

# FFY2025-2027 Child Care and Development Fund State Plan

## Section 1: CCDF Program Administration

Strong organizational structures, operational capacity, and partnerships position States and Territories to administer CCDF efficiently, effectively, and collaboratively.

This section identifies the CCDF Lead Agency, CCDF Lead Agency leadership, and the entities and individuals who will participate in the implementation of the program. It also identifies the partners who were consulted to develop the Plan.

### 1.1 CCDF Leadership

The governor of a State or Territory must designate an agency (which may be an appropriate collaborative agency) or establish a joint interagency office to represent the State or Territory as the Lead Agency. The Lead Agency agrees to administer the program in accordance with applicable federal laws and regulations and the provisions of this Plan, including the assurances and certifications.

#### 1.1.1 Designated Lead Agency

Identify the Lead Agency or joint interagency office designated by the State or Territory. OCC will send official grant correspondence, such as grant awards, grant adjustments, Plan approvals, and disallowance notifications, to the designated contact identified here.

i. Lead Agency or Joint Interagency Office Information:

Name of Lead Agency: *Georgia Department of Early Care and Learning*

Street Address: *2 Martin Luther King Jr. Drive, SE, Suite 754*

City: *Atlanta*

State: *Georgia*

ZIP Code: *30334*

Web Address for Lead Agency: *www.decal.ga.gov*

ii. Lead Agency or Joint Interagency Official Contact Information: Lead

Agency Official First Name: *Amy*

Lead Agency Official Last Name: *Jacobs*

Title: *Commissioner*

Phone Number: *404-651-7432*

Email Address: *Amy.Jacobs@decal.ga.gov*

#### 1.1.2 CCDF Administrator

Identify the CCDF Administrator designated by the Lead Agency, the day-to-day contact, or the person with responsibility for administering the State's or Territory's CCDF program. The OCC will send programmatic communications, such as program announcements, program instructions, and data collection instructions, to the designated contact identified here. If there is more than one

designated contact with equal or shared responsibility for administering the CCDF program, identify the Co-Administrator or the person with administrative responsibilities and include their contact information.

a. CCDF Administrator Contact Information:

CCDF Administrator First Name: *Ira*

CCDF Administrator Last Name: *Sudman*

Title of the CCDF Administrator: *General Counsel*

Phone Number: *470-631-1017*

Email Address: *Ira.Sudman@decalf.ga.gov*

b. CCDF Co-Administrator Contact Information (if applicable):

CCDF Co-Administrator First Name: *Woody*

CCDF Co-Administrator Last Name: *Dover*

Title of the CCDF Co-Administrator: *Enterprise Project Management Director*

Phone Number: *404-463-0741*

Email Address: *Woody.Dover@decalf.ga.gov*

Description of the Role of the Co-Administrator: *As CCDF Co-Administrator, Mr. Dover worked closely with Mr. Sudman to oversee the development of Georgia's State Plan and works to ensure that the Lead Agency implements the plan as written. Ira Sudman (Ira.Sudman@decalf.ga.gov) and Wood Dover (Woody.Dover@decalf.ga.gov) are the day-to-day contacts for the State Plan.*

## 1.2 CCDF Policy Decision Authority

The Lead Agency has broad authority to administer (i.e., establish rules) and operate (i.e., implement activities) the CCDF program through other governmental, non-governmental, or public or private local agencies as long as the Lead Agency retains overall responsibility for the administration of the program. Administrative and implementation responsibilities undertaken by agencies other than the Lead Agency must be governed by written agreements that specify the mutual roles and responsibilities of the Lead Agency and other agencies in meeting the program requirements.

### 1.2.1 Entity establishing CCDF program rules

Which of the following CCDF program rules and policies are administered (i.e., set or established) at the State or Territory level or local level? Identify whether CCDF program rules and policies are established by the State or Territory (even if operated locally) or whether the CCDF policies or rules are established by local entities, such as counties or workforce boards.

Check one of the following:

All program rules and policies are set or established by the State or Territory. (If checked, skip to question 1.2.2.)

Some or all program rules and policies are set or established by local entities or agencies. If checked, indicate which entities establish the following policies. Check all that apply;

Eligibility rules and policies (e.g., income limits) are set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Sliding-fee scale is set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Payment rates and payment policies are set by the:

- State or Territory
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Licensing standards and processes are set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Standards and monitoring processes for license-exempt providers are set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

Quality improvement activities, including QIS, are set by the:

- State or Territory.
- Local entity (e.g., counties, workforce boards, early learning coalitions).
- Other. Identify the entity and describe the policies the entity can set: [Enter Text](#)

### 1.2.2 Entities implementing CCDF services

The Lead Agency has broad authority to operate (i.e., implement activities) through other agencies, as long as it retains overall responsibility for CCDF. Complete the table below to identify which entity(ies) implements or performs CCDF services.

Check the box(es) to indicate which entity(ies) implement or perform CCDF services.

CCDF Activity	CCDF Lead Agency	TANF Agency	Local Government Agencies	CCR&R
i. Who conducts eligibility determinations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Who assists parents in locating child care (consumer education)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Who issues payments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Who monitors licensed providers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Who monitors license-exempt providers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Who operates the quality improvement activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other. List and describe any other State or Territory agencies or partners that implement or perform CCDF services and identify their responsibilities. *The Lead Agency does not enlist any other State agency or partner to implement or perform CCDF services beyond what was selected in 1.2.2.a.*

### 1.2.3 Written agreements and oversight

For any activities performed by agencies other than the Lead Agency as reported above in 1.2.1 and 1.2.2, identify the processes the Lead Agency uses to oversee and monitor CCDF administration and implementation activities to retain overall responsibility for the CCDF program.

Check and describe how the Lead Agency includes in its written agreements the required elements. Note: The contents of the written agreement may vary based on the role the agency is asked to assume or type of project but must include, at a minimum, the elements below.

#### a. Tasks to be performed.

- i.  Yes. If yes, describe: : *CCR&Rs are responsible for supporting access to high quality programs in their assigned region. This support includes providing coaching and technical assistance to providers participating in the state's QRIS. Additionally, CCR&Rs will serve as regional hubs to support families and the workforce. Using available data and their well-established relationships in their communities, CCR&Rs will help families identify high quality care and will support the workforce in attaining credentials and ongoing training. See Section 8.3 for more*

*details.*

No. If no, describe: Enter Text

b. Schedule for completing tasks.

Yes. If yes, describe: *Tasks and performance measures are established on an annual basis with each contract renewal. Data from the previous year along with any new agency priorities are reviewed to determine each year's expectations and tasks.*

No. If no, describe: Enter Text

c. Budget which itemizes categorical expenditures in accordance with CCDF requirements.

Yes. If Yes, describe: *The Lead Agency engages in a periodic Request for Proposals (RFP) process to identify organizations to serve as CCR&Rs in each region. The RFP process establishes baseline budgets in the following categories: Personnel, Regular Operating, Administrative, Travel, Equipment, Facility Costs, Contracts, Telecommunications, and Professional Development. Budgets are reviewed on an annual basis and are adjusted as needed based on any new contractual requirements, review of expenditures from the previous year, audit findings (if appropriate), and increasing costs due to inflation or other factors.*

No. If no, describe: Enter Text

d. Indicators or measures to assess performance of those agencies.

Yes. If Yes, describe: *The Lead Agency enters into an annual contract with each of its six regional CCR&Rs. Annual performance measures identified in the contracts are established based on data from the previous year's work as well as upcoming agency priorities and needs. CCR&Rs work with Lead Agency staff to develop action plans for meeting each performance measure. Quarterly reports must be submitted demonstrating progress toward meeting goals and plans for addressing any roadblocks. The Lead Agency's internal research team also supports monitoring of CCR&Rs by providing analysis of internal data, such as star ratings and information on licensed providers in the region. This information is provided to CCR&Rs and Lead Agency staff to support continued progress. Action plans are updated on a quarterly basis to ensure CCR&Rs are continuing to make adequate progress toward performance measure targets. When needed, a corrective action plan is developed for CCR&Rs not making adequate progress.*

No. If no, describe: Enter Text

e. In addition to the written agreements identified above, describe any other monitoring and auditing processes used to oversee CCDF administration. *In addition to the monitoring activities described above, each CCR&R is subject to an annual audit by the Lead Agency's Audits and Compliance unit. The audit focuses on annual expenditures to ensure federal funding requirements are met and all expenses are allowable under CCDF regulations. Further, each region is expected to complete a risk assessment on an annual basis as a prerequisite to securing the next year's contract. CCR&Rs must also provide staffing plans, hiring practices, and salary/promotion guidelines annually.*

#### 1.2.4 Information systems availability

##### Certification of shareable information systems

Does the Lead Agency certify that to the extent practicable and appropriate, any code or software for child care information systems or information technology for which a Lead Agency or other agency expends CCDF funds to develop is made available to other public agencies? This includes public agencies in other States for their use in administering child care or related programs.

Yes.

No. If no, describe: Enter Text

#### 1.2.5 Confidential and personally identifiable information

##### Certification of policies to protect confidential and personally identifiable information

Does the Lead Agency certify that it has policies in place related to the use and disclosure of confidential and personally identifiable information about children and families receiving CCDF assistance and child care providers receiving CCDF funds?

Yes.

No. If no, describe: Enter Text

### 1.3 Consultation in the Development of the CCDF Plan

The Lead Agency is responsible for developing the CCDF Plan, and consultation with and meaningful input and feedback from a wide range of representatives is critical for CCDF programs to continually adapt to the changing needs of families, child care programs, and the workforce. Consultation involves meeting with or otherwise obtaining input from an appropriate agency in the development of the State or Territory CCDF Plan. As part of the Plan development process, Lead Agencies must consult with the following:

- (1) Appropriate representatives of units of general-purpose local government. General purpose local governments are defined by the U.S. Census at [https://www2.census.gov/govs/cog/g12\\_org.pdf](https://www2.census.gov/govs/cog/g12_org.pdf)
- (2) The State Advisory Council (SAC) on Early Childhood Education and Care (pursuant to 642B(b)(1)(A)(i) of the Head Start Act) or similar coordinating body pursuant to 98.14(a)(1)(vii).
- (3) Tribe(s) or Tribal organization(s) within the State. This consultation should be done in a timely manner and at the option of the Tribe(s) or Tribal organization(s).

#### 1.3.1 Consultation efforts in CCDF Plan development

Describe the Lead Agency's consultation efforts in the development of the CCDF Plan, including how and how often the consultation occurred.

- a. Describe how the Lead Agency consulted with appropriate representatives of general-purpose local government: *The proposed State plan was made available to all applicable government entities for review and comment.*

- b. Describe how the Lead Agency consulted with the State Advisory Council or similar coordinating body: *The proposed state plan was sent to the Georgia's Children's Cabinet (Georgia's State Advisory Council on Early Childhood Education and Care) for review and comment. The Commissioner of the Lead Agency is the co-chair of the Cabinet.*
- c. Describe, if applicable, how the Lead Agency consulted with Indian Tribes(s) or Tribal organizations(s) within the State: *Not applicable.*
- d. Identify other entities, agencies, or organizations consulted on the development of the CCDF Plan (e.g., representatives from the child care workforce, or statewide afterschool networks) and describe those consultation efforts: *The Lead Agency solicited feedback from other governmental entities, professional organizations, advocacy groups, and the Lead Agency's advisory group.*

### 1.3.2 Public hearing process

Lead Agencies must hold at least one public hearing in the State or Territory, with sufficient Statewide or Territory-wide distribution of notice prior to such a hearing to enable the public to comment on the provision of child care services under the CCDF Plan.

Describe the Statewide or Territory-wide public hearing process held to provide the public with an opportunity to comment on the provision of child care services under this Plan.

- i. Date of the public hearing: *The public hearings were held on May 29, 2024 and May 30, 2024.*

Reminder: Must be no earlier than January 1, 2024. If more than one public hearing was held, enter one date (e.g., the date of the first hearing, the most recent hearing date, or any hearing date that demonstrates this requirement).

- ii. Date of notice of public hearing: *May 6, 2024*
- iii. Was the notice of public hearing posted publicly at least 20 calendar days prior to the date of the public hearing?
  - Yes.
  - No. If no, describe: *Enter Text*
- iv. Describe how the public was notified about the public hearing, including outreach in other languages, information on interpretation services being available, etc. Include specific website links if used to provide notice. *The public was notified by placing an advisory on the Lead Agency's website, mass email to stakeholders, and through multiple social media platforms. If requested, the Lead Agency uses a translation service that provides translation for multiple languages. <https://www.decal.ga.gov/BFTS/CCDFPlan.aspx>*
- v. Describe how the approach to the public hearing was inclusive of all geographic regions of the State or Territory: *All public hearings were conducted virtually. The virtual public hearings allowed all Georgia citizens interested in making public comment to attend and allowed their voices to be heard.*
- vi. Describe how the content of the Plan was made available to the public in advance of the

public hearing (e.g., the Plan was made available in other languages, in multiple formats, etc.): *The Plan was made available on the Lead Agency's website, social media platforms, and in local media.*

- vii. Describe how the information provided by the public was taken into consideration regarding the provision of child care services under this Plan: *All written and verbal comments made by the public were reviewed, considered, and incorporated into the Plan if deemed necessary and applicable.*

### 1.3.3 Public availability of final Plan, amendments, and waivers

Lead Agencies must make the submitted and approved final Plan, any approved Plan amendments, and any approved requests for temporary waivers publicly available on a website.

- a. Provide the website link to where the Plan, any Plan amendments, and/or waivers (if applicable) are available. Note: A Plan amendment is required if the website address where the Plan is posted is changes.  
<http://www.decal.ga.gov/BftS/CCDFPlan.aspx>
- b. Describe any other strategies that the Lead Agency uses to make submitted and approved CCDF Plan and approved Plan amendments available to the public. Check all that apply and describe the strategies below, including any relevant website links as examples.
- i.  Working with advisory committees. Describe: *Information about the Plan was shared with the Lead Agency's advisory committee.*
- ii.  Working with child care resource and referral agencies. Describe: *Information about the Plan was shared with child care resource and referral agencies.*
- iii.  Providing translation in other languages. Describe: *If requested, the Lead Agency uses a translation service that provides translation for multiple languages.*
- iv.  Sharing through social media (e.g., Twitter, Facebook, Instagram, email). Describe: *Information was posted and shared through the Lead Agency's social media platforms. The Lead Agency uses Facebook, Twitter, Instagram, and Pinterest.*
- v.  Providing notification to key constituents (e.g., parent and family groups, provider groups, advocacy groups, foundations, and businesses). Describe: *An e-mail blast was sent to all providers and applicable stakeholder groups with information about public hearings and with links to the State Plan.*
- vi.  Working with Statewide afterschool networks or similar coordinating entities for out-of-school time. Describe: *Information about the Plan was shared with statewide afterschool networks or similar coordinating entities*
- vii.  Direct communication with the child care workforce. Describe: *An e-mail blast was sent to all providers and applicable stakeholder groups with information about public hearings and with links to the State Plan.*

viii.  Other. Describe: