
 - ABC Quality License-Exempt Manual
 - ABC Quality Structural Quality Clarification Guide
 - ABC Quality Infant and Toddler Clarification Guide (ITT)
 - ABC Quality Forms

As documents are added or revised, they will be added to the Library Documents. The date they were revised will be reflected in the footer. The provider shall be responsible for compliance to the amended procedures for the purpose defined.

- Our website, www.scchildcare.org, is a resource for providers and is continually updated as new information becomes available. If you are not already receiving our newsletter, please use the link on this website to enter your email address to sign up to be added to the mailing list.

REVIEW AT A GLANCE WHO TO CALL AND WHEN

This is a short guide to help you if any of the following occur, and where to report it. You may call or submit this in writing. Please do not send any information with your SVL.

There are two offices of ABC Quality.

Each office is responsible for providers in certain counties. Locate the county your facility is in. The address for the ABC Quality Office is listed with the counties for which they are responsible. Throughout the Business Procedures where it refers the provider to contact ABC Quality, this is the office you would contact:

ABC Quality
SC Department of Social Services
3150 Harden Street Extension
Columbia, SC 29203

Phone: (803) 898-2772
Fax: (803) 898-4510

Counties:

Aiken	Horry
Allendale	Hampton
Bamberg	Jasper
Barnwell	Kershaw
Beaufort	Lee
Berkeley	Lexington
Calhoun	Marion
Charleston	Marlboro
Chesterfield	Newberry
Clarendon	Orangeburg
Colleton	Richland
Darlington	Sumter
Dillon	Williamsburg
Dorchester	
Fairfield	
Florence	
Georgetown	

ABC Quality
Greenville Technical College
P. O. Box 5616, Station B
Greenville, SC 29606-5616

Phone: (864) 250-8468
Fax: (864) 516-1947

Counties:

Abbeville
Anderson
Cherokee
Chester
Edgefield
Greenville
Greenwood
Lancaster
Laurens
McCormick
Oconee
Pickens
Saluda
Spartanburg
Union
York

ABC QUALITY

Please let us know if any of the following changes occur (Also, see Section II. Amendment of Provider’s Enrollment):

- Change in facility address or payment address
- Change in phone number
- Change in FEIN or Social Security Number
- Change in Director
- Closing of facility temporarily or permanently
- If provider needs to add or delete an age group
- Change in Regulatory Status
- Change in Rates
- Plans to sell facility/change of ownership or entering management agreement

For License/Exempt Providers Only:

- If there has been a serious injury or death of a child in your facility
- If emergency personnel are called to the program (fire, police, ambulance)
- If there has been damage to your facility due to fire and or flood, etc.
- If your program is under an OHAN (Out of Home Abuse and Neglect) investigation
- If your program has to evacuate or needs to relocate during an emergency (call when safe to do so)
- If a child is missing from the premises or has been left unattended in a vehicle operated by the program
- If there has been any fire/water damage to the facility
- If Law Enforcement was called to the facility

SC VOUCHER:

Please let us know if any of the following occur:

- When a child has missed ten consecutive days
- Inquiries regarding payment if payment not received after 10-14 working days from the date of SVL receipt by the SC Voucher
- If provider is going to discontinue services to a client
- If provider will be temporarily closed for a week or longer
- If clients fail to attend the program after authorization is given

CONTACT US AT:

SC Voucher
ATTN: Provider Team
S. C. Department of Social Services
P. O. Box 100160
Columbia, South Carolina 29202-3160

Phone: (800) 262-4416
Fax: (800) 310-5417

I. PROVIDER AGREEMENT

1) **Provider Agreement:**

- Provider Agreements will be effective for a period of one year from the date signed by the provider. The provider’s ABC enrollment expires on the end date of the agreement.
- Provider Agreements are provider/owner-specific and address-specific. This means that another provider/owner cannot take over operation of the facility and operate under the same Agreement. If a provider moves (regardless of whether they have obtained the appropriate regulatory document) ABC Quality is under no obligation to offer an agreement at the new location. **When the provider moves, the agreement becomes null and void, which is not appealable.**
- ABC Quality has the authority to evaluate whether to offer an Agreement for a shorter period of time based on internal decisions by management.

NOTE: If ABC Quality offers a new Provider Agreement and the provider does not sign and/or return the agreement within 30 days, then ABC will not renew the agreement and the provider will be given a 30-day notice that the agreement is not being renewed.

2) **Expiration of the Provider Agreement:**

The provider's ABC enrollment expires on the end date of the agreement. If ABC Quality decides not to offer another agreement to the provider, a letter will be sent by certified and regular mail giving a 30-day notice that the agreement will not be renewed with an end date.

In instances where an egregious or significant event has occurred where a child(ren) was placed in harm's way, the notice can be less than the 30 days and the Director of Early Care and Education can make the decision to remove all ABC children immediately. If possible, ABC Quality will allow parents time to find another child care placement. **The end of the Provider Agreement is not appealable.**

3) **When an Agreement Becomes Null and Avoid**

Because Provider Agreements are address-specific, when a provider moves, the Agreement becomes null and void and ABC Quality has the right to close the provider file. If ABC clients are connected, a two-week notice will be given.

4) **Criteria for Renewal of Provider Agreement:**

All regulated providers must have:

- A current regular License or Registration at the time of renewal
- License-Exempt providers must recertify their exemption status
- License-Exempt staff must complete new Central Registry checks every three years
- Must have a clear History of Compliance which includes:
 - ❖ cannot have an open investigation with the Office of Out of Home Abuse and Neglect (OHAN). See **Glossary** for definition
 - ❖ cannot be on a Corrective Action Plan (CAP) with Child Care Licensing (regulated providers)
 - ❖ cannot be on a Quality Improvement Plan (QIP) with ABC Quality

Centers – must meet all eligibility requirements and have scored enough points to be at least a Level C.

Family/Group – Level B providers must meet all eligibility criteria, all mandatory standards, and have at least an 80% score and have no outstanding corrective action. Level C providers must meet all eligibility criteria, all mandatory standards, and have no outstanding corrective action.

II. AMENDMENT OF PROVIDER'S ENROLLMENT

A provider's enrollment can be amended at any time after enrollment in ABC Quality. Amendments can be initiated by the provider and/or ABC Quality.

◆ **PLEASE DO NOT SEND ANY CHANGES WITH YOUR SVL. They are not forwarded to ABC Quality. The provider must notify ABC Quality directly if any changes or amendments need to be made to their enrollment.**

Amendments may occur for, but are not limited to, the following reasons:

1) **Provider Rates Changes**

a. Rate Increases

Providers who increase their child care rates may request a rate increase.

1. The provider must call ABC Quality and request a Rate Change Form be sent to them.
2. The form is signed and dated by the provider and returned with the required documentation to ABC Quality. The form will be completed by ABC Quality.
3. Required documentation: The provider must include a copy of their published/written child care rates [i.e. written fee policy, parent handbook with rates included] along with any correspondence given to parents notifying them of the rate increase. The rate increase will not be processed without this information. Providers who do not currently have a written fee policy [outlining what rates they charge] are strongly encouraged to develop one. IMPORTANT: Providers must not charge private paying clients less than what is charged to SC Voucher clients.
4. Providers will receive written results of their request for a rate increase. Providers should contact ABC Quality if they do not receive correspondence in response to their request. **It is the provider's responsibility to make sure their rate increase has been received and processed by ABC Quality. Rate increases will not be applied retroactively.**
5. Once approved, the rate increase will not immediately take effect for those clients currently being served by the provider. The payment rate will remain the same until the client's eligibility period is renewed. If the client continues To select the provider, then the new payment rate will be effective for the client with the date of their new eligibility period. **EXCEPTION:** Foster care children are the only clients immediately connected at the new rate.
6. Any new clients selecting the provider on or after the date of the rate increase will be paid at the new rate.

7. If the provider charges more than the maximum allowed by SC Voucher, then only the maximum will be paid. The provider may require the client to pay any difference between their rate and the maximum paid by SC Voucher.

b. Rate Decreases

Providers who decrease their rates **must** notify ABC Quality and request a Rate Change Form be sent to them.

- The same procedures as outlined in Rate Increases will be followed with the exception that all rate decreases will be **effective immediately** without regard to the client's eligibility status.

2) **Addition or Deletion of Additional Age Group:**

- Providers can request to add another age group(s) not previously enrolled by contacting ABC Quality. Providers must be currently providing child care services for the age group.
 - Providers must meet regulatory requirements for age group(s) served.
 - An on-site visit is required for child care centers to add age groups, but is not required for family/group child care homes.
- Providers can request to add half-time or full-time for an age group already enrolled.
- Providers should request to delete an age group if they are no longer serving an age group or do not want to be enrolled for that age group.

3) **Change in Facility's Regulatory Status:**

The provider must notify ABC Quality if one of the following occurs:

- If provider changes from Family to Group.
- If provider changes from Family or Group to a Center.
- If provider changes from a Group to a Family.
- If provider changes from Center to a Family or Group.
- If all staff do not meet eligibility criteria and/or Mandatory Standards for Family and Group Home providers, then the following will occur: If no ABC clients are connected, the provider's enrollment will end, as a new Agreement will not be offered.
- If all staff do not meet eligibility criteria and/or mandatory Standards for Family and Group Home providers, and there are ABC Clients connected, management could make the internal decision to offer a shorter Agreement in order to come into compliance. If they do not at the end of the Agreement, another Agreement cannot be offered.

4) **Change in Name of Child Care Facility:**

If the provider changes the name of the child care facility they must:

- Notify ABC Quality in writing.
- ABC Quality will send the appropriate paperwork to be completed and returned in order to make the change.

5) **Change in Program Location:**

If the provider moves to another location, the following must occur:

- The provider must notify ABC Quality as soon as possible, but no later than 15 days prior to the move.
- **The provider must only serve the children at the facility enrolled.** When a provider moves, the License/Registration/exemption becomes invalid and the provider must obtain a new License or Registration or exemption for the new location and submit to ABC Quality prior to the move.
- ABC Quality is under no obligation to enroll the new location.
- If the regulatory requirements are met, the facility demonstrates a history of compliance with regulatory requirements, there is no turnover of the director, and at least 75% of the caregiver staff remains with the facility, the provider's enrollment will be processed to reflect the new enrolled location.
- If the facility does not meet regulatory requirements at the new facility, then the provider's file will be closed.
- If all staff do not meet eligibility criteria and no ABC clients are connected, then the new enrollment will not be processed, regardless if regulatory requirements are met.
- If all staff do not meet eligibility criteria, and there are ABC clients connected, management could make the decision to offer a shorter agreement in order that the program may come into compliance. If the provider is not in compliance at the end of the Agreement, than another Agreement will not be offered.

6) **Change in Director of Child Care Facility:**

If there is a change in the Director of the child care facility they must:

- Notify ABC Quality in writing or by phone.

7) **Change in Mailing/Payment Address or Phone Numbers:**

If there is a change in the facility phone number, payment/ mailing address, or service address because of 911:

- Notify ABC Quality in writing or by telephone.
- ABC Quality will send the appropriate paperwork to be completed and returned in order to make the change for the address change.

8) **Change in Telephone Number:**

If there is a change in the facility phone number where services are being delivered:

- ✓ Notify ABC Quality in writing or by phone. Center-based and group providers must have a land line at all times. Family child care providers can have a cell phone, but the cell phone must be verified with 411. The provider can sign up by going to "listyourself.com". Non-published numbers are not allowed.

III. PROVIDER SELECTION BY CLIENT

ABC Quality and SC Voucher are advocates for parental choice and clients are responsible for selecting the provider of their choice. The following are steps to be taken when a client selects your facility:

By a client already authorized for services through SC Voucher:

A new client or a client already receiving services at another provider may want to transfer to your facility. When a client chooses you to care for their child(ren), you should:

- 1) Refer to Section VI. Client Transfer, for more detailed information
- 2) Request a valid form of identification to verify the identity of the client
- 3) Assist the client in completing the client connection fax form and submit to SC Voucher. This will connect the client to your program and initiate the payment process for that client. (See page 5 for fax information). Parents are given a connection fax form in their approval packet, but if they do not have one, you can request these by contacting SC Voucher.

DO NOT SERVE THE CLIENT BEFORE RECEIVING WRITTEN APPROVAL FROM THE ABC PROGRAM! IF YOU DO, SC VOUCHER WILL NOT BE RESPONSIBLE FOR PAYMENT.

IMPORTANT NOTES: The provider cannot accept/serve a child for a care type [age group] for which they have not been enrolled. For example, a provider may be enrolled for full-time care type, but not half-time, etc. If providers are unsure as to the care types for which they are enrolled, they should refer to their enrollment information provided or call ABC Quality. Care types may be added at the provider's request and upon approval by ABC Quality.

- 4) Upon receipt of the fax connection form, SC Voucher will verify that the client is eligible to receive services, and that the provider is enrolled to serve the care type requested. SC Voucher will then authorize the provider to serve the client (if the client has complied with transfer procedures) and make the necessary “connection” in the system with an established start date.
- 5) SC Voucher will send the provider an “Authorization/Connection Letter” confirming the connection. The letter will include information such as the authorization date, provider billing rate, client fee, care type authorized and number of weeks of care.



THIS IS THE PROVIDER’S AUTHORIZATION LETTER. THE PROVIDER MUST NOT SERVE THE CLIENT BEFORE RECEIVING THE AUTHORIZATION LETTER WITH THE APPROVED DATE.

SPECIAL NOTE: If a client fails to attend the child care program for ten consecutive days after authorization is given, you must notify SC Voucher if child does not return to the program in the third week.

- 6) Service Voucher Logs (SVL) are the payment documents used by SC Voucher. Once a client has been connected, the SVL will automatically be generated and sent to the provider. If an SVL is not received, the provider must contact SC Voucher. Providers have the option to complete a paper version of the SVL or access the online SVL payment system. SC Voucher provides support in setting up the on-line SVL.

IMPORTANT NOTE: Providers who are not licensed by DSS cannot serve Foster children or children currently part of active Child Protective Service (CPS) matters. If a provider's license has expired, the provider must contact ABC Quality before serving Foster children or children currently part of active CPS matters.

IV. MAXIMUM CARE ALLOWED

Clients can receive up to a maximum of 52 weeks of care during any one-year period of eligibility. This may be full-time care, part-time or a combination of the two.

Note: Less than half-time care may be in conjunction with full or half-time care and may be used alone. It cannot be used to pay the same child care provider.

V. CLIENT FEE

SC Voucher determines the client fee by evaluating the client's family size and income. **The provider is responsible for the collection of client fees from the parent in advance of service delivery.** Neither ABC Quality nor SC Voucher assumes any responsibility for collection or payment of client fees.

Foster parents and clients participating in the Family Independence Program are exempt from paying client fees. However, they are responsible for the difference between the provider's rate and the maximum rate paid by SC Voucher, if the provider's rate exceeds the maximum rate.

- 1) The client fee should be collected weekly in advance of service delivery. ****Providers should not let clients get behind on their weekly fees. [Refer to the Special Note under Client Transfer - VI.]**
- 2) The provider may discontinue services to the client when client fees are not paid; however, the provider must seek authorization from SC Voucher before doing so.
- 3) The amount of the client fee and any second child discount are deducted from the SC Voucher payment to the provider.

VI. CLIENT TRANSFER

Clients may transfer from one provider to another.

- 1) Clients must notify SC Voucher either by telephone or in writing and receive approval prior to transferring.

- 2) Some providers have established policy requirements regarding client transfers; the client may be required to adhere to these.
- 3) The effective date of the transfer will be the 1st Monday following the 7th working day after SC Voucher receives the phone call or written notice from the client requesting the transfer.

To determine the effective date of transfer:

The date SC Voucher receives the phone call or written notice is considered day one of the notice. Then begin counting seven working days from that date. In counting the 7 days, do not include state observed Holidays or weekends, as they are not considered working days. Whatever date the 7th working day falls on, the transfer date will be the next Monday after that.

EXCEPTION: If notification is received on a Thursday, then Friday is counted as day one. If notice is received any other day of the week (Monday, Tuesday, Wednesday or Friday), that same day is always counted as day one.

EXAMPLE: Request is made on Wednesday. Counting seven [7] working days beginning with Wednesday, the 7th working day would fall on Thursday of the next week. The transfer date would be the next Monday following this Thursday.

- 4) Notice requirements can be waived under unusual circumstances if sought by the client. SC Voucher will notify the provider if the request for a waiver is approved.
- 5) The previous provider will not be paid after the start date is established for the new provider. **SC VOUCHER DOES NOT AUTHORIZE PAYMENT FOR TWO PROVIDERS FOR THE SAME TIME PERIOD.**
- 6) The previous provider will be notified by telephone of the client's last authorized day of service. A "Transfer Letter" will also be sent.
****SPECIAL NOTE: Clients with unpaid fees at the time of the transfer will still be allowed to transfer. It is the responsibility of the provider to ensure client fees are paid timely.**

VII. DISCONTINUING SERVICES TO ABC CLIENTS

1) **When the Provider Discontinues Services To The Client**

Providers have a right to stop serving a client or child if either is disruptive to the program or does not comply with the provider's established policies. If you serve any children with differing abilities and needs and require assistance, you may contact the SC Inclusion Collaborative who will gladly provide technical assistance at no cost. Their number is 803-777-2861.

Providers must notify clients and SC Voucher by calling the provider line at **[800-262-4416]** before discontinuing services to the client.

- The reason for discontinuing services must be included, i.e. failure to pay fees, parent does not pick child up on time, or child displays disruptive behavior, etc.
- The ending date will be the last day of the service week (always a Sunday), in which the provider asked the client to leave.

- Clients should be notified by the provider [preferably in writing] a minimum of three working days in advance of the effective date.
- Clients should be allowed to finish any week in which the provider has billed SC Voucher for the client. Failure to allow the child to finish out a week may result in an early release, which would require the provider to forfeit any notice and/or payment for that week.

2) **When SC Voucher Terminates Client's Eligibility**

SC Voucher may terminate a client's or child's eligibility. Once a decision has been reached to terminate eligibility, the provider will receive written notification from SC Voucher.

- If termination is initiated by SC Voucher, the provider and client will be notified by mail that the client's services are being terminated and all payments for services rendered after the termination date will become the client's responsibility.
- The provider will be mailed a **Denial/Termination Letter** that reflects the effective date of termination and the reason for the termination. A minimum of 10 calendar days advance notice will be given from the date the determination to end services is made, unless extenuating circumstances exist, and a waiver is given to the client.

VIII. RECORDS

The following records **are required to be kept on-site, as required by federal regulations**. Unless otherwise indicated, these requirements are for all. If the Director is going to be away from the location, a designated person in charge must have access to all records. **If records are not on-site during the assessment visit, the assessor will note that the provider does not meet the requirement.** Providers should establish good record keeping methods and maintain all documentation in an orderly fashion. Records must be kept confidential. Records shall be maintained a minimum of 5 years plus the current year.

1) **Attendance**

- a. Daily attendance records must be maintained for each child served through SC Voucher.
- b. Attendance may be documented in several different ways which include the following:
 - Recording days and actual hours of attendance in a roll book or log sheet to include the USDA Log Sheet
 - Using sign-in/sign-out sheets
 - Using computer logs, etc. **IMPORTANT NOTE:** If provider uses sign-in/sign-out sheets, and the parents fail to sign-in and also sign-out, the DSS Auditors may recoup funds.
- c. The child's name on the attendance must match the name on the SVL. The child's given name, not a nickname, should be recorded.
- d. Records must match the absences reported on the SVL submitted for the period. Providers must accurately report all absences on the SVL indicating

- “o” for the hours attended and the absence reason code or the actual number of hours attended daily (whole numbers only).
- e. A provider who does not maintain daily attendance or accurate records may be required to repay funds if the provider cannot provide documentation that the child attended the program.
 - f. Daily attendance records may be requested to resolve a discrepancy between two different providers when a child’s date of attendance is in question.

SCDSS Audit staff regularly conduct audit reviews and failure to have this documentation can result in recoupment of funds if the provider cannot show documentation of attendance.

2) **Tracking Sheets (License-Exempt Providers Only)**

- a. As part of supervision of children, providers are responsible for tracking children’s whereabouts throughout the facility, and during activities away from the facility. Tracking ensures that children are accounted for, and are not left behind on playgrounds, in classrooms or on field trips. The tracking sheet denotes the child’s presence from the time they enter the facility until they leave. At any given time, the sheet should reflect the child’s whereabouts. If you need assistance in tracking, please contact SC Child Care Resource & Referral Network (SC-CCR&RN) at 888-335-1002, and your Quality Coach can assist you. Your ABC Quality Assessor can also assist in connecting you with a Quality Coach.

3) **Receipts for Grant Purchases**

- a. Providers must maintain receipts on-site for items purchased under any grant received for a period of three (3) years for audit purposes. It is suggested copies of receipts be made as sometimes original receipts fade after a year and cannot be read.

4) **Service Voucher Log [SVL]:**

- a. Providers must maintain copies of the SVL on-site for a period of five years (5) years plus the current year for audit purposes.
- b. Providers must review the SVL against the Provider’s Remittance Advice.

5) **Staff Records:**

An individual file must be kept **on-site** for each staff employed. Information should include, but not be limited to, the following:

- a. Name and Job Title of Staff, e.g. Director, Lead Teacher, or Assistant Teacher
- b. Copies of any degrees/certificates/diplomas or college transcript (see below)**
- c. Documentation of training received, e.g. certificates
- d. Copy of Pre-Service Health & Safety Training
- e. Documentation of Infant/Child CPR
- f. Pediatric First Aid Certification
- g. Copy of ABC Quality Code of Ethics signed/dated

Additional Items for License-Exempt Providers Only

- h. Documentation of child care experience, i.e. resume, completed job application, letters of reference, etc.
- i. Copy of all Background checks and results (SLED/FBI, Central Registry NCIS, and Sex Offender Registry)
- j. Original copies of Non-Criminal Justice Applicant Privacy rights Notification (DSS Form 1081) and Privacy Act Statement (DSS Form 1083)
- k. Copy of High School Diploma/GED Certificate (see below*)
- l. Physician Health Statement
- m. Discipline Policy prohibiting the use of corporal punishment signed/dated yearly.
- n. TB Test results or applicable statement

***High School Diploma:**

A prescribed secondary course of study that:

- a. Includes subjects such as: Reading Skills, English, and Mathematics, American and World History, Biology, Social Science, and Physical Science; career-oriented electives like Auto Repair Technician, Personal Computer Specialist, etc.; traditional electives like Chemistry, foreign language, and Music
- b. Has minimum compulsory attendance requirements
- c. Is accepted by institutions of higher education
- d. May include home school diplomas, as recognized by each individual state
- e. Is recognized by the SC Department of Education or is accredited by one of the six regional accrediting bodies recognized by the US Department of Education.

Non-traditional high school degrees will be reviewed by ABC for compliance to the above criteria.

See <http://www.ed.gov/students/prep/college/diplomamills/index.html>)

****College Degree:**

All college degrees must be accredited by one of the six regional accrediting bodies recognized by the US Department of Education in order to be accepted by ABC.

Directors are responsible for ensuring that staff hired have verifiable high school diplomas and college degrees.

6) **Client/Child Records:**

An individual file should be kept on-site for each child enrolled through the SC Voucher. Information should include, but not be limited to, the following:

- a. Parent name, child's complete name, Social Security Number of parent, address, contact information to include emergency contact. It is helpful to cross-reference each child's file with other children from the same family, especially when the last names are different.
- b. ABC Authorization/Connection Letter - describes the client's name and name of the child, amount of billing, start and stop dates, client fee amount (if applicable), and type of care.
- c. Any correspondence from SC Voucher related to the client.

7) **Field Trip Records:**

ABC does allow providers to take children on field trips. (See **Glossary** for definition of Field Trip). ABC requires the following records to be present for each field trip. Failure to provide this documentation when requested can result in ABC considering the event to be serving children at an unauthorized location.

- a. A written plan of the field trip to include location, purpose, estimated length of field trip, and ratios that will be maintained.
- b. If the facility regularly takes a specific field trip such as to a movie or skating rink weekly, ABC Quality will accept a “blanket” statement only if it includes all the dates the activity will occur.
- c. Plan for transportation and that the program’s transportation policy is being followed.
- d. Written parental permission for the specific field trip.
- e. Tracking sheets for the field trip.

8) **Written Policies for License-Exempt Only:**

The following **written** policies are **part of the eligibility criteria** for License-Exempt providers and are also included in the ABC Quality License-Exempt Manual. These are due to new regulations from the U. S. Department of Health and Human Services regarding the health and safety standards established by the CCDBG Act. These will be checked upon enrollment and at the annual visit.

Policies: (must be kept on file)

Medication

The policy must address:

- ✓ The administration of any prescriptions or over the counter medication to children.
- ✓ Parental consent to administer the medication with the name of the medication and dosage and times to be administered.

Emergency Medical Plan

The emergency medical plan must address the following:

- ✓ Medical conditions under which emergency care and treatment is warranted (i.e. food, allergies, injury).
- ✓ Steps to be followed in a medical emergency.
- ✓ The hospital or source of health care to be utilized.
- ✓ The method of transportation to be used.
- ✓ An emergency staffing plan.

Emergency Preparedness

The policy must include:

- ✓ An emergency plan in case of fire, a natural disaster or other threatening situations that may pose a health or safety hazard. The emergency plan must address what will be done in each of the following:
 - evacuation,
 - temporary closure,
 - relocation,

- shelter-in-place,
- lock-down,
- communication and reunification with families,
- continuity of operations, and
- accommodations of children with disabilities, and children with chronic medical conditions;
- ✓ Procedures for staff and volunteer emergency preparedness training and practice drills.
- ✓ Procedure to contact ABC Quality at 1-800-876-2223 if the facility has to evacuate or needs to relocate during an emergency (when safe to do so)

☐ Child Abuse and Neglect

The policy must identify:

- ✓ The Child Abuse and Neglect Law:

*“Child Abuse Prevention and Treatment Act (CAPTA), originally enacted in 1974 (Public Law 93-247) and reauthorized in 2010, is the largest body of legislation with regard to the fair, ethical, and **legal** treatment of children and is intended to keep them free from all forms of **abuse** including physical, sexual, emotional, and psychological.”*
- ✓ Procedure when staff suspect a child may be neglected at home and when staff see other staff abuse or neglect of children in the facility.
- ✓ Procedure for reporting suspected child abuse or child neglect. The policy will state:

Suspected child abuse or neglect must be reported to:

 - 1) DSS’ Office of Child Protective and Preventive Services with The Office of Out of Home Abuse and Neglect (OHAN). DSS has implemented a centralized number for all counties to report suspected cases, as well as this can be done online at the following link: Both can be reported 365 days per year, 24 hours a day/7 days a week
1-888-227-3487
<https://dss.sc.gov/abuseandneglect/report-child-abuse-and-neglect/>
 - 2) DSS/ABC Quality at 1-800-876-2223.
- ✓ Mandated Reporter Law Section 63-7-310.
(<https://www.scstatehouse.gov/code/t63c007.php>)
- ✓ Procedure for training staff as mandated reporters.
- ✓ Statement regarding the facility’s cooperation in allowing DSS staff access to conduct any on-site investigation and/or obtain necessary documentation.
- ✓ Release records as appropriate, of children and staff upon request.

☐ Swimming (if applicable)

The policy must address the following:

- ✓ Ratios to be maintained during swimming activities.
- ✓ Restrictions on the use of hot tubs, spas or saunas.

- ✓ If the facility has a swimming pool on-site or stationary wading pools or other water sources such as ditches, streams, ponds and lakes, then these will be made inaccessible to children by a secure fence that is at least 4 feet high; exits and entrances shall have self-closing, positive latching gates with locking devices.

Transportation

The policy must address the following:

- ✓ The child:staff ratios to be utilized.
- ✓ Written consent from the parent prior to transportation.
- ✓ A plan (if applicable) when children are picked up and dropped off from home.
- ✓ Written transportation plans for routine travel must be on file outlining the route to be followed.

Outdoor Time:

The policy must state:

- ✓ Children are given the opportunity for outdoor play daily, weather permitting. Caution should be taken in the event of inclement weather. (Please see the Glossary for definitions of “weather permitting” and “inclement weather”)

9) **Requirements for License-Exempt Only:**

Annual Training Hours:

- a) Directors/On-site Supervisors: must obtain twenty (20) clock hours of training annually. At least one hour must be on Blood Borne Pathogens and at least two hours must be related to health and safety. CPR and First Aid are not included in the 20 hours.
- b) Caregivers: must obtain fifteen (15) clock hours of training annually. At least one hour must be on Blood Borne Pathogens and at least two hours must be related to health and safety. CPR and First Aid are not included in the 15 hours.

Note: If staff complete the SC Pre-Service Health & Safety 15 Hr. Certificate, this can be counted towards meeting this requirement for that year.

Meals:

All meals and snacks provided by the program must be in compliance with the applicable USDA Food Program Meal Pattern Guidelines

IX. QUALITY ASSESSMENT VISITS AND SCORES

Center-Based Providers (all levels) will receive:

- 1) A minimum of one unannounced visit per year:
During this visit:
 - a) A Quality Assessor will complete an on-site evaluation using the *ABC Quality Intentional Teaching Tool (ITT)*. This is considered the “Process Elements of Quality”, which are the observable experiences children have in child care and includes the social, emotional, physical and instructional aspects of early care and education.
 - b) Eligibility criteria will be reviewed for any new staff hired since the last visit. Eligibility Criteria can be found in *Understanding ABC Quality* for Licensed centers and the *License-Exempt Manual* for License-Exempt centers.
 - c) For License-Exempt Only: the annual inspection will be conducted and the results will be published on www.scchildcare.org.
- 2) A desk review every 3 years:
 - a) Every three years the program will receive a desk review for the Structural Quality Assessment. During this time the program is required to submit policies/documents to demonstrate compliance. However, providers may choose to submit additional documentation every year upon the annual Process Elements of Quality Assessment.
 - b) Any document/policy that has not changed does not need to be resubmitted for the desk review. For example, if the program’s mission statement remains the same it does not have to be resubmitted.
 - c) Documentation on Staff is required to be submitted.
 - d) Centers (Licensed and License-Exempt) will be required to establish an organizational profile in SC Endeavors (formerly The Center For Child Care Career Development). Each staff member employed will also be required to register with SC Endeavors and establish a profile. ABC Quality will be utilizing this system to score the portion of the Structural Quality Assessment that deals with staff education, and training hours, etc.

Family/Group providers will receive:

- 1) A minimum of one unannounced visit per year:
During this visit, a Quality Assessor will complete an on-site evaluation using either the Level B or C Family/Group Child Care Standards. At this time, a review of the mandatory standards will also be done.

X. RECLASSIFICATION

ABC Quality is a rating and improvement system with emphasis on improving the quality provided. Providers should strive to continually make improvements in their programs by implementing policy and processes that have great impact on the services they provide.

Reclassification is when a provider is moved from one Level to another within the Quality Rating and Improvement System. Changes in Levels can occur when the score received

by the provider falls within another Level. Currently, family and group child care providers can only move from a Level C to a Level B; they cannot move down a Level.

Reclassification is not appealable.

XI. HISTORY OF COMPLIANCE TO REGULATORY REQUIREMENTS

Maintaining a clear history with regulatory requirements is the beginning foundation of all quality child care and ensures that children are kept in safe environments. This is a major component of participation in the ABC Quality Rating & Improvement System. The regulations insure that children are provided what they need for quality nurturing care according to *Caring For Our Children, National Health and Safety Performance Standards for Early Care and Education Programs, American Academy of Pediatrics, 4th Edition*. When providers continually receive violations related to **ratios, supervision, and serious health and safety regulations**, this does not ensure a safe environment, and one that is conducive to learning.

1. DEFINITIONS:

A. For Licensed and Registered Providers:

History of Compliance is defined as having:

(1) **No frequent or multiple deficiencies or a significant event posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations.**

- *Frequent* is defined as having 3 or more violations that pose a substantial threat to children's health and safety within a six month period of time.
- *Multiple* is defined as having 3 or more different violations that pose a substantial threat to children's health and safety within a six month period of time.
- Any *significant event* which poses substantial threat is defined as, but not limited to: any environment, situation, or occurrence that poses a substantial threat to the health and safety of children.
- *Substantial threat* to the health and safety of children is any action, condition, or event that results in children being placed in impending danger or harm.

Conditions that could pose a *substantial threat* can include, but are not limited to:

- ❖ children left alone in the facility.
- ❖ sewer backed up in facility.
- ❖ no water in the facility.
- ❖ no heat or air conditioning in facility in extreme weather conditions.

- ❖ fire alarm disconnected.
- ❖ lack of supervision resulting in a child leaving the facility unnoticed.
- ❖ lack of supervision resulting in child left at another location such as restaurant, park, zoo, etc.
- ❖ children removed due to abuse or neglect by Licensing, OHAN, or Child Protective Services staff.
- ❖ smoking in the facility by staff.
- ❖ substantially exceeding the facility capacity.

B. For License-Exempt Providers:

License-Exempt providers do not fall under the jurisdiction of Child Care Licensing and are thus not monitored by Child Care Licensing. However, as a requirement for participation in ABC Quality, License-Exempt providers must comply with the same Licensing regulations that deal with ratios, supervision, and health & safety.

License-Exempt providers must also meet the definition of being License-Exempt as defined by Child Care Licensing. This means programs:

- ✓ Cannot operate more than four hours per day during the school year. This includes time allowed for transportation (if provided) and late pick-ups by parents.
- ✓ Cannot serve children under the age of five.
- ✓ Summer camps must operate in 3-week sessions at a time.

The following outlines the regulations that License-Exempt providers must comply with in order to maintain a history of compliance.

History of Compliance is defined as having:

- (1) **No frequent or multiple deficiencies or a significant event *posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations.***
 - Frequent is defined as having one or more violations that pose a substantial threat to children’s health and safety within a one-year period of time.
 - Multiple is defined as having 3 or more violations during a single visit that pose a substantial threat to children’s health and safety within a one-year period of time.
 - Any significant event which poses substantial threat is defined as, but not limited to: any environment, situation, or occurrence that poses a substantial threat to the health and safety of children.
 - Substantial threat to the health and safety of children is any action, condition, or event that results in children being placed in impending danger or harm.

- Operating illegally beyond the parameters of no more than four hours per day during the time that public school is in session, or more than 3-week sessions during the summer months.

Conditions that could pose a substantial threat can include, but are not limited to:

- ❖ children left alone in the facility.
- ❖ sewer backed up in facility.
- ❖ no water in the facility.
- ❖ no heat or air conditioning in facility in extreme weather conditions;
- ❖ fire alarm disconnected (if applicable).
- ❖ lack of supervision resulting in a child leaving the facility unnoticed.
- ❖ lack of supervision resulting in child left at another location such as restaurant, park, zoo, etc.
- ❖ children removed due to abuse or neglect by Licensing, OHAN, or Child Protective Services staff.
- ❖ smoking in the facility by staff.

(2) **Ratios:**

These are the child to staff ratios that apply at all times when children are present on the premises and during activities away from the facility such as field trips:

<i>Child's Age</i>	<i>Staff:Child Ratio</i>
Five to six years	1:20
Six to twelve years	1:23

Water Safety Ratios:

These ratios are to be met when children are at the pool or an outing with water. All swimming activities must be supervised by a person with current lifeguard training certification:

<u>Child's Age</u>	<u>Staff:Child Ratio</u>
Five years	1:6
Six years and older	2:25

(3) **Supervision:**

Adequate supervision requires staff awareness of and responsibility for the ongoing activity of each child, knowledge of activity requirements, and children's needs and accountability for their care. Adequate supervision also requires the staff being near and having ready access to intervene when needed. When child:staff ratios are not maintained, this results in a lack of supervision as there is not enough adults to adequately supervise the children. Additionally, the following is a part of supervision and must be maintained:

- At least two adults must be on the premises at all times.
- One of the adults must be the person designated as the Site Supervisor or Director. A designee shall be appointed during any absence.
- Staff talking on cell phones to conduct personal business is

considered a lack of supervision.

- Tracking sheets must be maintained. See “VIII. Records, #2 Tracking Sheets”. As part of supervision of children, providers are responsible for tracking children’s whereabouts throughout the facility. Tracking ensures that children are accounted for, and are not left behind on playgrounds, in classrooms or on field trips. The tracking sheet denotes the child’s presence from the time they enter the facility until they leave. At any given time, the sheet should reflect the child’s whereabouts.

(4) **Background Checks:**

- a. The CCDBG Act’s comprehensive background check requirements state that all child care members (including prospective staff members) for all child care providers eligible to deliver CCDF services must have a comprehensive background check by SCDSS. This includes SLED/FBI fingerprint checks, State Abuse and Neglect checks, Out-of-State Abuse and Neglect checks (if applicable), and State and National Sex Offender Checks. Senate Bill 595 was signed by the Governor on May 16, 2019 authorizing the CCDBG Act’s comprehensive background check requirements in South Carolina.

These checks must be completed and have a satisfactory determination prior to the person working in the facility.

This includes the following persons who are on the premises while children are present:

- All direct caregiving staff/teachers
 - Director and or Leadership who are in the facility
 - Administrative Staff
 - Janitorial and Maintenance Staff
 - Cook and Bus Driver
 - Volunteers
- b. The CCDBG Act’s comprehensive background check requirements state that the background checks must be completed:
- Prior to working in the facility.
 - Every five years after initial completion.
 - If there has been a lapse of employment in the child care industry that lasts 6 months or longer.
 - Central Registry must be completed at the time of enrollment and every two years thereafter in conjunction with the Provider’s Agreement Renewal.
- c. Results of Background Checks will be sent to the Director/Site Supervisor for each person.
- SLED/FBI Fingerprint:**
- If the results indicate that there is no conviction that excludes the person from working, then the person is cleared to work with children.

- If the results indicate that there is a conviction that excludes the person from working, then the person cannot be hired. To work with children. The person will also receive a copy of this letter.
- The person can request an appeal as indicated in the letter to them; however, during the appeal they are not allowed to work in the program during the hours the children are present.

Central Registry for Abuse and Neglect:

- If the results indicate the person is not on the Central Registry, the person is cleared to work with children.
- If the results indicate that the person's name is on the Central Registry, then the person cannot work with children. There is no appeal for this.
- However, if at any time during employment, a staff member's name is placed on the Central Registry, they cannot work in the program while children are present. This includes all persons in the facility including cooks, bus drivers, volunteers, administrative, etc.
- The staff member can request an appeal as indicated in the letter to them; however, during the appeal they are not allowed to be on the premises of the child care program when children are present.

Please Note: It is possible to receive a clear Central Registry, but not a clear SLED/FBI fingerprint result and vice versa. In either case a negative result from either prevents the person from working.

(5) Qualified Staff:

All staff must meet the following criteria to be considered a qualified staff:

- ✓ Minimum age requirement of 18 years of age and have a valid high school diploma or GED and 6 months of experience.
- ✓ A Physician Health Statement and a TB test with negative results.
- ✓ Clear background checks (SLED/FBI and Central Registry) prior to working with children.
- ✓ Infant Child CPR and Pediatric First Aid (completed within 90 days from date of employment).
- ✓ Pre-Service Health & Safety Certificate or ECD 101 taken from one of the SC Technical Colleges (completed within 90 days from date of employment).
- ✓ Swimming activities must be supervised by a certified Lifeguard. The Lifeguard cannot be counted in the child:staff ratios unless they are employed by the program and meet the background checks and eligibility criteria.

(6) Transportation of Children:

If the program provides or arranges transportation, the following requirements apply:

- ✓ Meeting child:staff ratios.

- ✓ Facility must have written consent on file from the parent prior to transportation.
- ✓ Each child must be secured in an individual, age appropriate safety restraint at all times the vehicle is in motion.
- ✓ The driver must have a valid regular or commercial driver's license and have completed all background checks and have a satisfactory determination.
- ✓ Tracking of children on and off the vehicle is required.
- ✓ Children must not be left unattended in the vehicle.
- ✓ Facility must comply with Jacob's Law, Section 56-5-195. <https://www.scchildcare.org/media/8962/Jacobs-Law.pdf>.

(7) **Environment:**

Indoor

- Facility is free from hazards and litter.
- Temperature in the facility shall be maintained between 68 – 80 degrees Fahrenheit as appropriate to the season while children are present.
- Measures shall be taken to ensure the facility is free from insects, rodents and other vermin.
- Soap and disposable paper towels shall be provided at each sink.
- Furniture, toys and equipment are clean, in good repair and meet the US Consumer Products Safety Commission (CPSC), if applicable.
- Chemicals (cleaning supplies, poisons such as bug spray), medicines, and hazardous materials must be kept locked and out of the reach of children.
- Healthy animals which present no apparent threat to the health and safety of children shall be permitted, provided they are clean, properly housed, fed and cared for, and have had required current vaccinations, as appropriate.
- No weapons are allowed on the premises.
- Staff bags and other personal belongings must be kept out of the reach of children.

Outdoor

- Provides for building and physical premises safety, including the identification of and protection from hazards that can cause bodily injury, such as electrical hazards, vehicular traffic, and bodies of water.
- Playground areas must be kept safe, e.g. grass cut, no fire ants, poisonous plants removed, no standing water, sharp objects such as nails removed, fence in good repair with no gaps or openings, and no overhanging tree limbs that are broken and just hanging in the tree which could fall at any time, etc.
- Playground equipment must be safe, firmly anchored, meet the US Consumer Products Safety Commission (CPSC), and be rated for commercial use.

- Cushioning material such as mats, wood chips, or sand shall be used under climbers, slides, swings, and large pieces of equipment. Cushioning material shall extend at least six (6) feet beyond the equipment and swings.
- Children shall be restricted from unsafe areas and conditions such as traffic, parking areas, ditches, and steep slopes by a fence or natural barrier that is at least 4 feet in height.

(8) **Meal Requirements:**

- Food must be properly stored, labeled, and dated (if applicable).
- Proper hair restraints must be worn when meals are prepared.
- Refrigerators must have thermometers and the temperature must not exceed 45 degrees Fahrenheit.
- All cleaning supplies and poisonous chemicals must be stored away from food and made inaccessible to children.
- Areas used for meal prep and serving of meals shall be kept clean and sanitized.

(9) **Complaints:**

- If ABC Quality receives a complaint on a License-Exempt provider, the complaint will be documented, and the ABC Quality Assessor will make an unannounced visit, as appropriate, in order to investigate the complaint.
- If the complaint is that the License-Exempt provider is operating more than four hours during the school year, or during any on-site visit ABC Quality discovers the provider is operating more than four hours during the school year, ABC Quality will notify Child Care Licensing that the provider is operating illegally.
- Any complaint that involves an injury to a child may be referred to the Office of Out of Home Abuse and Neglect (OHAN).
- Any findings made during the visit by ABC Quality will be documented in a letter and sent to the provider.
- All complaints received, and subsequent correspondence will be kept on file with ABC Quality and are public record.

2. **PROCESS FOR HANDLING NON-COMPLIANCE:**

It is the responsibility of ABC Quality to define actions that should occur in order to protect the children who receive SC Vouchers. ABC Quality will attempt to work with providers to avoid termination; however, upon exhausting all avenues ABC Quality will have no alternative but to initiate termination if providers fail to demonstrate compliance to licensing regulations.

STEP 1:

- A) If a provider receives deficiencies during three different visits within a six-month period of time OR if numerous deficiencies are received during a

single visit, and these deficiencies are related to ratios, supervision and serious health & safety, then the following will occur:

- ABC Quality, as a consideration, will mail the provider a letter notifying them we are aware of the violations received. The letter will be mailed certified mail, but if for any reason it does not reach the provider through no fault of either party or if the letter is returned unclaimed, then another will be mailed regular mail. The letter is not a requirement, as providers should be aware of ABC's policies regarding History of Compliance and Termination as identified in XIII. Adverse Actions by DSS, #2.
- A referral will be made for technical assistance to the SC Child Care Resource & Referral Network (SC-CCR&RN), if the provider is not already receiving services with them.

B) If a significant event occurs at the facility which could jeopardize the health & safety of a child or children, the following will occur:

- ABC Quality will conduct an internal staffing of the provider (see **Glossary** for definition of "staffing").
- Depending upon the severity of the violation, ABC Quality may decide to:
 - a) Initiate termination OR
 - b) Mail the provider a letter notifying them we are aware of the violation received. The letter will be mailed certified mail, but if for any reason it does not reach the provider, then another will be mailed regular mail. The letter is not a requirement, as providers should be aware of ABC's policies regarding History of Compliance and Termination as identified in XIII. Adverse Actions by DSS, #2. AND
 - c) May or may not place the provider in the Interim Status for a period of time (ex. 3 months) to allow correction of the problem.
- If placed in the Interim Status, the provider will be notified by mail.
- Providers in the Interim Status are not eligible for any grants or scholarship opportunities.
- The provider will still be subject to regular program reviews and submission of portfolio documents.
- Being placed in an Interim Status **is not appealable**.
- A referral will be made for technical assistance to the SC Child Care Resource & Referral Network (SC-CCR&RN), if the provider is not already receiving services with them.

C. If the provider receives a Provisional License or Registration, then the following will occur:

- The provider will be placed in an Interim Status meaning they will remain enrolled in ABC Quality; however, they will not be allowed to make any new connections for ABC clients, until the provider has obtained a regular license or registration. Currently connected children can remain through the expiration date of their eligibility.

If the provider is still in the Interim Status, the client cannot re-connect.

- The provider will be notified by mail that they are being placed in the Interim Status.
- Providers in the Interim Status are not eligible for any grants or scholarship opportunities.
- The provider will still be subject to regular program reviews and submission of portfolio documents.
- Being placed in an Interim Status **is not appealable**.
- The provider cannot remain in the Interim Status past one year. If they continue to have a provisional license, then termination will be initiated.
- Provider must agree to receive technical assistance from the SC Child Care Resource & Referral Network (SCCCR&RN) to address areas that have resulted in a Provisional being issued.

STEP 2:

After the provider receives a letter identified in **STEP 1**, #'s A & B, if provider receives another violation(s), the following will occur:

- ABC Quality will conduct an internal staffing of provider.
- Depending upon the severity of the violation received, ABC Quality may initiate termination OR
- If ABC decides not to initiate termination, the provider will be placed in an Interim Status meaning they will remain enrolled in ABC Quality; however, they will not be allowed to make any new connections for ABC clients until the provider has a clear history for six months from the date of the last deficiency. Currently connected children can remain through the expiration date of their eligibility. If the provider is still in the Interim Status, the client cannot re-connect.
- The provider will be notified by mail that they are being placed in the Interim Status.
- Providers in the Interim Status are not eligible for any grants or scholarship opportunities.
- The provider will still be subject to regular program reviews and submission of portfolio documents.
- Being placed in an Interim Status **is not appealable**.
- Provider must agree to receive technical assistance from the SC Child Care Resource & Referral Network (SCCCR&RN).
- If the provider receives no violations related to ratios, supervision or serious health & safety violations for six months from the last violation, they will be removed from the Interim Status and can begin connecting new clients and be eligible for any grants, scholarships, etc.

STEP 3:

If the provider receives an additional violation(s) after being placed in the Interim Status, then the following will occur:

- ABC Quality will conduct a re-staffing of the provider.
- ABC Quality may choose to leave the provider in the Interim Status or initiate termination/not renew the provider agreement.
- If the provider remains in the Interim Status, they cannot remain past one year from the date entered.
- The provider must continue to work with the SC Child Care Resource & Referral Network (SCCCR&RN).
- If the provider receives no violations related to ratios, supervision or serious health & safety violations for six months from the last violation, they will be removed from the Interim Status and can begin connecting new clients and be eligible for any grants, scholarships, etc.

STEP 4:

If the provider continues to receive violations in the Interim Status or has been in the Interim Status one year, then the following will occur:

- ABC Quality initiate termination/non-renewal of provider agreement.

XII. VOLUNTARY TERMINATION FROM ABC BY PROVIDER

Providers should notify ABC Quality directly if they want to voluntarily terminate their enrollment; however, if providers contact SC Voucher, ABC Quality will verify the provider's intent through a phone contact with the provider. Providers who have received a grant must stay in the program for the period required by the grant, or the grant funds will be recouped.

Voluntary termination of a provider's enrollment agreement is not appealable. If the provider requests to voluntarily end their enrollment agreement, and then later requests to rescind the termination of their agreement, ABC Quality is under no obligation to do so, particularly if the provider's file has been closed in SC Voucher.

XIII. ADVERSE ACTIONS BY SCDSS

1) TERMINATION OF PROVIDER'S ENROLLMENT BY ABC QUALITY

The following are reasons (but not limited to) ABC Quality will initiate termination of a provider's enrollment. These terminations **are appealable**. (see XVIII. Appeals Process). ABC Quality will initiate termination of a provider's enrollment agreement during any enrollment period if the provider fails to comply with the requirements of ABC Quality and criteria to maintain enrollment.

IMPORTANT: Because ABC Quality is a federally funded program, if the provider's enrollment is terminated, it is possible that other federally funded programs in which the provider also participates, such as the Child and Adult Care Food Program (CACFP), may seek termination as well.

1. **Failure to Maintain Regulatory Requirements:** If a provider fails to maintain their regulatory status or if the provider's regulatory status is revoked, denied, or suspended, or an injunction is issued to close the facility, termination of the provider's enrollment will be initiated.

If a provider is under appeal with Child Care Licensing and/or ABC Quality and the health and/or safety of the children are jeopardized, the Director of Early Care and Education can make the decision to remove all ABC children from the facility during the termination/appeals process. Examples of situations that could jeopardize children's health and/or safety are: sewer backed up in the facility; no water in the facility; over-heated facility due to no air conditioning; child seriously injured or death of a child due to lack of supervision or negligence by staff; lack of supervision resulting in a child leaving the facility unnoticed; a child left at another location such as a park, library, zoo, a child allowed to go with a person who is not authorized, children removed due to abuse or neglect; over ratios by more than 25%; numerous violations that are serious health & safety issues, etc.

2. **Failure to Maintain History of Compliance:**

History of Compliance is defined as having:

- a) No frequent deficiencies *posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations*. Frequent is 3 or more within 6 months for Licensed/Registered providers and one or more within 1 year for License-Exempt Providers
 - b) No multiple deficiencies *posing substantial threat to the health or safety of the children that involve supervision, compliance with ratios, or health and safety violations*. Multiple is 3 or more times within 6 months for Licensed/Registered providers and one or more within 1 year for License-Exempt.
 - c) No significant event occurs that poses a substantial threat to the *health or safety of the children that involve supervision, compliance with ratios, or health and safety violations*.
If any supervision offense results in harm to a child (i.e., child injured), the termination process will be initiated with that offense.
3. **Failure to Comply with the CCDBG Act's comprehensive background check requirements (License-Exempt only):** If the

facility is found to be out of compliance with the background check requirement, then initiation of termination will result.

4. **Failure to Maintain Required Program Assessment Scores:**

Center-Based Providers:

Once the established scores have been determined, then providers who do not meet the score will be allowed to participate in technical assistance and training for a prescribed period of time in order to bring their score into compliance. If at the end of this period, the score does not improve, then termination will be initiated.

Family/Group Providers:

The minimum score required for enrollment and to maintain enrollment is 80% for Level B providers. If a Level B Family/Group facility scores less than 65% overall during an on-site visit, then termination shall be initiated with that review. If the facility scores **at least** 65%, but less than the 80% required, then 2 more assessments will be conducted. If after the third assessment the score is still below 80%, termination will be initiated. There is no minimum score for Level C providers.

5. **Use of Corporal Punishment:** *ABC Quality defines corporal punishment as the use of physical force to the body as a discipline measure.*

Physical force to the body includes but is not limited to spanking, slapping, biting, and shaking. SC Voucher and ABC Quality serve a very vulnerable population of children. When corporal punishment is utilized, it threatens the safety and security of children, especially those who are already experiencing some type of trauma in their lives.

(1) If the owner/operator of the facility administers corporal punishment, termination of the provider will occur on the 1st offense.

(2) If staff in a child care center uses corporal punishment, and the corporal punishment was not condoned by the owner/operator, the provider should be given an opportunity to take appropriate corrective action. If appropriate action is taken, termination will not occur.

(3) If further instances of corporal punishment are used at the facility within any 12- month period, termination of enrollment will occur.

When termination is warranted due to corporal punishment, the termination process shall be initiated immediately.

6. **The Office of Out of Home Abuse and Neglect (OHAN) Finding(s):**

For programs currently enrolled with ABC Quality: If the name of the facility's owner is placed on the Central Registry of Abuse and Neglect and is then found to be at the facility during the hours of operation when children are present, the termination process shall be initiated. If the name of a staff employed at a facility is placed on the Central Registry of Abuse and Neglect, and the provider does not barred the person from the facility, the termination of enrollment will be initiated. For Family/Group facilities,

termination will be initiated immediately. The Director of Early Care and Education can make a decision to remove all ABC children from the facility during the termination/appeals process.

7. **Failure to Submit Required Corrective Action:** If a provider does not correct the deficiencies/violations within the timeframe allowed (including any extension of time allowed for correction), the termination of enrollment process shall be initiated.

NOTE: In the event ABC Quality terminates a provider's enrollment during the enrollment period, and the Appeals Office upholds the provider, any outstanding corrective action not affected by the appeal must be submitted.

8. **Failure to Provide Child Care Services at Enrolled Address and/or providing services at a location that is not enrolled and the child is not connected to:** Providers must notify ABC in advance of days the facility will be temporarily closed or if the facility is moving or permanently closing.

Per the Provider Agreement, providers are authorized only to serve children at the enrolled and ABC Quality approved site. Serving children at an unapproved location potentially places children in harm. For example, the other location may not be a licensed facility where health and safety codes are met. ABC provides funds for child care with an expectation of a higher quality of care and ABC Quality must be able to verify and guarantee the quality of care at locations.

Children must be served at the location for which they have been connected. If the provider has two or more locations enrolled, they may not switch or transport children between locations without notifying SC Voucher for authorization. Children will appear on the SVL for the location in which they have been connected. When it is verified that children are being served at a location other than the enrolled address, the termination of enrollment process will be initiated.

9. **Failure to Respond to Attempts by ABC Staff to Reach the Provider:** If there are 3 documented attempts within a period of 15 days (excluding weekends and holidays) by ABC Quality to reach the provider, by phone, letter, e-mail, and/or on-site visit and there is no response by the provider, the termination of enrollment process shall be initiated. If ABC clients are connected, funds shall be recouped for the period of time when services could not be verified.
10. **Failure to Operate during Stated Hours of Operation:** If a provider has 3 documented incidents of non-compliance with the stated hours of operation during any 12-month period, the termination of enrollment process may be initiated.

11. **Failure to Maintain LAND Phone Service:** Center-based providers and Group Child Care Home providers are required to have LAND phone services where ABC children are served. Cell phones are not permitted as the primary/sole phone service. When it becomes known to ABC Quality that a provider does not have LAND phone services at a facility where ABC child care services are provided, the provider should be given 30 days to secure LAND phone services. If the provider does not secure LAND phone services within the 30 days; or if it is documented that the provider did not have LAND phone services 2 times within any 12-month period, the termination of enrollment process may be initiated. Verification can be by either ABC Quality, Child Care Licensing, or SC Voucher. Non-published numbers are not allowed.

Registered Child Care Home providers may have LAN phone services. If they have a cell phone as their primary phone, the telephone number must be verified with 411. The provider can sign up by going to “listyourself.com”. Non-published numbers are not allowed.

12. **Misuse of ABC Grant Funds:** If a provider uses ABC grant funds on purchases other than its approved use or does not provide the required receipts to substantiate the purchases, and the provider does not reimburse ABC Quality within the timeframe given for reimbursement (including any extension of time approved), the termination of enrollment process may be initiated. Funds will be recouped.
13. **Fraud/Misrepresentation:** If the provider is found to have committed fraud, the termination of enrollment process shall be initiated. Funds may be recouped for the period of time when the provider did not qualify for the funds. (See XVI. Fraud).
14. **Owner, Director, and/or Operator Guilty of Fraud in A State-Funded or Federally-funded Program:** If an owner/operator is found guilty of committing fraud in another state-funded or federally funded-program, the termination of enrollment process shall be initiated. If a director is guilty of committing fraud in another state-funded or federally-funded program and the director is retained in the capacity as director of the facility, the termination of enrollment process will be initiated.
15. **Verbal or Physical Abuse by Provider:** If a provider curses or yells at any SCDSS staff employed with the Division of Early Care and Education, the provider will be sent a certified letter after the 1st offense. The letter will describe the incident and inform the provider that another such incident will result in termination being initiated. If the provider threatens, or physically assaults any staff during the course of conducting ABC business, termination of enrollment will be initiated.
16. **Refusal to Allow SCDSS Representatives Access to the Facility:** If a provider refuses to allow an ABC Quality or Child Care Licensing staff

access to the premises or in the building of an enrolled child care facility, and the ABC/DSS staff is on official business during operating hours of the facility and the provider is open for business, the provider will be sent a certified letter after the 1st offense, describing the incident. If ABC/DSS staff are denied access during any future visits, the termination of enrollment process will be initiated. Upon the 2nd incident, the termination of enrollment process shall be initiated immediately.

17. **Smoking/Consumption of Alcoholic Beverages/ Use of Non-Prescription Narcotic or Illegal Substances on the Premises:** If a provider has three documented incidents of violating Child Care Licensing Regulation # 114-505A during the hours the program is in operation, the termination of enrollment process shall be initiated.
18. **Family Child Care Home Operator employed Outside Home:** If it is found that the operator of a Family Child Care Home, who was enrolled after this policy went into effect (3/01/19), is working outside the home, ABC Quality will send a letter to the provider explaining that policy prohibits them from doing so and giving them an opportunity to correct. If, after this is done, it is discovered the operator is still working outside the home or the provider refuses to comply, then the termination of enrollment process shall be initiated.

2) **EXCEPTIONS TO TERMINATION OF PROVIDER ENROLLMENT**

The following terminations **are not appealable**. In the following situations, even though ABC Quality considers this a closing of the provider's file, SC Voucher terminates the provider's enrollment in the SC Voucher System and sends the provider a termination letter. The following are reasons a provider would be terminated:

1. **Provider has closed the program or vacated the facility and did not notify ABC Quality.** Example: Quality Assessor conducts unannounced visit and finds facility abandoned. Program will attempt to reach provider by phone. If unsuccessful, the file will be closed and ABC will notify Child Care Licensing. If ABC clients are connected, SC Voucher will contact the parents immediately. Should the provider reopen at another location and wish to apply for enrollment, they must wait one year before they can reapply.
2. **ABC Quality cannot reach anyone either at the facility (on-site) or by phone during the normal hours of operation.** ABC Quality will send a letter notifying the provider they must contact ABC Quality within five working days of receipt of the letter or their file will be closed. If there is no response by the provider, the file will be closed, Child Care Licensing will be notified, and the provider must wait one year before they can reapply. If ABC clients are connected, SC Voucher will contact the parents immediately.

3. **Facility Ownership Changes.** A provider must immediately notify ABC Quality of any changes in ownership of the facility. A change in ownership invalidates the enrollment agreement as it is not transferrable. It also invalidates the DSS License, Registration, or exemption verification. The provider's file will be placed in a closed status. The new owner may apply for enrollment by completing the application process and meeting the enrollment requirements. There is no wait period for the new owner.

The provider must notify ABC Quality at least 30 days prior to the sale. **VERY IMPORTANT NOTE:** It is extremely crucial to notify ABC Quality of the sale of the facility so that payment under the provider's TAX ID number can be stopped. If the provider fails to do this and the new owner continues to receive the SVLs and submits them, payment will continue to be made under the original provider's TAX ID, and thus they are responsible for payment of taxes due. When the new owner keeps the same facility name, it is easy for them to deposit the checks. In order to correct this and ensure that the provider selling the facility doesn't have to pay taxes on this money, ABC Quality must recoup funds from the provider selling the facility (even though they may have never received the funds) and then reissue a check to the new owner under their TAX ID number. ABC Quality cannot be held responsible when providers fail to notify them of the sale. Providers should NOT send this notification in with their last SVL, but must call or write ABC Quality directly.

4. **Facility Moves:** If the facility moves to another location, and the provider has not obtained a regulatory document for the new location, the agreement is null and void as it is address specific.
5. **Child Care Licensing closes the provider's file:** If Child Care Licensing has closed the file, meaning the provider no longer has a License or Registration, then ABC will also close the provider's file. If ABC children are still connected, then SC Voucher will notify the clients.
6. **Provider Has No Children Enrolled (private-pay or ABC):** When providers do not have children enrolled, ABC Quality cannot conduct observations and therefore the provider is unable to meet Process Quality Indicators. Providers who have not had any children (private-pay and ABC) for at least one year will be closed.

XIV. WAITING PERIOD FOR RE-ENROLLMENT

Providers must wait one calendar year from the actual termination date before they can reapply to ABC Quality. This applies to the following:

- The provider voluntarily terminates the Provider Enrollment Agreement
- ABC Quality initiates the termination of the Provider Enrollment Agreement
- Upon expiration of the Provider Enrollment Agreement, ABC Quality does not renew the agreement

If a provider appeals ABC Quality's decision to terminate the ABC Enrollment Agreement, the actual termination date would be the date the appeals process ends.

Exemption of Waiting Period

If extenuating circumstances exist, the Director of Early Care and Education may grant an exemption to the 1 year wait to reapply for enrollment, if recommended by ABC Quality. No exemption will be granted for providers who are terminated for failure to maintain History of Compliance with regulatory requirements.

XV. ENROLLMENT/RE-ENROLLMENT EXCEPTIONS

At anytime a new provider requests enrollment, ABC Quality has the right to request the owner to submit legal documentation verifying ownership or change of ownership. This would include documents signed by a real estate attorney and deed if the building was purchased. If the building the provider is in is leased and just the business is sold, then legal documents from an attorney and any other documents that can verify a purchase was made such as a cancelled check from the owner to the seller, or any financial document showing a transaction was made. An IRS FEIN Letter and a Limited Liability Corporation (LLC) document are not acceptable as proof of such transaction. ABC Quality also reserves the right to request the owner to provide a notarized statement that the previous owner has no financial or personal interest or association (to include working there) with the child care facility. Even if Child Care Licensing gives a License to the program, ABC Quality is under no obligation to offer enrollment. ABC Quality reserves the right to deny enrollment.

A. The following are reasons a provider is ineligible to enroll or re-enroll in ABC Quality.

1. **Death of a Child** - When a negative action by a provider results in the death of a child at a facility.
2. **Fraud** - Providers found guilty in court of committing or who have committed fraud with ABC Quality or SC Voucher.
3. **Falsified Documents** – Providers who falsify or misrepresent official or legal documents (i.e., birth certificates, degrees, transcripts, etc.), or other ABC program documents (SVL, attendance records) and submit them to the ABC Quality or to Child Care Licensing.
4. **Administrative or Judicial Determination of Abuse and/or Neglect** – If the name of the facility's owner is on the Central Registry of Abuse and Neglect, the facility is ineligible for enrollment, even if the owner is not on-site during the hours of operation. Facilities with employees whose name is on the Central Registry of Abuse and Neglect are also ineligible for enrollment as long as the employee continues to be employed and/or present at the facility.

5. **Ineligibility to Participate in Publicly Funded Programs** – Any institution or its principals who are ineligible for any other publicly funded program due to the above criteria are prohibited from participating in ABC Quality at any level. However, this prohibition does not apply if the institution or principal has been fully reinstated in, or determined eligible for, that program, including the payment of any debts owed.
6. **Providers Who are on a Corrective Action Plan (CAP) with Child Care Licensing or have an open OHAN investigation** - Providers who are on a CAP with Child Care Licensing are not meeting the History of Compliance to Licensing Regulations and thus cannot enroll until the completion of the CAP. Any provider that has an open OHAN investigation cannot enroll until the case has been successfully resolved.
7. **Family Child Care Home Operators who are Employed Outside the Home during the Hours of Operation** - the primary operator is the person whose name is on the Registration/License. They cannot be employed at another job during the hours they indicate their family child care home is in operation.
8. **Providers Operating in Strip Malls or Buildings which do not have a Designated Safe Outside Play Area for children** – the program must provide a designated safe area away from vehicular traffic or other possible hazards. If cars are present, the program must provide secure barriers for protection against bodily injury.
9. **Providers With Two Occurrences of an Adverse Action Taken Against them and/or Have Not Been Offered Another Agreement by ABC Quality** – If there have been at least two instances whereby the provider was either terminated by ABC Quality and ABC was upheld, or if ABC Quality could not offer the provider another Enrollment Agreement, the provider cannot re-enroll. This can be two instances of the same or a combination.
10. **Providers Who Received A Grant And Did Not Comply With The Terms And Conditions Of The Grant** - the provider did not meet the terms and conditions of the grant, i.e. provider did not stay enrolled for the stated amount of time, and the funds were not paid back.
11. **Two Providers Within The Same Physical Structure Or Address** – When an existing provider wants to enroll a second program, and the program is housed either within the same structure or property, and is not covered under separate DSS License or Approvals, then the second program cannot be enrolled. Example: a licensed program is enrolled to serve ages 6 weeks to age 6. Provider wants to enroll an exempt program for ages 6 to 12 years of age at the same location or address, then this is not allowed.

12. **Providers Who Have Operated Illegally** – 1) Providers who have been cited for operating a program without a permit (illegal operation) by Child Care Licensing prior to applying with ABC or 2) if an existing ABC Quality provider is either found to be operating illegally at the enrolled site (e.g. a License-Exempt is operating more than 4 hours per day), or if the provider is operating another location that is deemed an illegal operation. ABC Quality reserves the right to deny enrollment.
13. **Providers Who Have Been Terminated Previously for an offense that could have impacted the health & safety or well-being of the child(ren)** - If the provider was terminated or their Agreement was not renewed for certain reasons, then ABC Quality reserves the right to deny the opportunity for a provider to re-enroll. Examples of reasons are as follows, but not limited to: a Significant Event as defined under History of Compliance, hiding children from DSS employees so as to not be cited for being out of ratio/over-capacity, or were serving children at locations unknown to SCDSS employees.

B. The following are reasons a provider may be ineligible to enroll:

1. **Providers Whose Primary Business is not Child Care** – Providers whose primary business is not child care (e.g. karate/martial arts, dance studios, gymnastics and tutoring facilities) will be staffed on a case-by-case basis and ABC Quality reserves the right to deny enrollment. Existing programs in ABC Quality can remain enrolled.
2. **Providers Who Change Ownership when negative actions have been taken by DSS** – These will be staffed on a case-by-case basis, and ABC Quality reserves the right to deny enrollment.
3. **Providers Who were terminated for the use of Corporal Punishment** – These will be staffed on a case-by-case basis, and ABC Quality reserves the right to deny enrollment. If ABC Quality allows the provider to re-enroll, the provider will be required to provide documentation that they have taken at least 3 hours of training specifically related to behavior and guidance. This can be formal training or training provided by a technical assistance provider.

XVI. FRAUD

ABC Quality takes fraud very seriously. It is our intent through these Provider Business Procedures and Provider Agreement that ABC Quality strives to make known its expectations of providers for participation in the program, along with subsequent consequences for non-compliance.

ABC Quality maintains a 1-800 number for complaints and this number can be used by the public to reports complaints and incidents of fraud.

Definition:

ABC refers to fraud as the following (but not limited to):

- 1) -Intentionally making a false statement;
-Misrepresentation regarding a material fact;
-Failure to disclose a material fact/information; or
-Any action that results in obtaining, attempting to obtain, or continuing to receive ABC funds, which the provider would not otherwise qualify to receive, or to circumvent or help others circumvent the requirements of ABC Quality.

Examples of this could include billing clients for services when payment is being received through SC Voucher for the service; serving children at unauthorized locations; continuing to bill for clients who have left the program, allowing another provider or location that is not enrolled to use your Federal ID or Social Security number to connect children, collecting the payment and distributing it to them; submitting falsified documents such as a high school diploma/degree and CPR/First aid cards, etc.

- 2) Conviction of fraud in a federal/state court with ABC Voucher or ABC Quality
- 3) Billing for services and receiving payment for services or goods that were not obtained in accordance with requirements of ABC Quality, the Provider Agreement and ABC Provider Business Procedures.

Any complaint or suspicion of fraud will be investigated by ABC Quality. ABC Quality may conduct investigations alone or in conjunction with other Division of Early Care and Education staff. As an ABC Quality provider, you must agree to cooperate with the investigation which may be by allowing an on-site visit(s) or by providing requested documents.

If ABC determines there is evidence to support the claim of fraud, or if the provider refuses to cooperate with the investigation, then ABC will initiate termination and funds could be recouped.

XVII. GRANTS

As funds permit, ABC Quality may be able to offer Grants to providers. Federal requirements prohibit the use of grant funds for start-up costs for child care providers. Providers who receive a grant(s) must stay in the program for the period required in the grant agreement and comply with all terms and conditions of the grant. If the provider does not comply by staying in the program for the required amount of time or does not purchase the approved items in the grant, recoupment of grant funds will be initiated for all or part of the grant as applicable. This will be done, if possible, by withholding the provider's last payment. **Grant Recoupments are not appealable.** Therefore, providers should evaluate their personal situations before committing to the requirements of the grant.

If a previous recoupment has been initiated against the provider perhaps because of an audit, overpayment, or if the provider owes money to the Government due to an IRS lien, and funds are being recouped from the provider through their payments, then the provider will not be eligible for any grants offered at that time due to the fact that SC

Voucher will automatically take the grant money in payment towards the recoupment or lien. If at the time a grant is offered, and the provider is under a repayment for an IRS Lien, the provider should not enter into the grant as the IRS will intercept this money for repayment.

Failure to use grants funds properly may result in the initiation of an audit by the ABC Quality or SCDSS Audit staff and disqualifies the provider from future grant opportunities.

XVIII. APPEALS PROCESS

The provider may appeal any decision that results in any adverse actions such as termination or de-enrollment of an age group **pursuant to the SCDSS's regulations [Reg. 126150, et seq.]**. The following is not appealable: 1) the natural ending of the provider enrollment period based on the expiration date, 2) provider closure, 3) failing the assessment scores during an enrollment visit, and 4) Interim Status.

To appeal the decision, a request must be made in writing within 30 days from receipt of the letter notifying the provider of the negative action. The request may be made by the provider or a person acting on his/her behalf, such as a legal representative, relative, or friend. Staff must not impede, limit, or interfere in any way with the client's right to request a fair hearing.

The request for appeal must be directed to:

Director, Division of Appeals and Hearings
South Carolina Department of Social Services
Post Office Box 1520
Columbia, South Carolina 29202-1520

If the request for appeal is not submitted to SCDSS within the 30 day period, the right to challenge termination will be lost and the decision will become final.

Once the Division of Appeals and Hearings receives a written request from a provider for a hearing, they will notify the provider in writing of the date and time for the hearing. Provider appeal hearings are held by SCDSS. A decision is not made on the day of the hearing. The decision is made by an outside designee after reviewing the testimony and evidence. If the decision rendered is not agreeable to the provider, the provider may appeal further to the Administrative Law Court which is outside of DSS for judicial review of their case. Any costs associated with this is the responsibility of the provider.

ABC CLIENTS DURING AN APPEAL:

Once a provider has requested an appeal, either for ABC Quality or Child Care Licensing, no new connections for ABC clients will be allowed to be made to the provider. Providers may continue serving current children connected through the end of their current eligibility period. If they are renewed for another eligibility period, this is considered a "new connection" and thus they will not be able to continue to select you, and thus will have to find another child care placement. The Director of Early Care and Education can

decide to remove all ABC children immediately from the facility, if it is determined that the health and/or safety of the children is being jeopardized.

XIX. GLOSSARY OF TERMS

Definitions of key terms are presented to ensure clarity and understanding. These definitions express the administering agency's intent and meaning for the terms identified.

ABC Quality Rating & Improvement System (ABC Quality):

A Quality Rating & Improvement System, the South Carolina statewide child care assistance program along with SC Voucher funded by Child Care and Development Fund (CCDF), Social Services Block Grant (SSBG) and state match. ABC Quality is the first point of contact for providers (except for Family, Friend & Neighbor) wishing to participate and serve children through SC Voucher. There are two offices of ABC Quality.

Absenteeism:

When the child is **not** present (absent all day) at the provider's facility during the service unit (week) either due to illness, vacation, or court ordered non-custodial visitation or for other known or unknown reasons.

Activity Fees

Activity fees are considered other fees charged by the provider to parents such as transportation fees, or special activity fees, etc. These fees are the responsibility of the parent.

Authorized Service Period:

The specific time frame that child care services are authorized for a client and a specific provider.

Billing Rate:

The provider's weekly service rate minus any applicable client fee, and any discount for a second child.

Care Type:

The age groups 0-2 years, 3-5 years, 6-12, and 13-18 years in which the provider has enrolled with ABC Quality. Providers cannot offer services to ABC clients or receive payment for service in a care type in which they have not been enrolled.

Center-based Care:

Facility licensed by DSS to serve 13 or more children.

Child:

The recipient of child care services.

Child Name:

The first name of the child.

Child Number:

This is the client's Social Security number plus the two-digit code 01, 02, etc. assigned to the child. It identifies the child for the purpose of payment and system activities. **Providers should never change the assigned child number.**

Client:

An individual who has met the eligibility criteria and is funded for child care.

Client Fee:

That portion of the provider's weekly service rate (cost) which is based on the client's family size and income, and paid by the client directly to the provider. The fee amount is established by SCDSS on the basis of family size and gross family income. The client fee portion of the child care cost is paid by the client directly to the provider.

Client Number:

The client's Social Security number. This number identifies all client activity in the system.

Client Termination of Eligibility:

Action taken when the client is no longer eligible for services. Once notified that the client's eligibility is terminated, the provider is not eligible for payment for services.

Connected:

A start and stop date for a client receiving services (linked to a specific provider) within SC Voucher.

Denial:

When an applicant is denied child care assistance due to inability to meet eligibility criteria or failure to comply with application requirements.

Eligibility Criteria:

Criteria all providers must meet in order to enroll and maintain enrollment in ABC Quality. The eligibility criteria is found in the document "*Understanding ABC Quality*" for regulated providers, and "*ABC Quality License-Exempt Manual*" for License Exempt providers.

Eligibility Period:

The amount of time authorized for the individual child to receive child care services.

End Date:

The last date of service authorization.

Facility Cost:

The cost a provider charges all parents for a week of child care. Note: Parents are responsible for the difference between the facility cost and the amount paid by SC Voucher, plus any applicable client fee.

Family Child Care Home:

Home registered or licensed by DSS to serve no more than 6 children.

Family Independence Act of 1995:

An Act passed by the South Carolina General Assembly to require the DSS to emphasize employment and training with only a minor welfare component. The Act specifies action required by DSS to implement “Welfare Reform”. It also specifies requirements for applicants and recipients in order to receive financial assistance.

Family Independence: (FI)

Child care assistance provided to current FI stipend clients to encourage participation in approved employment, education, or training activities. These requirements are met through the Family Independence Program in South Carolina in an effort to emphasize parental responsibility and self-sufficiency.

Family Independence Stipend:

A monthly payment made to a family who meets the required eligibility standards; previously referred to as Welfare or AFDC.

Field Trip:

A trip planned by the program to take students to an outside location to study/experience something first-hand. The purpose of the trip is recreational or educational and occurs at facilities or institutions open to the public where a fee may or may not be charged. Field trips should provide students with different experiences outside their everyday activities. The objective of a field trip is to learn, be exposed to a different environment, and be able to try new things. Examples of field trips can include, but are not limited to: Museums, Zoological Parks, Public Parks, Nature Centers, Bowling, Skating, Movies, Library, Animal Farms, Fire Stations, etc. Other types of field trips can be staffed on a case-by-case basis.

Foster Care:

Children who are in the custody of DSS and placed out of their home by and/or under the supervision of DSS.

Full-Time Care:

Thirty or more hours of child care service provided during one week.

Funded:

Any child for whom dollars have been allocated in their name.

Group Child Care Home:

Home licensed by DSS to serve no more than 12 children.

Half-Time Care:

Less than thirty (30) hours, but more than fifteen (15) hours of child care service provided during one week.

Inclement Weather:

Inclement weather is defined as a wind chill factor at or below 20 degrees Fahrenheit or at or above a heat index of 90 degrees Fahrenheit by the American Academy of Pediatrics, American Public Health Association, and the National Resource Center for Health and Safety in Child Care and Early Education (2010)

Interim Status:

A status whereby providers are placed when there is non-compliance to regulatory requirements. Providers remain enrolled in ABC Quality with their current ABC Level. However, providers will not be allowed to make new ABC connections, nor are they eligible for grants or scholarship opportunities while in the Interim Status.

Less than Half-Time Care:

Less than fifteen (15) hours of child care service provided during a week. No registration fee is allowed for this care-type. This care-type applies only to Welfare Reform participants receiving subsidized child care and must be used in conjunction with full and half-time care.

Level A:

Programs meeting advanced elements of quality as defined through Standards and Indicators.

Level B:

Programs meeting intermediate elements of quality as defined through Standards and Indicators.

Level C:

Programs meeting basic elements of quality as defined through Standards and Indicators.

License-Exempt Provider:

A provider who by definition does not meet the requirements to be a licensed facility. License-Exempt Providers must operate less than 4 hours per day during the school year which includes transportation time if so provided, and during the summer may only operate in less than 3-week increments of time with a break in-between. License-exempt providers cannot serve children under age 5.

Maximum Rate:

Maximum weekly rates established by SCDSS on the basis of a market rate survey of urban and rural counties, type of facility, and care types.

Office of Out of Home Abuse and Neglect (OHAN):

Located within SCDSS, this office is responsible for investigating complaints reported regarding incidents that occur outside a child's home environment, such as day care facilities, foster homes, etc.

Payable Adjustment:

The process of paying the provider for additional monies due them.

Provider Identification Number:

The Federal Employer Identification Number [FEIN] or Social Security number of the provider. This number identifies the provider for purposes of payment, tracking and reporting.

Receivable Adjustment:

The process of recouping monies that were paid to the provider that were not due them.

Registration Fee:

A fee providers charge to clients participating in a child care program. Registration fees are set amounts established by the provider to cover costs not included in the weekly rate. Providers may not charge ABC clients a fee that exceeds what is charged to private-paying clients in the child care program. A Provider is not eligible for a registration fee for clients receiving less than half-time care. SC Voucher will pay the registration fee to providers up to an established program maximum. **The provider may require the client to pay the fee if the client has used up their ABC allocation for registration fees.**

Remittance Advice:

A document included with the provider's check. There are three different types:

- 1) Paid Remittance Advice: indicates what clients and weeks were paid;
- 2) Rejected Remittance Advice: indicates which clients and weeks were not paid and the reason;
- 3) Adjusted Remittance Advice: indicates if funds were deducted from the provider's check, the amount, and the reason.

SC Child Care Resource & Referral Network (SC-CCR&RN):

A partner agency with ABC Quality who provides services to child care providers related to technical assistance for licensing regulations and the requirements of ABC Quality. There is no cost for this service.

SC Voucher (Control Center):

The authorized child care voucher system management center that is available to provide assistance to clients and providers, and to handle child care applications, funding and connecting.

- Providers call: 1-800-262-4416 for notification requirements and/or questions concerning ABC Program procedures.
- Parents call: 1-800-476-0199 for any questions.

Service Codes:

Those codes assigned to identify the type of payment being made to the provider, i.e. CS for client services, GR for grant request, and RF for registration fees.

Service Cost:

The provider rate as reflected in the SC Voucher.

Service Unit:

One week of child care [Monday - Sunday]. A service unit may be for half-time, fulltime, or less than half-time child care.

Service Voucher Log [SVL]:

A pre-printed payment request form used to process payments to providers for eligible clients.

South Carolina Department of Social Services [SCDSS]:

The administering state agency for ABC Quality and SC Voucher and the agency responsible for administering the Welfare Reform, Family Independence Program.

Staffing Provider:

An internal process whereby ABC Quality staff, which includes managers and assessors, reviews the facts of a provider's situation and the policies and procedures of ABC Quality before making any decisions that would bring adverse actions for the provider.

Start Date:

The date services are authorized to begin by DSS/SC Voucher.

Stop Date:

The last date of service authorization.

Tracking:

A written procedure to account for the presence of each child as the child enters and exits the premises, enters and exits a vehicle, or moves to a new location in or around the center.

Weather Permitting:

Weather permitting means no heavy precipitation, thunder, lightning, or weather advisory.

Week:

Monday through Sunday.