

Child Care

NEWS BRIEF



Child Care Services Newsletter

Greetings from your partners at the TN Department of Human Services, Child Care Services Team!

Happy Summer and welcome to the June edition of the Child Care Services Newsletter. These newsletters are a method of providing on-going communication to further enhance our growing partnership. The focus of this June Newsletter will be an update on resources to support job recruitment, information on the Child and Adult Care Food Program (CACFP), return to in-person visits by our Licensing Consultants and resources to assist you in your work.

Resources to Support Job Recruitment

We are working to provide you with resources that help support you in attracting and retaining a qualified workforce. This all starts with posting your job opening to reach a wide audience. Our partners at the Tennessee Department of Labor & Workforce Development have tools available for employers to post jobs to reach potential applicants.

Post A Job

Post a Job - If you are an employer and wish to list a job opening, take a few minutes to register at www.jobs4tn.gov. The system will guide you through simple steps to post your position. From the home page www.jobs4tn.gov, choose "Looking for Employees" under Business Solutions. Select "Manage Jobs" on the left side of the screen, then "Add New Job Order" at the bottom of the next screen. The following items are needed to post a job:

- job title, location and contact person
- skill sets for the job (employer can select from a list) and specific software or certification requirements
- job order details, such as number of positions, number to refer, dates to display the job, whether full-time or part-time
- job description, including hiring requirements, e.g., drug testing, background checks
- minimum education and experience required
- whether driver's license is required
- salary specifications
- benefits
- job application methods employer will accept, such as resume and/or application online; mail, phone, or in-person application

Searching for Employees

Let the Virtual Recruiter send you Candidates - The virtual recruiter feature can refer applicants to you automatically. From the home page www.jobs4tn.gov, the employer selects "Looking for Employees" under Business Solutions, then "Candidate Search." After the employer chooses criteria, the system displays candidates that match. At that point the employer can view résumés, and the system asks if they want to save the résumé search; doing so triggers the Virtual Recruiter feature. The employer specifies how often they wish to be contacted – e.g., once a day, once a week – and they will be sent résumés that match their job search at those intervals. Give it a try!

Child and Adult Care Food Program (CACFP)

The Child and Adult Care Food Program (CACFP) is a federal program operated by TDHS that provides reimbursements for nutritious meals and snacks served to eligible children and adults who are enrolled for care at participating child care centers, family child care homes, and adult day care centers. CACFP also provides reimbursements for meals served to children and youth participating in afterschool care programs, children residing in emergency shelters, and adults over the age of 60 or living with a disability and enrolled in child or adult care facilities. CACFP contributes to the wellness, health, and development of young children and adults in the United States.

Programs participating in CACFP can be reimbursed for up to two meals and one snack per day. Most participating programs receive reimbursement for breakfast, lunch and afternoon snack.

All licensed non-profit and government run agencies providing child or adult programs in Tennessee are eligible to participate in CACFP. Licensed for-profit agencies are eligible to participate if 25% or more of their enrolled participants are eligible for free or reduced-price meals or are receiving SNAP or TANF benefits.

To find out more about the CACFP visit our website at

<https://www.tn.gov/humanservices/children/dhs-nutrition-programs/child-and-adult-care-food-program.html>

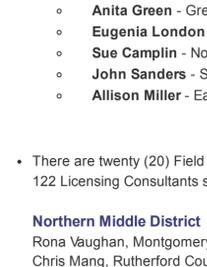
To participate in CACFP please email CACFP.DHS@tn.gov or call (615) 313-4749.

QRIS Redesign Update

As we continue on our transformation journey, updates will be provided on the progress. As a reminder, our transformation journey is grounded in our "WHY Statement" - Every family should have access to QUALITY care for children and adults. This basic statement guides all our work and reinforces our three primary goals for Tennessee's child care system: Improve Quality, Increase Access, and Strengthen Business Efficiency.

Staff Reorganization Update and Roles

The Child Care Services Division has completed our general restructure that will facilitate our philosophy of building relationships and meaningful engagement with our customers. Included below is an update on the new organizational structure.



Licensing Director 3 Announcement

It is with great pleasure that we announce that we have successfully filled the position of Licensing Director 3. Effective June 27th, Dana Glenn onboarded with us to fulfill this role. Dana joins us from the Tennessee Department of Economic and Community Development and with her skill set she is a great fit for this role and this team. Dana has a background in creating strategies and initiatives that are in compliance with state and federal requirements to reach targeted populations including key stakeholders. She has cultivated and maintained strong relationships with community organizations, state and federal partners.

As part of future state, we structured the Leadership of the licensing program so that the Licensing Director will have primary oversight of all programming for licensing, specific program improvements, oversight of pre-licensure activities and primarily serve as the external voice for the program working with community and business leaders on outreach and recruitment. The Field Operations Director, Kim Whitehead, will continue to maintain responsibility for the day-to-day operations of the program. The Pre-Licensure unit, with Cynthia Roberts at the helm, will work with new programs to be more targeted in promoting sustainability of programs that are safe, healthy and educationally rich. We are looking forward to Dana joining this very dynamic team and continuing our progress throughout transformation and into future state.

- Kim Whitehead, Director of Field Operations in the Licensing program will work with her team statewide to promote a consistent approach to practices.
- There are five (5) Regional Managers across the state who will directly support 20 Field Supervisors. the following staff have assumed the roles of Regional Manager and their respective areas based on District mapping.
 - **Anita Green** - Greater Memphis Area
 - **Eugenia London** - Northwest/Southwest/Southern Middle
 - **Sue Campin** - Northern Middle
 - **John Sandlin** - Southeast/Upper Cumberland
 - **Allison Miller** - East/Northeast

- There are twenty (20) Field Supervisors located statewide who will provide direction to the 122 Licensing Consultants statewide.

Northern Middle District

Rona Vaughan, Montgomery County
Chris Mang, Rutherford County
Jennifer Johnson, Davidson County
Tina Stackens-Anderson, Davidson County
Kashonda Smith, Davidson County
Stephanie Eggers, Montgomery County

Northwest District

Tiffany Felton, Gibson County

Southern District

Rosalynn Green, Madison County

Southern Middle District

Janice Denton, Maury County

Northeast District

Glenna Jones, Washington County

East District

Amber Blakley, Knox County
Carrie Plotz, Knox County
Melissa McGinley, Blount County

Greater Memphis District

Patricia Jackson, Shelby County
Barry McKinney, Shelby County
Nicole Marr, Shelby County
Evanglina Clear, Shelby County

Southeast District

Terra Pass, Bradley County
Jenann Lay, Bradley County

Upper Cumberland District

Rhonda Bartlett, Putnam County

- There are 122 Licensing Consultant positions that will be replacing the former Program Evaluator positions. The new Licensing Consultant position will serve dually to monitor for compliance as well as evaluate program quality. This position reinforces our philosophy to build relationships with child care providers in order to assess and provide supports and resources to further improve quality. TDHS Child Care Services staff will be transitioning into these new roles through the end of June. Licensing Consultants should be reaching out to individual providers by the end of June to the first week of July to make introductions and begin fostering partnership relationships. We plan to resume in person visits beginning in July 2021.

Consistent with the new statute effective July 1, 2021, TDHS will continue to engage providers through the rule making process and focus groups to inform this future state. We will keep you informed as these new components go into effect. The planned implementation date for the new QRIS is January 2022 with a six-month transition period to all time to orient all to the process.

Return to In Person Monitoring

Now that the Child Care Services Division has completed the staff restructure to facilitate our philosophy of building relationships and meaningful engagement with our customers, our team will be resuming in-person visits. Our new team of Licensing Consultants have transitioned to their roles and have assumed their caseloads. These initial visits will serve as a dual purpose of a "meet and greet" as well as reestablish monitoring protocols.

Your Licensing Consultant will be reaching out to introduce themselves as well as schedule a visit. Please inform your licensing consultant of your agency's protocol concerning ongoing COVID-19 precautions in advance so that licensing staff can respectfully adhere to these expectations when visiting your agency. Below is an overview of how these visits will be conducted.

Regularly scheduled monitoring visits will resume in July 2021. While historically these visits have been unannounced, the unique circumstances as stated above are going to require routine visits to be announced and scheduled ahead of time to minimize disruption to your program and to begin establishing working relationships.

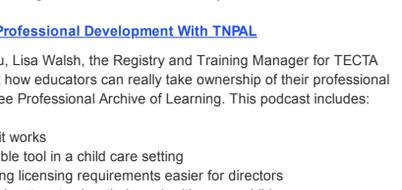
WHAT WILL BE DIFFERENT?

During this legislative session, as part of transformation, TDHS introduced a bill that eliminates the need for child care providers to pay an annual fee as part of the license renewal process. We are pleased that this legislation passed and has become law. Effective July 1, 2021, there is no longer a requirement for annual child care licensure fees. The annual reporting requirements and annual inspections remain in effect. Your annual report as well as fire, immunization audits and environmental audits are due prior to your license anniversary date.

You will be receiving more information directly from your Licensing Consultant which includes information on the protocol of the visit. Our team is looking forward to working with you as we continue this transformation journey.

TNPAL Update

The Tennessee Professional Archive of Learning (TNPAL), recently launched by the Tennessee Department of Human Services as free online resource to better support professional



development for early childhood professionals working in TDHS-licensed child care agencies, is waiting for you! Visit www.tnpal.org.

This single web-based portal is designed to collect and preserve completed trainings, accomplishments, credentials, education, certifications, and awards. These features and functions empower not only early childhood professionals but also support verification by directors and TDHS. Child care agency directors are encouraged to support TNPAL registration for all program employees.

CCR&R has released an episode on Lean Into You highlighting TNPAL. Below are the links to review this podcast specific to the benefits of utilizing TNPAL titled "Level Up Your Professional Development with TNPAL". This is a great resource to share with your staff and educators.

CLICK HERE: [Level Up Your Professional Development With TNPAL](#)

In this episode of *Lean Into You*, Lisa Walsh, the Registry and Training Manager for TECTA engages in conversation about how educators can really take ownership of their professional development with the Tennessee Professional Archive of Learning. This podcast includes:

- 1) What TNPAL is and how it works
- 2) Why TNPAL is an invaluable tool in a child care setting
- 3) How TNPAL makes fulfilling licensing requirements easier for directors
- 4) How TNPAL empowers educators to view their work with young children as a career

If you would like to find out more about the TNPAL system, or to register today, visit www.tnpal.org.

Signing up is easy! Early childhood professionals may create a TNPAL account using a web browser on any computer, phone, or tablet. Follow the steps below to set up your account today.

SIGNUP FOR TNPAL IN SIX EASY STEPS

Step 1—Navigate to www.tnpal.org, then click "Start Now" on the homepage.

Step 2—Fill out your information:

Name

Email – If you have an email you use for training, such as TECTA, TCCOTS, or TN CCR&R, be sure to use the same one.

Password

Step 3—Confirm your email address using the confirmation link sent to your email.

Step 4—Using the information you entered to login. On the congratulations page, be sure to write down or save your TNPAL ID for future use when registering for trainings. (Don't worry, you can always find it in your personal profile.) Visit a quick and helpful [TNPAL Video](#) to learn more.

Step 5—Fill in your employment, education, certifications, credentials, and community service info.

Step 6—Click on "My Profile" and under the "Employment" tab, click the three vertical dots under the action section on the right side of the page. Choose "Request Staff Role" and confirm your request. An orange hourglass indicates you are waiting to be verified. You are now registered for TNPAL!

Important Note for Directors: You will be able to associate educators registered for TNPAL to your agency. It is important that once educators request a role to connect to your agency, you approve the request. Follow the steps below to manage the approvals for the educators in your agency.

HOW TO MANAGE TNPAL AS A DIRECTOR

Step 1—Navigate to www.tnpal.org and login to your account.

Step 2—Make sure that you have been approved as a director for your center. (You can request this role when adding your employment by navigating to "My Profile" from the sidebar and selecting the Employment tab.)

Step 3—Educators who sign up to TNPAL need to specify and request their role as an Educator for your agency/center/home on this same tab when adding their employment.

Step 4—Once approved, a director may navigate to the Director Dashboard by clicking the "Silhouette Icon" in the top right of the screen and selecting "Director" from the dropdown menu.

Step 5—From the Director Dashboard, you may click on the "Requests" button to approve or deny role requests from educators. You may also manage existing roles by selecting the "Staff Management" button. For a video on this process, click this [link](#).

Our partners at CCR&R and TECTA have started reaching out to each TDHS-licensed child care. Both the CCR&R and TECTA will continue to contact you over the next several months to provide guided registration support and assist directors with registering your staff.

Additional TNPAL tutorial videos can be found [here](#).

TDHS is committed to promoting early childhood environments that are safe, healthy, and educationally rich. Thank you for offering Tennessee families learning opportunities and environments that will help their children thrive.

Find helpful videos and news to build strong Tennessee families when you follow @TNHumanServices.

