



**Workforce Services**  
Office of Child Care

# Office of **Child Care**



# Welcome



## Agenda

- I. Welcome ..... Joyce Hasting
  - a. Committee Membership
  - b. Approval of 7/08/26, Meeting Minutes
- II. Market Rate Study Feedback..... Dr. Catherine Ruetschlin
- III. Open and Public Meetings Act (OPMA) Training..... Su Chon
- IV. OCC Director's Update ..... Heather Thomas
  - a. Conflict of Interest Forms
  - b. Review of CCDF Allocation and Subsidy Changes
  - c. School-Year and Summer Rates for School-Age Children
- V. Partner Highlight: Office of Licensing ..... Crystal Knippers
- VI. OCC Updates
  - a. Child Care Quality System ..... JoEllen Robbins
  - b. Engagement & Development ..... Jamie Foster
  - c. Subsidy ..... Ann Stockham-Mejia
  - d. School Readiness & Out-of-School Time ..... Emma Moench
- VII. Agency Updates
  - a. Utah State Board of Education ..... Teresa Judd
- VIII. Other Business & Public Comment
- IX. Adjourn



# Committee Membership

## ***Vacant Positions***

- Parent representing households receiving a child care subsidy from the office
- Small business community representative
- Corporate community representative  
(family-friendly workplace with efforts related to child care)

[Boards and Commissions Website - Apply for Seat](#)



# Market Rate Study Feedback

Dr. Catherine Ruetschlin

- Completion date: May 2027
- Components:
  - Market rate analysis
  - Cost analysis
  - All estimates by provider type, child age, and rural/urban geography



# Timeline



# Study Update: Enrollment Counts

- Survey conducted through the Care About Childcare system (since 2024)
- **Goal: Capture accurate enrollment and vacancy rates**
- Proposed language:
  - Report enrollment, vacancies, and desired operating capacity in terms of full-time equivalent (FTE) children.*
    - **Full-time child:** Attends 23 or more hours a week. Count as 1.
    - **Part-time child:** Attends less than 23 hours a week. Count as 0.5.
  - To get your total, add up the numbers for each group and round up to the nearest whole number. For example, 10 full-time children (10) plus 11 part-time children (5.5) would be reported as 16 FTE.*
- Enrollment, vacancies, and desired operating capacity reported by age group may not sum to the total enrollment/vacancy/desired operating capacity.



# Study Update: School-Age Children

- **Goal: Distinguish market rates for before/after school care from summer all-day care for school-age children.**
- Market rates currently reported for age group 6 and older
- Separate entries for children 6 and older into summer rate & school-year rate
- Proposed language:

*For ages 6 and older, the **summer rate** represents full-time care when school is out from June to August.*

*For the **school-year rate**, report the average monthly, weekly, daily, or hourly rate during the school year from September to May, including before and after school care and care on days when school is out of session. If you do not offer before or after school care for this age group, do not enter an amount.*



# Study Update: Study Components

## Updates to cost estimation model:

- Wage and salary data from bureau of labor statistics
  - Education and Childcare Administrators, Preschool and Daycare \$29.32/hour
  - Childcare Workers \$15.21/hour
  - Preschool Teachers, Except Special Education \$16.83/hour
- Updated CCQS framing for cost of quality

## 2024 study included:

- market rates
- narrow cost analysis
- gaps between provider costs and market prices
- Affordability (price/income) by county

Questions, comments, suggestions: [catherine.ruetschlin@economics.utah.edu](mailto:catherine.ruetschlin@economics.utah.edu)



# Open and Public Meetings Act Training

Su Chon



# Utah Open & Public Meetings Act

Utah Code, Title 52, Chapter 4

Do the business  
of the public  
in public

Take actions &  
conduct deliberations  
openly



## **PUBLIC BODY**

Advisory body:

- Created by statute
- Consists of 2 or more members (17)
- Counsels and advises the OCC by
- on the annual budget
- Makes recommendations on the public business

## **PARTICIPATE**

Ability to communicate with all members so that each member can hear or observe communication

## **QUORUM**

Majority of the members unless otherwise defined by law - “Nine members of the board constitute a quorum”

# Definitions applicable to OCC Advisory Committee



## Meeting

### Gathering

- With quorum present
- Conveyed by person with authority: governor, chair, or a majority of the board
- Following process to convene
- For purpose of acting as a public body to
  - receive public comment
  - deliberate or
  - take action
- On a relevant matter

## Relevant Matter

Matter within scope of authority

# Definitions applicable to OCC Advisory Committee



A quorum may not:

- act together outside of a meeting
- in a concerted and deliberate way
- to predetermine an action
- to be taken by the public body at a meeting
- on a relevant matter

# Predetermination Prohibited



# Open to the Public

All meetings of public bodies are open to the public unless closed under provisions of OPMA

This includes:

- workshop
- executive session in which a quorum is present



# Meeting Agenda



Topics identified with “reasonable specificity”

Each topic must be listed as a separate agenda item



No final action unless matter is included as an agenda item and advance public notice.\*



“Non-agenda” items raised by the public may be discussed, but no final action may be taken.



# What if you miss something?



If an error was made in posting, reschedule the meeting or have discussion ONLY and take NO action.



If an error was made in an agenda action item, revote at your next meeting with proper notice. Can be an emergency meeting.



With most situations, do it over again correctly. If this is frequent, someone is going to raise questions.



# Conducting Meetings

Maintain order and control

- Follow agenda
- Stay focused
- Allow comments
- Track motions and votes
- Explain procedure
- Disruptive behavior not tolerated
- “Be the Grownup”



# Notice of Meetings

Provide “Class A Notice” at least 24 hours prior to the meeting:

Utah Public Notice Website: [utah.gov/pmn/](https://utah.gov/pmn/)

Workforce Services Website:

<https://jobs.utah.gov/occ/advisory/>

Must include:

- Date, Time, & Place
- Meeting Agenda
- Materials

Public Notice Website includes agendas, handouts, minutes, and audio recordings of past meetings.

If regular meetings are held, yearly notice of all scheduled meetings must be posted.



**utah.gov** PUBLIC NOTICE WEBSITE  
DIVISION OF ARCHIVES AND RECORDS SERVICE

### Office of Child Care Advisory Committee Details

| General Information                                                            |
|--------------------------------------------------------------------------------|
| Public Body Name:<br>Office of Child Care Advisory Committee                   |
| Entity Name:<br>Department of Workforce Services                               |
| Entity Website:<br><a href="https://jobs.utah.gov/">https://jobs.utah.gov/</a> |

Public portions are a public record available on open meetings stie

Recordings must be complete and unedited

Closed meetings must be recorded but are not posted

Site tours do not need to be recorded

# Recording Meetings

## Thank you, Admin Staff!



# Minutes



Must include

- Date, time, place, and names of members present
- Actions taken, and votes recorded
- Names of any persons commenting
- Substance of all matters proposed, discussed or decided, including public testimony or comments

Minutes may link to the place in recording where matter addressed

Pending minutes available 30 days after meeting

Minutes generally approved at next meeting and final version posted



# Electronic Meetings

- May meet via electronic means if adopt resolution or rule governing the use of electronic meetings
- Meeting may be “virtual only” if:
  - Give proper notice
  - All members will participate electronically
  - No request is made for in-person participation within 12 hours of meeting
- Otherwise, provide anchor location
- May allow for public to participate electronically



# Closed Meetings:



A motion and vote to reopen the meeting ends the closed portion



Quorum present and approved by 2/3 of members present



Reason for closure and individual vote entered in minutes



No action may be taken except vote to end the closed meeting



# What can you do in a closed meeting?

## **Discuss:**

- character, competence, or health of an individual
- strategy for collective bargaining
- strategy for pending or reasonably imminent litigation
- the purchase, lease or sale of real property\*
- deployment of security personnel or devices
- an ethics complaint

## **You may also close a meeting to:**

- investigate allegations of criminal misconduct
- deliberate as an evaluation committee, protest officer or procurement appeal under procurement code
- discuss information during procurement process\*
- consider a loan application\* or information designated as a trade secrets\*



# What can't you do in a closed meeting?

- Approve any ordinance, resolution, rule, regulation, contract or appointment.
- Interview a person to fill an elected position.
- Take final action or vote on anything but returning to meeting. Final votes must be open and on the record.
- All judicial or quasi-judicial decisions must be announced on the record.



Consider matters of an urgent nature

- “Best Notice Practicable” must be given
- Attempt to notify all members
- Majority of members must approve
- Notice & agenda requirements apply

# Emergency Meetings



# Enforcement

If Act is not followed properly:

- Actions taken may be voided
- Individuals may sue to compel compliance
- “Closed” meetings may be opened and records disclosed
- Attorney fees may be awarded
- Class B Misdemeanor



Learn from other's mistakes ...

[FOX 13 Investigates: Salt Lake City school board members caught sending unprofessional, profane messages](#)

[Salt Lake Tribune: Audit targets San Juan commissioners' work with outside lawyer](#)

[FOX 13 Investigates: How secretive meetings led to the firing of an entire school board with ties to polygamy](#)



# OCC Director's Update

Heather Thomas

## **Conflict of Interest Forms for Committee Members**

- DWS will send a copy of your most recent form to you via email for you to review
- Let us know if it is still accurate or needs to be updated
- New forms needed for new members, when new terms start, or when information changes
- Must be notarized



# Utah's CCDF Funding Allocation

- Mandatory
- Matching
- Discretionary
- Temporary Assistance for Needy Families (TANF) Transfer
- State Maintenance of Effort (MOE)

## ***Discretionary Funding Formula***

- Per capita income
- Children under five
- Participation in federal free and reduced lunch program



# Utah's CCDF Funding Allocation

|                           | Total     | Difference from<br>FFY 2024 |
|---------------------------|-----------|-----------------------------|
| <b>FFY 2024</b>           | \$165.3 M |                             |
| <b>FFY 2025</b>           | \$143.3 M | -\$22 M                     |
| <b>FFY 2026 (Updated)</b> | \$143.3 M | -\$22 M                     |

Includes TANF Transfer and State Maintenance of Effort;  
States have three years to spend out each annual grant



# Child Care Subsidy Budget Impacts

## Fiscal Years 2027-2029

Projected average annual budget decrease of approximately **\$15.6 million** accounting for the following:

- 5% growth year over year for income groups remaining eligible
- 5% subsidy rate increase in FY 28 with new Market Rate Study completed in Spring 2027
- 3% subsidy rate increase in FY 29 for increased costs due to inflation

| Proposed Change                       | % of Budget Decrease |
|---------------------------------------|----------------------|
| Income Eligibility Limits             | 68.1%                |
| School-Age Summer & School-Year Rates | 15.5%                |
| Part-Time Subsidy Rates               | 14.3%                |
| Job Search Child Care                 | 1.7%                 |
| Registration Fees                     | 0.3%                 |



# Subsidy Policy Changes

- **Registration Fees (July 1st):** DWS payment of initial registration fees is limited to once per child per 12-month period.
- **Job Search Child Care (August 1st):** Subsidy assistance after job loss is limited to a maximum of 3 months.
- **Revised Income Limits (Starting October 1st):** New applicants must be at or below 50% State Median Income (SMI); annual reviews are capped at 65% SMI; ongoing child care during the annual eligibility period is capped at 85% SMI.
- **Part-Time Rate Adjustments (Starting October 1st):** Maximum monthly payments for care under 32 hours/week will adjust to better align with the percentage of full-time rates, rolling out during each family's next review or case change.



# School-Year and Summer Rates for School-Age Children

## **Child Care and Development Fund (CCDF) Regulations**

§ 98.56 Restrictions on the use of funds

- Funds may not be expended for students enrolled in school for any service provided during the regular school day



# School-Year and Summer Rates for School-Age Children

## **Illinois:**

*“Eligible days for school age children will be based on the time the parent/guardian is involved in their approved activity and the hours of the regular school day. Typically, school age children will be approved for part time days during the week September through May (school months) and full-time days June, July and August (out of school months).”*

## **Montana:**

*“The department will not pay for child care during normal school hours when a child is homeschooled or enrolled in public or private school.”*



# School-Year and Summer Rates for School-Age Children

## **Georgia:**

*"The school age child who is 5 years old by September 1 is eligible to attend public school. Therefore, CAPS will only pay on a before and after school scholarship while school is in session. "*

## **Missouri:**

*"During the school year, the amount of care authorized for children enrolled in school shall be based on the applicant's need for before and after school care and shall include five full-time days of care September through April to allow for payment of days when school is not in session."*



# School-Year and Summer Rates for School-Age Children

**Proposed change based on feedback:** Max rate changes will happen automatically; no family reporting needed

## **In-School Rates from September to May**

- Max subsidy rate limited to a **blended part-time rate**
  - Accounts for part-time in-school days and full-time days for holidays, breaks, and other days off; no family reporting needed
  - Exceptions may be made for non-traditional work hours or other scenarios where more average hours per month are needed with documentation

## **Out-of-School Rates from June to August**

- Max subsidy rate at the **full-time rate** accounting for summer months



# School-Year and Summer Rates for School-Age Children

## Blended Rate Calculation

### School Hours:

- Regular school day: 6 - 6.5 hours a day
- Early release day: 4.5 - 5 hours a day once per week

| Average # of Hours at School |                 |                     |
|------------------------------|-----------------|---------------------|
| Per day                      | Per week        | Per year            |
| 5.7 - 6.2 hours              | 28.5 - 31 hours | 1,026 - 1,116 hours |



# School-Year and Summer Rates for School-Age Children

## Blended Rate Calculation

**September - May: ~195 weekdays and ~39 weeks**

- Part-Day Child Care Days: ~165 days (2.3 hours/day)
- Full-Day Child Care Days (holidays/breaks/days off): ~30 days (8 hours/day)
- Total Care Hours Needed: ~619.5 hours
- Hours per week: ~15.9 hours



# School-Year and Summer Rates for School-Age Children

## Blended Rate Calculation

### School-Year Rate Tier: 15 - 22.9 hours per week

- Maximum rates are set based on 22.9 hours per week
- Rates will increase from 50th to 60th percentile of the 2024 Market Rate Survey

|                                                  | Licensed Family |          | Licensed Center |          |
|--------------------------------------------------|-----------------|----------|-----------------|----------|
|                                                  | Current         | Proposed | Current         | Proposed |
| <b>School-Year Max Rate</b><br>(September - May) | \$640           | \$373    | \$660           | \$398    |
| <b>Summer Max Rate</b><br>(June - August)        | \$640           | \$650    | \$660           | \$694    |



# School-Year and Summer Rates for School-Age Children

**Proposed change:** Move from a phased implementation starting October 2026 to a single implementation date in the first quarter of 2027

- Allows more time to incorporate feedback received
- Single effective date simplifies implementation for families and providers

## Updated Implementation Timeline

- **October 2026:** Communicate to families and providers to allow for a few months to prepare for these changes
- **First Quarter of 2027:** Implement the school-year max rate for all school-age children
- **June 2027:** Automatically transition to the summer max rate
- **September 2027:** Automatically return back to the school-year max rate



# Partner Highlight

Crystal Knippers



**Department of Health  
& Human Services**

Licensing &  
Background Checks



# Child Care Licensing Purpose

The Department of Health and Human Services Division of Licensing and Background Checks (DLBC) protects the vulnerable populations of Utah. DLBC regulates child care programs using rules and requirements that have been created with community support.

Child Care licensing supports CCDF through establishing health, safety and operational standards that regulated providers must meet to legally operate within the state of Utah and to receive CCDF funds.



# Responsibilities

- The Office of Licensing conducts both announced and unannounced inspections to determine compliance with Utah administrative rules and regulations.
- Inspections are conducted on all regulated and exempt programs that receive CCDF funding.
- The office collaborates with OCC on the State plan.



# Report

Over 2,000 child care providers regulated through OL

Regulated types include:

- Licensed center
- Residential certificate
- Hourly child care centers
- Family friend and Neighbor
- Exempt
- Licensed family child care
- Commercial preschool program
- Out-of-school-time child care centers
- License Exempt DWS approval

Collaborate around data that supports the Child Care Quality System.

OL Designee representative on OCC Advisory Committee



# Child Care Quality System

JoEllen Robbins



# Center Comparative Data

Rating Distribution for Centers September 2025

**135 of 444 centers with certified rating= 30% of all centers**

| Foundation of Quality | Building Quality | High Quality   | High Quality Plus |
|-----------------------|------------------|----------------|-------------------|
| 28/135 = 20.7%        | 51/135 = 37.9%   | 51/135 = 37.8% | 5/135 = 3.7%      |

Rating Distribution for Centers September 2026

**146 of 437 centers with certified rating= 33% of all centers**

| Emerging Quality | Growing Quality | High Quality   |
|------------------|-----------------|----------------|
| 23/146 = 15.8%   | 55/146 = 37.7%  | 68/146 = 46.6% |



# Family Child Care Comparative Data

Certified Ratings for FCC September 2025

**57 FCC Providers of 827= 7%**

| Certified Foundation of Quality | Building Quality | High Quality |
|---------------------------------|------------------|--------------|
| 8/57 = 14%                      | 16/57 = 28%      | 33/57 = 58%  |

Certified Ratings for FCC September 2026

**70 FCC Providers of 809 = 8.5%**

| Emerging Quality | Growing Quality | High Quality |
|------------------|-----------------|--------------|
| 12/70 = 17%      | 17/70 = 24%     | 41/70 = 59%  |



# Other Updates

## Coaching and Support

- Contract Renewals: 5 centers, 1 family child care program
- New Intensive Coaching Applications: 18 centers (8 selected), 9 family child care programs (9 selected)
- Peer Learning Communities:
  - 1 Infant Toddler Environment Rating Scale (ITERS) cohort
  - 1 Early Childhood Environment Rating Scale (ECERS) cohort
  - Family child care cohorts continuing after summer break



# Other Updates

## Observation Frequency for High Quality (HQ) Programs

- Current policy: Programs that achieve a HQ rating for three consecutive certified rating periods without a lapse only require observations every other year instead of every year.
- New policy addition: HQ program may maintain their eligibility for every other year observations even if there is a temporary lapse of up to 6 months between rating periods.
  - This means programs must apply no later than three months after rating lapses.
  - If HQ is still achieved, programs may keep the every other year cycle.
  - This change will have a positive impact for programs.



# Engagement & Development

Jamie Foster



# Child Care Resource Agency (CCRA) Child Development Associate (CDA) Credential Cohorts - FY2026 Data

**466**

**Total Enrolled**

**76%**

**Participants who have  
completed or are actively  
working**

## CDA Pathway

**Family Child  
Care**

**14%**

**Center-Based  
Infant Toddler**

**29%**

**Center-Based  
Preschool**

**45%**

**Center-Based  
Birth to Five**

**4%**



# CCRA CDA Cohort - FY2027 Options

## Rolling Cohort

Participants complete it at their own pace using a combination of quorum or CCRA courses.

## Full Quorum

Participants use Quorum for their CDA course requirements including monthly meetings or virtual group workshops.

## CCRA Courses

English or Spanish with closed CCRA courses scheduled for those participants or using open CCRA courses. Includes workshops or monthly group meetings.

## Fast Track

4-5 months with closed CCRA courses.



# Quorum Policy Change

## Requirement

### 12 Hours Coursework

Due to budget constraints, Quorum users will now be required to complete 12 hours of coursework every 12 months.

## Timeline

### Effective Dates

This new policy goes into effect:

- **October:** Immediately for new memberships.
- **January:** Currently participating members upon renewal.

## Next Steps

### Email Notifications

Official communication and detailed instructions have been sent directly to all users from URPD and Quorum.



# Care About Childcare System Changes

## System Update

Due to needed security updates, the Care About Childcare website is being updated to a new Angular framework.

## New Look and Feel

All of the web pages will be moved to this new system which will change the look and feel of the website.

## Enhancements

Enhancements to the system will be delayed due to the importance of moving the website to a more secure framework.



# Subsidy Update

Ann Stockham Mejia



# Online Repayments for Providers

- Providers will soon be able to resolve overpayment balances online directly through the Provider Portal.
- A direct payment link to GovPay will be available on the Overpayment page.
- Providers will be able to select the specific overpayment to apply funds toward and follow the guided prompts.
- **Expected Launch:** Between mid-September and early October



# School Readiness and Out-of-School Time

Emma Moench



# Out-of-School Time

- School-Age Quality (SAQ) grant and Teen Afterschool Prevention (TAP) grant orientations completed for new school year
- Communities of Practice grantee sessions scheduled
- Student pre-Social and Emotional Learning (SEL) surveys
- SAQ and TAP grant site visits and observations



# School Readiness Initiative

- High Quality School Readiness (HQSR) Grant Orientation completed for new school year
- Professional development training surveys
- Classroom observation preparation
- Preschool Entry Assessment Profile (PEEP) data entry due by September 30th



# Agency Updates



# Utah State Board of Education (USBE)

Teresa Judd  
Preschool and School  
Improvement Coordinator



# USBE Updates

- Pre-kindergarten Entry and Exit Profile (PEEP)
  - Training required before administering the PEEP
  - Data entry due by September 30
- USBE Learning Portal
  - Online tool to request specific professional learning and technical assistance from USBE (formerly TRP)
- Altitude
  - New platform to support professional learning credit tracking and course registration (formerly MIDAS)
  - Information page



# 21st Century Community Learning Center (CCLC) Grants

- 2026 21st CCLC Competition Awardees:

|                              |                                 |
|------------------------------|---------------------------------|
| American Preparatory Academy | Salt Lake School District       |
| City of South Salt Lake      | Salt Lake County Youth Services |
| Jordan School District       | Utah Neighborhood Connection    |
| Murray School District       | YMCA of North Utah (incl pre-k) |
| Rockwell Charter School      | Youth Impact                    |
- A list of additional grantees can be found on the [USB E 21st CCLC webpage](#)
- [Jump Start Conference](#) is October 9-10 in Ogden, Utah
- Community members can find afterschool programs on the [Find a Program Map](#) from the Utah Afterschool Network



# Partnership for Student Success (PfSS)

- Supports grantees in improving educational outcomes for students who are economically disadvantaged through the formation of cross sector partnerships
- Application process happens every five years, with two cohorts
  - Cohort 1: application closed May 2026, will open after five year cycle is up
  - Cohort 2: will open for applications in spring 2027
- Eligibility:
  - Group of schools that serve K-12 students
  - Collaborate with community partners, health providers, and private community businesses to support student learning
  - Not for direct student services
  - Must be able to match funding by USBE, only a max of half of that match can be in-kind services, the rest must be funds
- [USBE Partnerships of Student Success](#) for application and additional information
- [PfSS Grant Evaluation Evaluation](#)



# Child and Adult Care Food Program (CACFP)

- In person Basic Training is open for registration. This is for center or staff members that are new to CACFP or want a refresher. Tuesday October 6 from 8:30 am-4:00 pm at USBE. [Register here.](#)
- We send out a biweekly newsletter with policy updates, calendar reminders, and other program information. Anyone can [subscribe here.](#)



# Migrant Education and McKinney-Vento

- Migrant Education Meeting: Tuesday September 22, in person
  - Purpose: provide migrant education program staff with updates on evaluation, identification, and retention, MIS2000, and EdFacts data report.
- McKinney-Vento Meeting: Thursday, September 24, in person with one virtual presentation
  - Purpose: provide McKinney-Vento liaisons and staff with timely updates, resources, and cross-program connections to support students experiencing homelessness.



# Other Business



**Next Meeting**

Wednesday, November 4, 2026

1:00 pm – 3:00 pm

Adjourn





**Workforce Services**  
Office of Child Care