The Commonwealth of Massachusetts
Department of Early Education and Care

Designated Administrator	Field Operations Policy

- ❖ **Applicable to: Funded Programs**
- ❖ **Effective date: August 5, 2019**
- ❖ **Supersedes: New Policy**

POLICY STATEMENT

In 2014, the Federal Child Care Development Block Grant (CCDBG) Reauthorization Act became law. This law reauthorized Federal funding of the Child Care and Development Fund (CCDF), which is used primarily to provide States, Territories, and Tribes with funding for subsidized child care for low income families. The CCDBG Reauthorization included multiple changes to various requirements regarding the provision of child care. These changes were required in order to ensure that children are receiving care in the safest and highest quality environment possible.

In order to ensure timely adoption of certain requirements, the Department of Early Education and Care (EEC) is issuing new policies to clarify and explain these changes. **This policy describes EEC's Designated Administrator policy for Funded Programs.** Through this policy, EEC defines the role of the Designated Administrator and outlines all of the duties and responsibilities of theDesignated Administrator.

The Designated Administrator is the individual who is duly authorized to act as an agent of the program and who bears the ultimate responsibility for the program's compliance with CCDF requirements, whether or not she/he is the owner, director, principal, program administrator, or on-site manager for the program. All Funded Programs shall identify an individual to serve as the Designated Administrator for the program.

The Designated Administrator is authorized by the program to be responsible for, and held accountable by EEC for:

Background Record Checks
- Ensuring that an EEC Comprehensive Background Record Check ("BRC") process, including fingerprinting, is completed for herself/himself. *(Please note that the Designated Administrator must be deemed fully suitable by EEC in order to begin submitting BRCs for the staff through the BRC Navigator.)*

- Submitting BRCs for program staff, including but not limited to BRC requests, consent forms, and any other requirement necessary to complete BRCs for all employees, volunteers, and contracted staff.
- Making employment decisions, as needed, based on BRC suitability determinations.

Health and Safety Trainings
- Completing all required EEC Essentials training modules through EEC's online Learning Management System ("LMS"), which includes training on:
    - Transporting Children
    - Physical Premises Safety
    - Emergency Response
    - Introduction to First Aid and CPR
    - Hazardous Materials
    - Medication Administration
    - Infectious Diseases and Immunizations
    - Food Related Risk and Response
    - Shaken Baby Syndrome
    - Safe Sleeping Practices
    - Child Abuse and Neglect
- Ensuring that all program staff complete all required EEC Essentials training modules through EEC's online Learning Management System ("LMS") within the required timelines.

Compliance with Health and Safety Standards
- Working with the EEC Funded Program Monitor to establish and maintain ongoing compliance with all health and safety requirements.
- Ensuring that the program's services are carried out in compliance with EEC's Funded Program Compliance Requirements, including those related to:
    - Prevention and Control of Infectious Diseases
    - Safe Sleep Practices
    - Administration of Medication
    - Prevention and Response to Emergencies
    - Fire Safety
    - Building and Physical Premises Safety
    - Appropriate Supervision, Interactions, Discipline, and Prevention of Maltreatment
    - Transportation
    - Group Sizes and Adult-Child Ratios
    - Toileting and Diapering
    - Policies and Procedures
    - Record Keeping
- Ensuring that the program's own policies and procedures are carried out as required by EEC's Funded Program Compliance Requirements and the current voucher agreement, as issued by the Child Care Resource and Referral Agency (CCRR) on behalf of EEC.
- Representing the program with regard to any necessary communications related to monitoring, corrective actions, and funding eligibility.

- Receiving all notices of non-compliance and ensuring correction of all deficiencies, including those that pose a threat to children's health and safety.

EEC Primary Communications Contact
- Identifying herself/himself as the primary program contact.
- Completing and submitting the New Funding Application and all required documentation through the Licensing Education Analytic Database (LEAD) portal.
- Managing all transactions, as applicable, through the LEAD portal.
- Attending and participating in CCDBG/ Funded Program information sessions, webinars, calls, and/or surveys and ensure that program staff are kept adequately informed, as appropriate.
- Receiving, reviewing, and responding as applicable to communications from EEC, including updates, alerts, announcements, and any requests to sign and/or submit documents for the program.

Last Revised: 7/17/19