

Title 13A STATE BOARD OF EDUCATION

Subtitle 14 CHILD AND FAMILY DAY CARE

Chapter 10 Child Care Accreditation Support Fund

Authority: State Government Article, §8-206, Annotated Code of Maryland

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.01 Scope.

This chapter governs the operation of the Child Care Accreditation Support Fund and sets forth the:

- A. Requirements for applying for an award under the Fund;
- B. Basis and procedure for making an award; and
- C. Penalties for providing false information in order to obtain an award.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Accreditation" means the assessment of a facility by an accreditation organization approved by the Office, such as the:

- (a) Maryland State Department of Education;
- (b) National Association for the Education of Young Children;
- (c) National Association for Family Child Care;
- (d) National Early Childhood Professional Accreditation;
- (e) National School Age Child Care Association; or
- (f) National Accreditation Commission.

(2) "Applicant" means an individual applying for funding through the accreditation support fund.

(3) "Application fee" means:

- (a) A fee charged by an approved accreditation organization for:
 - (i) Initial application;
 - (ii) Renewal of application;
 - (iii) Self-study; or
 - (iv) Annual Report; or
- (b) Any other fee imposed by the accreditation organization related to an application for, the renewal of, or

the maintenance of an accreditation.

(4) "Award" means any payment of money made by the Office under this chapter.

(5) "Facility" means a registered family child care home or a licensed child care center.

(6) "Fund" means the Child Care Accreditation Support Fund.

(7) "Grantee" means an individual who has received an award under this chapter.

(8) "Office" means the Credentialing Branch under the Office of Child Care, Division of Early Childhood Development, in the State Department of Education.

(9) "Program" means the staff, facility, environment, and overall organization of a family child care home or child care center.

(10) "Program improvement cost" means a cost incurred in purchasing approved instructional materials to meet MSDE accreditation standards.

- (11) "Provider" means a:
- (a) Registered family child care provider; or
 - (b) A child care center:
 - (i) Operator or director; or
 - (ii) Staff member.

(12) "Self-study" means the instrument issued by the accreditation organization for use by the provider to assess the child care facility.

.03 Fund Uses and Limitations.

A. An award under the Fund:

- (1) Shall be applied only toward a:
 - (a) Fee required for national accreditation; or
 - (b) A program improvement cost;
- (2) May be made only to:
 - (a) An approved accrediting organization on behalf of a provider for the actual expense of the application fee; or
 - (b) The provider as reimbursement for a program improvement cost;
- (3) May not be:
 - (a) Used for costs incurred by the applicant for:
 - (i) Facility improvement; or
 - (ii) Staff training; or
 - (b) Made for an amount greater than the actual amount of the:
 - (i) Fee charged by the accreditation organization; or
 - (ii) Program improvement cost; and
- (4) May not exceed:
 - (a) \$1,500 for a family child care provider;
 - (b) \$2,500 for a child care center serving 100 or fewer children; or
 - (c) \$3,000 for a child care center serving more than 100 children.

B. This Fund may not pay for the cost of an accreditation fee or a program improvement cost if that cost is already covered by another funding source.

C. An award may not be made to a provider who has already received an award under the Fund but who has not completed the accreditation process.

D. The Office may approve reimbursement of a cost only if it was incurred within 12 months before the date of application for accreditation support.

.04 Applications.

A. The Office shall accept applications only from a:

- (1) Registered family child care provider; or
- (2) Licensed child care owner, operator, or director.

B. To apply for accreditation support for national accreditation, the applicant shall submit to the Office a complete application, which includes:

- (1) An application form, supplied by the Office, which has been completed and signed by the applicant;
- (2) A copy of the completed application form for accreditation by an approved accreditation organization;
- (3) A copy of the application requirements and fees for the accrediting organization; and
- (4) A statement of the accreditation plan, application fees requested, and timeline to complete the accreditation process.

C. To apply for reimbursement of a program improvement cost, the applicant shall submit to the Office a complete application, which includes:

- (1) An application form, supplied by the Office, which has been completed and signed by the applicant;
- (2) A statement of the accreditation plan and timeline; and
- (3) Receipts or copies of receipts for the instructional materials purchased.

D. Subject to funding availability, the Office shall, within 30 days of the receipt of the application, approve an applicant to receive an award if the:

- (1) Application is complete;
- (2) Amount requested does not exceed the:
 - (a) Application fee; or
 - (b) Program improvement cost; and
- (3) Applicant is eligible to receive an award.

E. Upon determination by the Office that a facility is eligible to receive support, an award letter shall be issued stating the amount of the award.

F. If the applicant is found ineligible for an award, the Office shall:

- (1) Provide written notification to the applicant of the determination of ineligibility; and

- (2) Return to the applicant all application materials submitted.
- G. Assignment of Awards.
 - (1) Funding for accreditation support is provided to the Office on an annual basis.
 - (2) For award purposes, the Office shall divide the annual allocation for accreditation support into 12 equal monthly funding allocations.
 - (3) During each month, the Office shall make awards until:
 - (a) An award has been made to each eligible applicant; or
 - (b) The monthly funding allocation is exhausted.
 - (4) At the end of a month, any unused funding allocation for that month shall be:
 - (a) Added to the funding allocation for the next month; and
 - (b) Available for award purposes during the next month.

.05 Prohibitions and Penalties.

- A. An applicant for an award under the Fund may not make or cause to be made a false statement or report:
 - (1) In any application or documentation furnished to the Office under the requirements of this chapter; or
 - (2) For the purpose of influencing the action of the Office on any matter related to an award, either before or after the award has been made.
- B. Violation of §A of this regulation shall result in forfeiture of any claim to an award under the Fund.

Administrative History

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