

## Statement of Deficiencies

### 1509-A.12.: Monitoring Policy for Provisionally Employed Staff

Not Met

1509-A.12.: Monitoring policy for provisionally employed staff members:

- a. Each center shall develop and implement a written policy describing the monitoring procedures that shall be used at the center when staff members are employed on a provisional basis due to an incomplete CCCBC-based determination of eligibility for child care purposes;
- b. The monitoring policy shall include all requirements for the monitoring of provisionally employed staff members set forth in §1811.D;
- c. The center shall post a copy of the policy in the center in a place visible to all parents and staff;
- d. The center shall provide copies of the written policy to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and the center shall obtain signed documentation from each that a copy of the policy has been received.

#### Finding:

1509-A.12. A-D Based on record review/interview. S1 did not have documentation to verify a written monitoring policy for provisionally employed staff with incomplete CCCBC-based determination of eligibility for child care purposes was developed for S6. S6 received a Provisional for Child Care Purposes status on 3/18/2018 and was present on the premises on 3/20/2018. S6 temporarily received a Eligible for Child Care Purposes status on 5/3/2018, became provisional again on 5/3/2018 and received a final Eligible status on 5/29/2018. The center did not have documentation that a policy was developed during both provisional status time frames, documentation that a copy of the policy was posted in the center in a place visible to all parents and staff. S1 did not have documentation to verify copies of the written policy was provided to each parent/legal custodian of enrolled children, center staff member and provisionally employed staff member, and/or the center did not obtain signed documentation from each that a copy of the policy has been received.

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