

## Statement of Deficiencies

### 1507.F.: Daily Attendance Records

Not Met

1507.F.: Records Retention. Daily attendance records shall be maintained on site for two years and shall be available for inspection, whether as hard copies or in electronic form, upon request by the department.

#### Finding:

1507.F. Based on record review/interview on 6/8/2023 at 12:00 p.m., S1 failed to maintain documentation of daily attendance records for staff on site or in electronic form for two years as S1 was unable to obtain the staff attendance logs for S2 for the period of 5/17/23 through 5/23/2023. S1 stated the central office time clerk was unavailable to provide the requested attendance logs until 6/21/2023.

Corrective Action Plan: Effective 6/8/2023, S1 stated she will obtain access or have an additional staff given access to the staff attendance logs, to ensure compliance with this regulation.

### 1811.A.&B.: Requests for CCCBC-Based Determinations of Eligibility

Not Met

1811.A.&B.: A. An early learning center or an entity identified in §1809 shall request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for each required person:

1. prior to the person being present or performing services at the center when children are present; and
2. not less than once during a five-year period.

B. An early learning center or an entity identified in §1809 shall not be required to request and obtain from the department a new CCCBC-based determination of eligibility for child care purposes for a required person, and instead shall be able to request and obtain from the department the person's CCCBC-based determination of eligibility provided to another in-state child care provider or entity identified in §1809, if:

1. a child care provider within the state or an entity requested and obtained a CCCBC-based determination of eligibility for child care purposes from the department for the person within the past five years, while the person was seeking employment or employed by a in-state child care provider or seeking to provide or providing services at an early learning center in Louisiana for an entity;
2. the department provided to the initial requesting child care provider or entity a CCCBC-based determination indicating the person was eligible for child care purposes; and
3. the person is still employed by a child care provider within the state, or is still providing services in an early learning center within the state for an entity, or has been separated from a child care provider within the state or an entity for less than 180 consecutive days.

#### Finding:

1811.A.&B. Based on record review on 6/8/2023 at 1:45 p.m., S1 failed to obtain a CCCBC-based determination of eligibility for child care purposes from the department for S2(DOH: 7/17/2018), prior to the person being present at the center, as the expiration of S2's CCCBC on 5/17/2023. S2 was present in the center on 5/17/2023, 5/18/2023, 5/19/2023, 5/23/2023 and 5/24/2023. The center was closed from 5/25/2023 through 6/4/2023. S2 obtained provisional eligibility status on 6/3/2023.

Corrective Action Plan: Effective 6/8/2023, S1 stated she will not allow any staff on premises without a CCCBC-based determination of eligibility for child care purposes and will set up a reminder 90 days prior to a staff's CCCBC expiring, to ensure compliance with this regulation.