

Statement of Deficiencies

1717-A: Independent Contractors Records

Not Met

1717-A: Independent Contractors. The following information shall be maintained for all independent contractors, including but not limited to therapeutic professionals, extracurricular personnel, contracted transportation drivers, Department of Education, Office of Early Childhood staff and local school district staff:

1. an information form that includes the person's name, address and phone number
2. a list of duties performed while present at the center; and
3. documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times while the contractor was at the center when children were present, to include the date, contractor arrival and departure time, language stating that the contractor was accompanied by the staff member at all times while at the center when children were present, and the signature of both the contractor and the accompanying staff member.

Finding:

1717-A Based on record review/interview(s)/observations: Center failed to obtain an information form that includes the person's name, address and phone number; a list of duties performed while in the center; documentation of a CCCBC-based determination of eligibility for child care purposes from the department or documentation of the adult staff member not otherwise counted in child to staff ratios that accompanied the contractor at all times. Specialist observed O1 in the center on 5/1/18 working with a child and did not have documentation of a CCCBC-based determination or information form. O1 worked in the center from August 17, 2017 until today, May 1, 2018 with no documentation on file. O1 had an old affidavit from 2016-2017 but did not have a current 2017-2018 school year affidavit.