

**Licensors:** Ryane Holzwarth and Holly Carr

**Incident Reports.**

- They need to fill out correctly. Signatures by parents, direct and witness are required. All information need to be accurate and not falsified.
- If the reports requires medical, police or cps attention they are required to report to licensors.
- Not only physical incidents but behavioral as well should be recorded.

**Unapproved Caregiver.**

- If licensors find any unapproved staff they will be asked to leave. They must have all required information complete before allowed with children.
- If unapproved staff is found on site this will be listed as a deficiency and they are public knowledge.
- Check your email for state licensors notification for any missing information on new hire or licensing process

**Renewals.**

- Licensors are not required to notify providers on upcoming renewals.
- Providers should have all paperwork 30 days before license expires.
- All paperwork should be turned in with renewal paperwork. Immunization, training, CPR and background checks.
- Licensors are required by federal guidelines not give new license or provisional if the paperwork is not complete.
- Any providers that had Lenny should contact Holly or Ryane with questions
- Renewal dates and MTECP dates all align together. Example: License expire 3-31-22 then MTECP registry will expire 3-31-22.
- Follow flow chart on new hire process. If they are taking longer at DOJ that is because federal turnaround is longer. It is a federal requirement that staff complete background before approved.
- If you have a question on new hires contact [rholtzwarth@mt.gov](mailto:rholtzwarth@mt.gov) or [hcarr@mt.gov](mailto:hcarr@mt.gov)

**HRDC Updates:**

- Under staff on family service as they are maxed out of caseloads and working on hiring more case managers.
- If you call please leave a detailed message as these go to our email. Name, question and good contact number.
- Fingerprints are available in mile city the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday. Weather depending.
- There will be some evening prints but only if staff is in the building. Date are updated on the booking form.

<u>Provider Service</u>	<u>Family Service</u>	<u>Other Services</u>
Janet Mann – Child Care Director		
Wendy Krenelka- Child Care Manger	Sam Nava- Family Services Supervisor , temporarily out	Danielle Bogunovich- Referral program/ Finger Prints
Crystal Hill- STARS Consultant	Carrie Egan- Scholarship Coordinator, Acting Family Service Supervisor.	Open- Family Engagement coordinator
Angie Anderson- STARS Coach	Emily Muhlbeier- Case manage	Taylor Slabaugh- outreach and communication specialist
Keilei Kohlman- Early Childhood Specialist	Noor Yahya- Case manager	
Natalie Bradshaw- Early Childhood Specialist	Pam Scharen- Case manger	
Julie Ludwig- Early Childhood specialist- 360 Program	Tamara Barnhart- Case manager (TANF)	
Tara Bulock- CACFP	Tonya Nance-Case manager, temporary Scholarship coordinator	
	Zea Valdez- Case Manager (CPS)	

### **Family Service Update**

- CRRSA funding will end October 1<sup>st</sup>. this MAY effect co-pay, 85% and sliding fee scale. We are not sure what will change this is just to give notice. Please pay attention to updates around this time.
- Families will be given a 30 day notice.
- Health Care Sector Scholarship has a \$100 co-pay not \$10. This is different funding. If you have someone working in the mental health, behavioral health, or disability services please encourage to apply.
- Tax (1099) questions please contact Jody Lehman at ECSB [jlehman@mt.gov](mailto:jlehman@mt.gov)
- Direct deposit question please contact Jessica brown 444-5932
- School age children are paid at the rate based on the parent's request. School hours, holidays or breaks. (half or full depending on hours)
- You can comment on the invoice line if there is breaks or half days for school kids

### **Updates**

- Follow us on Facebook: district 7 HRDC child care. We updated regular on provider and family information
- Website. HRDC7.org posted updates as well
- Emails are sent to provider if there is updates.
- Step Ahead: is a texting service that we will use for updates, referral, and emergency information. TEXT hrdcprovders to 59925

### **Week of the Young Child**

- April 2<sup>nd</sup> – 8<sup>th</sup>. Celebrating the importance of early education and child care providers.
- There will be kick off Saturday April 2<sup>nd</sup> through Zoom with community members joining to celebrate children and child services.
- We will be posting events and activities for families to enjoy around town. Follow our Facebook page for update.

### **Yellow Ribbon National Guard event**

- The Montana army national guard is looking for providers to help with their event if you are interested contact [wyatt.e.smith7.mil@army.mil](mailto:wyatt.e.smith7.mil@army.mil)
- We are not a part of the event just pass along information
- This will be a paid event although we are not sure of the amount
- April 9<sup>th</sup> and May 14<sup>th</sup>

### **360 Program**

- Julie Ludwig [j Ludwig@hrdc7.org](mailto:j Ludwig@hrdc7.org) can help any provider that needs any program assistance.
- You can request support for 30,60,90,180,270 or 360 days.
- This is for new providers or any wanting to expand
- Can help with budgets, paperwork, building, contracts, policies, licensing or professional development.

### **Provider Connection**

- Is a confidential peer support group for provider to connect with each other.
- Meets on the first Monday of the month via zoom.
- Can sign up with Microsoft forms or email [tslabaugh@hrdc7.org](mailto:tslabaugh@hrdc7.org)

### **Stabilization Grants**

- There is a grant application and review process flow chart that can be found on [dphhs.mt.gov](http://dphhs.mt.gov)
- New application dates are April 1,2022 – April 30,2022 and July1, 2022- July 30,2022
- For updates follow [childcare.mt.gov](http://childcare.mt.gov)
- If you haven't turned in paperwork you still have 2 time frames to complete
- If you finished your application you should receive a contract before payments will be released
- We do have some providers that received their payment with their scholarship payments.

### **Provider retention**

- Mail in paperwork
- First application due date is March 18,2022

### **CACFP**

- Third week in March is national CACFP week for national education and information campaign.
- Designed to raise awareness of how the USDA child and adult care food program works to combat hunger.

- For a chance to win a \$100 the national CACFP association has a social media challenge. Post a CACFP approved snack with the hashtag #NCASnack and #CACFPWEEK and @NationalCACFP