West Virginia Department of Human Services

Tiered Reimbursement Application for West Virginia Family Child Care Facilities

A tiered reimbursement system offers higher subsidy payments to programs that demonstrate they meet higher standards of care. Programs may apply for Tier II or Tier III reimbursement rates if specific higher quality standards are met. Programs that meet Tier II standards receive $3.00 extra daily and programs that are accredited receive $6.00 extra daily per child. The following table shows the difference in payment rates:

Rate Type	Infant (0-24 Months) Day	Toddler (25-36 Months) Day	Pre-School (37-59 Months) Day	School-Age (60 Months and Up) Day
Tier I	$35	$33	$33	$32
Tier II	$38	$36	$36	$35
Tier III – National Accreditation	$41	$39	$39	$38

Tier I Rates

If you are licensed as a facility, you are a Tier I provider and receive Tier I rates through the childcare subsidy program.

Tier II Rates

To be eligible for Tier II, you must document that you meet the attached additional standards. Your program must have a regular 2-year operating license (not a provisional or initial license) and must enroll children who receive subsidies for care. Programs must have been in operation for a minimum of one year. A Tiered Reimbursement application form is attached that must be completed and submitted with the required documentation in order to be eligible to receive the Tier II rates.

Application submission does not guarantee approval of Tier II.

Tier II Application Instructions

- Providers may submit the documentation material in one of two formats:
  1. You may create a flash drive with documentation material for each standard. Each item of documentation should be saved as the category name followed by the documentation number to which it applies. For example, the business plan for your program will be saved as “Administration and Management #1.”
  2. You may also create a validation notebook using a three-ring binder divided into the seven sections of tiered standards with all documentation in the appropriate section. Each item of documentation should be labeled in red in the upper right-hand corner with the corresponding number. For example, a copy of your program’s business plan will be labeled with a red “1” on the upper right-hand corner, under the “Administration and Management” section.
- Please label the front of your documentation flash drive or notebook with your name and/or the name of your program.
- The required documentation must accompany this form and will be used to validate Tier II Reimbursement status.
- All documentation must be current and dated annually.
- Qualified staff refers to staff members who have a high school diploma or GED and meet the requirements for the position of director, assistant director, lead teacher, teacher, assistant teacher or teaching assistant (as defined in the WV Family Child Care Facility Licensing Requirements §78-18-14, §78-18-15).

- Tier II training requirements must be met with training that is registered with WV STARS or approved by your regulatory specialist. Applicable Early Childhood Education or Child Development courses completed at accredited colleges or universities are also acceptable.
- Programs that have been approved for Tier II Reimbursement will be required to submit validation materials annually, with accurate and updated documentation materials.
- Keep a copy of this application and supporting documentation for your records. Material that is submitted to the West Virginia Department of Human Services (Department), Division of Early Care and Education will not be retained after review. Any Department employee may come to your program to check your validation material at any time.
- The Division of Early Care and Education has 60 days from the date your application is received to approve or deny your application. You will receive a written notification of the action taken on your application. Once an application is approved, the new rate becomes effective the first day of the following month.

Tier III

To be eligible for Tier III, you must be nationally accredited. At present, facilities may be accredited by either the National Association for Family Child Care or the National Association for the Education of Young Children. Please note that only the highest level (Accreditation+) of the NAEYC Accreditation model (new accreditation model went into effect March 1, 2025) is eligible for Tier III status. For more information on these accrediting bodies, contact:

National Association for the Education of Young Children
1313 L Street, N.W. Suite 500
Washington, D.C. 10005
Phone: 202-232-8777 or 1-800-424-2460
http://www.naeyc.org

National Association for Family Child Care
Attention: Accreditation
5202 Piedmont Drive
Salt Lake City, Utah 84123
Phone: 1-800-359-3817 Fax: (801) 268-9507
http://www.nafcc.org

Tier III Application Instructions

Family childcare facilities that are accredited and not already receiving Tier III reimbursement rates must submit the attached application forms (pages 3 and 6) and a copy of the certification of accreditation from one of the above accrediting bodies. However, no further documentation is needed beyond the certificate. Just submit the application forms and your certificate of accreditation to the address below. If you lose your accreditation status, you must immediately notify the Division of Early Care and Education in writing either by e-mail or regular mail, as you will no longer be eligible for the increased payment rates.

Tiered Reimbursement Policy and Procedures: **https://bfa.wv.gov/media/7011/download?inline**

Mailing Address and Contact Information

Submit Tiered Reimbursement application and documentation to:

West Virginia Department of Human Services
Division of Early Care and Education
Attn: Jaime Price
350 Capitol Street, Room B-18
Charleston, WV 25301

Email: Jaime.L.Price@wv.gov Phone: (304) 637-5560

West Virginia Department of Human Services

Tiered Reimbursement Application for West Virginia Family Child Care Facilities

APPLICATION FOR WEST VIRGINIA TIERED REIMBURSEMENT

FAMILY CHILD CARE FACILITIES

I. PROGRAM INFORMATION

1. Program Name: _____

Phone Number: _____ **Email Address:** _____

Physical Location Address:

_____

Street City State Zip Code

Mailing Address (if different):

_____

Street City State Zip Code

2. Name of Program Director: _____

3. Name of Applicant/Owner (if different than Program Director): _____

Phone Number: _____ **Email Address:** _____

II. TIER FOR WHICH YOU ARE APPLYING

☐ TIER II - ATTACHED IS THE REQUIRED TIER II DOCUMENTATION and SECTION VIII CERTIFICATIONS

☐ TIER III - ATTACHED IS A COPY OF MY CERTIFICATE OF ACCREDITATION and SECTION VIII CERTIFICATIONS

Owner/Director Signature: _____ **Date:** _____

III. DOCUMENTATION REQUIREMENTS FOR TIER II REIMBURSEMENT

Section I. Administration and Management:

1. Business Plan for your childcare program, which should include, at a minimum the following separately labeled sections:
   - Mission statement
   - Goals and objectives
   - Management operations
   - Marketing information
   - Financial information (i.e., program budget, profit/loss statement)

Section II. Health, Safety and Nutrition:

2. Two examples of indoor play equipment used in your program and two examples of outdoor play equipment used in your program.
3. Diaper changing policy **or** diaper changing checklist posted in your program's diaper changing area as defined by NAEYC or Caring for Our Children.
4. Daily schedule showing designated times for brushing teeth every day.
5. Provide evidence of your program's safe sleep policy.

Section III. Child Growth and Development:

6. Lesson plans for each age group (infant, toddler, preschool, school-age) in your program, including individualized plans for children 0-36 months, showing activities that support each area of development as defined by the WV Early Learning Standards Framework. Lesson plans should be current and dated and labeled for each age group.

Section IV. Environment and Curriculum:

7. The name of the Tier II approved curricula or curriculum framework(s) selected for your program for each age group, and a written narrative of how the selected curriculum links to WV Early Learning Standards Framework.
8. Five examples of the various types of books available to children in your program for each age group served, including books for infants, toddlers, preschool and school-age children (where applicable).
9. A list of the learning centers used in the classrooms in your program, including five examples of materials used in each learning center.
10. A copy of your program's written rules in simple language, which are posted for children to see.

Section V. Child Observation and Assessment:

11. Evidence of at least one completed, informal child assessment for each age group used by teachers in your program.

Section VI. Family and Community Relationships:

12. The Parent Handbook for your program, which should include:
    - Hours of operation
    - Supplies needed for care

- Vacation policy
- Parent communication policy
- Written positive guidance policy

13. At least two completed and different examples of daily communication with parents and family involvement (i.e., "My Day" daily notes, letters sent home to parents, parent survey or newsletter, etc.).
14. Evidence of one community resource, ***excluding brochures***, used in your program over the past year.

Section VII. Professionalism and Leadership:

15. A copy of current WV STARS Career Pathway certificate and training transcripts and/or academic transcripts for ALL qualified staff members in your program showing completion of Tier II training requirements (see Tier II Standards) regardless of how many hours they work per week. If academic transcripts are submitted, highlight courses for consideration of approval.
16. A copy of CPR and First Aid certifications/cards for ALL qualified staff members in your program.
17. Evidence of completion for training in the most recent Environment Rating Scales (ERS) for the program director, **and** a completed self-assessment using the most recent scale by the director for your program.
18. The program director's professional development plan showing work toward at least a level III on the WV STARS Career Pathway. Professional development plans should include core area, goals and timeline. If program director is a level III or above, submit professional development plan.
19. Certificates of attendance for the program director and at least one staff member for a Tier II approved early childhood conference showing attendance in the past year with each obtaining a minimum of 6 documented hours of training.

VIII. Certifications:

1. Access to Monitor Documentation File. The childcare provider shall fully cooperate and assist the West Virginia Department of Human Services (Department) or its representative(s) with respect to the monitoring responsibilities and activities deemed necessary and appropriate by the Department at its sole discretion. The childcare provider shall allow for the performance of onsite monitoring reviews by the Department or its representative(s), and agrees to provide any technical assistance, reports, records, documentation and to comply with all requests for information as deemed necessary and appropriate by the Department, at its sole discretion, to fulfill its monitoring responsibilities and objectives. The Department or its authorized representative(s) shall be given full and complete access to all information and personnel related to the performance of this agreement to ensure that program activities and cost are consistent with goals and objectives of the Department.

The Department and its Inspector General, State Auditors, program monitors, or any duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers, or other records of the childcare provider, in order to make audits, examinations, excerpts, transcripts and copies of such documents.

2. Self-Certifying Statements.

The following are additional Tier II Standards not requiring documentation; please sign below to certify compliance:

- I attest that all heavy furniture which is easily tipped, such as shelves and entertainment centers, are securely anchored to the wall in my family childcare program.
- I attest that all play equipment used in my family childcare program, such as climbing equipment and swings, are securely anchored into place to prevent injury from tipping.
- I attest that the toys chests or storage containers used for toys in my family childcare program have either safety hinges and air holes, or no lid to prevent injury from suffocation.
- I attest that all food allergies for children in my family childcare program are posted in the food preparation area.
- I attest that my family childcare program uses safe sleeping practices for napping infants, including caregivers who are alert at all times to supervise infants during naps and visually check on the infants at a minimum of every 15 minutes.
- I attest that the outdoor play area for my family childcare program utilizes a shade structure that provides protection from sunlight.
- I attest that my family childcare program applies sunscreen on all children to protect them from sunlight.
- I attest that my family childcare program provides individualized storage areas for all children in the program.

I, _____, hereby certify that my childcare program meets the quality standards required for Tier II or Tier III of the *Facility Based* Tiered Reimbursement System. I further certify that I will continue to meet the quality standards in addition to West Virginia Licensing Requirements. I understand that my program is subject to on-site inspection at any time, and that failure to maintain the quality standards or to maintain the required documentation on site will result in the loss of the extra per day per child reimbursement provided as an incentive for meeting higher quality standards.

Provider Signature: _____ **Date:** _____

DoHS Use Only:
Approved by: **Date:**
Denied by: _____ **Date:** _____

INSTRUCTIONS FOR TIER II REIMBURSEMENT REQUIREMENTS

The following quality standards are the program requirements that family childcare facilities in West Virginia must meet in order to obtain a Tier II reimbursement rate.

- To be eligible for Tier II Reimbursement, your program must have a regular 2-year operating license (not a provisional or initial license) and must enroll children who receive subsidies for care. Programs must have been in operation for a minimum of one year.
- Upon application for Tier II Reimbursement, it is mandatory that you document compliance with the required following standards to receive the Tier II Reimbursement Rate. A list of specific documentation materials is included in the attached Tier II application.
- Tier II training requirements must be met with training that is registered with WV STARS. Applicable courses completed at accredited colleges or universities are also acceptable.
- For the purpose of Tier II standard requirements, qualified staff refers to staff members who have a high school diploma or GED and meet the requirements for the position of director, assistant director, lead teacher, teacher, assistant teacher or teaching assistant (as defined in WV Family Child Care Facility Licensing Requirements §78-18-14, §78-18-15).
- If you need further information, contact Jaime Price by email at Jaime.L.Price@wv.gov or by phone at (304) 637-5560.

TIER II QUALITY STANDARDS FAMILY CHILD CARE FACILITIES
SECTION I. ADMINISTRATION AND MANAGEMENT
1. The program has a mission statement and program goals and objectives.
2. The program has an implemented business plan that includes the program's mission and goals, management operations, marketing, and finance information.
SECTION II. HEALTH, SAFETY AND NUTRITION
3. The equipment used both indoors and outdoors in the program is developmentally appropriate for the children who use it.
4. Heavy furniture which is easily tipped, such as shelves and entertainment centers, are anchored to the wall.
5. Climbing equipment, swings, etc. are securely anchored into place.
6. The program's toy chests have either safety hinges and air holes or no lid.
7. The program has children's food allergies posted in the food preparation area.
8. The program is alert to napping infants and visually checks on them at a minimum of every 15 minutes.

9. The program's facility includes a shaded outdoor area.
10. For children in the program who cannot use the toilet consistently, diaper changing procedures from NAEYC or Caring For Our Children are followed and posted in the diaper changing area, and the area has a hands-free disposal container.
11. Children in the program brush teeth daily.
12. The program practices safe sleep procedures and has a written policy as recommended by Caring for Our Children.
13. The program uses sunscreen to protect the children from sunlight.
SECTION III. CHILD GROWTH AND DEVELOPMENT
14. The program supports all areas of development, as defined by the WV Early Learning Standards Framework.
SECTION IV. ENVIRONMENT AND CURRICULUM
15. The program has selected an approved Tier II curricula or curriculum framework(s) for each age group.
16. The program's selected Tier II curricula are linked to the WV Early Learning Standards Framework.
17. Various types of books are available to children all day which can include: fantasy and factual information, stories about people, animals, and science, and books that reflect different cultures and abilities.
18. At least **three** of the following learning centers, well-defined and sufficiently equipped, are provided to children in the program: a. Art (drawing materials, paints, 3-D materials, collage, tools) b. Library c. Building blocks and accessories (unit blocks, homemade blocks, toy people, animals, vehicles, road signs) d. Dramatic/pretend play (housekeeping, different kinds of work, fantasy, leisure) e. Writing f. Math/numbers (counting, measuring, comparing, quantities, shapes, written numbers) g. Nature/science (collections of natural objects, living things, nature/science books, games, toys, and activities) h. Technology (computers with filtered internet access, tape recorders, CDs, and cameras)
19. Children in the program have an individualized storage area.
20. The provider posts written rules in positive simple language that children can understand.
21. The program has a written positive guidance policy in addition to simple rules.
SECTION V. CHILD OBSERVATION AND ASSESSMENT
22. Qualified staff persons receive a minimum of two hours professional development in child observation and assessment.
23. The program has implemented informal child assessment that aligns with the curriculum goals of the program.

SECTION VI. FAMILY AND COMMUNITY RELATIONSHIPS
24. The program has at least two methods of family involvement such as a family bulletin board, family surveys, and/or family newsletters that are dated.
25. The program has a system in place for individual family communications: Daily communication for families with children under age 3 and weekly communication for those with children over age 3.
26. The program has developed a Parent Contract that includes hours of operation, supplies needed, vacation policy, and parent communication policy.
SECTION VII. PROFESSIONALISM AND LEADERSHIP
27. All qualified staff persons in the program are registered with WV STARS Career Pathway.
28. All qualified staff persons in the program have current CPR and First Aid certifications.
29. The program director has 18 hours of professional development annually, and all program staff members, including substitutes, have 15 hours annually.
30. The director of the program attends a minimum of two professional development hours in the most recent ERS and completes a self-assessment using the most recent version of the scale.
31. The director of the program has a professional development plan showing work toward at least Level III on the WV STARS Career Pathway. If the director is already a Level III or above, submit individual professional development plan.
32. The director of the program has completed at least two professional development hours in and is using the WV Early Learning Standards Framework for children birth to 3 and/or 3-5 years of age.
33. All qualified staff in the program has completed one of the following: 1 semester of ACDS, FCC modules, Mind in the Making, The Growing Brain, WVIT, 3-hour college course in early childhood or child development.
34. All qualified staff persons in the program have completed each of the following: Safe Sleep, Making a Difference- Mandate to Report, Responsibility to prevent Child Abuse and Neglect, and Medication Administration (in addition to the self-study guide received upon registration).
35. The program director and at least one staff member participate in a Tier II approved early childhood conference at least once a year with each obtaining a minimum of 6 documented hours of trainings,

Any conference not listed must have prior approval from Division of Early Care and Education Tiered Reimbursement State Coordinator

****Conference attendance must meet a minimum of 6 documented training hours**

1. Celebrating Connections
2. Great Beginnings
3. Handle With Care
4. Summits sponsored by the Division of Early Care and Education
5. Partners in Prevention Annual Conference
6. WVAYC Annual Conference
7. FCC Summits sponsored by the Division of Early Care and Education- **(for facility and home providers only)**
8. WV Family Child Care Association Annual Conference- **(for facility and home providers only)**