

Resolution Number 607

Relating to the
Day Care Assistance Program

A RESOLUTION of the elected officials of the CITY OF BETHEL
(municipality) authorizing participation in
the State Day Care Assistance Program pursuant to AS 44.47.250-310.

WHEREAS, AS 44.47.250-310 authorizes municipalities or other organizations to contract with the State for the implementation and administration of a program to assist in providing child care for the children of low and moderate income families; and

WHEREAS, the CITY OF BETHEL (municipality) wishes to provide a Day Care Assistance Program in our community;

NOW, THEREFORE, BE IT RESOLVED THAT: LANGSTON CHINN (A) (title of chief elected officer or an administrative official) is hereby authorized to apply to the Department of Community and Regional Affairs for funds to assist in providing child care for children of low and moderate income families in our community. The above named person is also authorized to execute a contract with the Department to implement and administer said program, and is also authorized to execute any subsequent amendments to said contract to provide for increases or decreases in the program funds committed to our community, based upon program needs in our community and those of other communities throughout the State.

PASSED AND APPROVED BY THE BETHEL CITY COUNCIL (body of elected officials) on MAY 10, 1988.

IN WITNESS THERETO:

BY: Deane Carpenter (elected mayor)

Attest: Antony Quinn (elected secretary or clerk)

Anna McGowan, City Clerk

Instructions: Prepare this resolution if the applicant for the Day Care Assistance Program is a municipality. This resolution states the elected officials' decision to submit this application for funds and their choice of the person (A) above who will sign the application, the contract, and any amendments.

6. HOLD HARMLESS:
The Subcontractor shall hold and save the Contractor, its officers, agents and employees, harmless from liability of any or all suits or damages sustained by any person or persons or property by virtue of performance of this Subcontract.

SIGNATURES

Contractor
By _____
Title _____
Date _____

Subcontractor
By *[Signature]*
Title ADMINISTRATIVE DIRECTOR
Date MAY 10, 1988

BETHEL COMMUNITY SERVICES, INC.

A Private, Non-Profit Corporation

P.O. Box 271

Bethel, AK 99559

(907) 543-2840 or 543-3447

May 6, 1988

Langston Chinn, Manager
City of Bethel
POB 388
Bethel, Ak 99559

Dear Langston:

Please find enclosed the application for Contract for Services Day Care Assistance Program. Please note the following pages need your signature after the Council has taken action:

- 1) Part VI - Contracting Official Signature
- 2) Hold Harmless Clause - Contractor's Signature

Also, the Resolution 606 needs both the mayor's and clerk's signatures.

Please submit the original copy of the application to the State of Alaska postmarked no later than May 16, 1988. We would appreciate a signed copy of the application for our files.

Thank you for your cooperation in this application and please do not hesitate to call if you have any questions.

Sincerely,



Nadine A. Griffin
Business Manager

Enclosure

State of Alaska
Department of Community and Regional Affairs
Rural Development Division
949 E. 36th Avenue, Suite 400
Phone: 563-1955

DAY CARE ASSISTANCE PROGRAM
APPLICATION FOR CONTRACT FOR SERVICES
Fiscal Year 1989

DATE OF ISSUE: March 31, 1988
DATE DUE: Postmarked no later than May 16, 1988

If you have any questions or want technical assistance in preparing this application, call 563-1955 and ask for Child Care staff.

I. APPLICANT INFORMATION

- A. Name and address of the applicant (municipality or other organization):

Name: CITY OF BETHEL

Street address: _____

Mailing address: POB 388
(If different from street address)

City and Zip code: BETHEL, AK 99559

Phone: 543-2047

Contracting official: LANGSTON CHINN
(The contracting official is the person authorized by the applicant's governing board through the attached resolution to sign the application, the contract, and any amendments.)

Employer I.D. Number 92-6001644

- B. Individual to whom State warrants should be addressed:

Name: FINANCE DIRECTOR

Title: FINANCE DIRECTOR

Agency: CITY OF BETHEL

Mailing Address: POB 388

BETHEL, AK 99559

Phone: 543-2047

NOTE: Payment needs to be made to the daycare centers (facilities) upon presentation of billing to the City of Bethel, therefore it will be necessary for the City of Bethel to receive an advance payment of \$9,000 during the month of July, 1988 to full fill this commitment to the daycare centers. (This note is per instructions from the Department of Community & Regional Affairs - Child Care Programs - Anchorage.)

III. SUBCONTRACTING

It is possible, with written approval from the Department, to subcontract the administrative responsibilities for the Day Care Assistance Program.

Do you plan to subcontract? Yes xxx. No .

IV. PROGRAM OPERATIONS

In a narrative give a brief description of how you plan to operate your local Day Care Assistance Program. The narrative will address how you will:

- A. Reach potentially eligible parents about the program;
- B. Inform potentially eligible parents how to apply for program services;
- C. Pay licensed facilities for the program services they have provided.
 - 1. Will the contractor or the subcontractor write the checks?
 - 2. When are the facilities paid: when they submit their billings or when the State warrant is received?
- D. Maintain program and financial records, including parent files and monthly statistical and billing reports; and
- E. Provide other related services (e.g. provider training, parent information and referral, coordination with other early childhood groups or agencies, etc.).

V. ESTIMATE OF COMMUNITY NEED (For new Community applicants only)

Please estimate the number of children of potential Day Care Assistance families to be served. Generally, contract funds are based on the number of licensed positions in a community.

Number of children N/A; number of licensed spaces N/A.

Day Care Assistance Program Application
Fiscal Year 1989
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VI. CONTRACTING OFFICIAL SIGNATURE

Signature

Title

Date

ATTACHMENTS

Attach to this completed and signed application:

1. The narrative regarding program operations (part III)
2. Resolution authorizing the application.
3. Subcontract for Local Administration (if applicable).

Return to:

Department of Community and Regional Affairs
Rural Development Division
949 E. 36th Avenue
Anchorage AK 99508

ATTN: CHILD CARE PROGRAMS

ATTACHMENT
NARRATIVE

PROGRAM OPERATIONS

IV. A&B.

Use of radio, cablevision, and newspaper media to reach parents, place posters in public places, participate in media events such as radio and TV programs concerning the daycare program. Personal contacts made with counselors of Community College, high school, and training schools in the area. Brochures given to Community Social agencies, local hospital, health agencies, family clinic.

C.

1. The City of Bethel writes the checks to the facilities and subcontractor for administrative fees.
2. The facilities are paid after the City of Bethel has received the money from the State. The City submits the facilities request for payment to its accounts payable for payment. Elapse time has been as long as nine weeks from the time of billing to receipt of payment, which creates a real hardship on the facilities. Therefore, it is the recommendation that an advance be given to the City of Bethel so that payment can be made to the facilities upon submission of the monthly billings. This suggestion was recommended last fall by the auditing agent of the State of Alaska, Carolyn Tuovinen.

- D. The City of Bethel maintains files on the receipt of monies from the state, statement of billings, and payment of facilities. The subcontractor maintains files on the statement of billings, payment of facilities, monthly statistical and billing reports, and parent files.
- E. The subcontractor provides for the release time and per diem for provider training. They provide information and on occasion refer parents to other agencies for information and placement. They work with the other facilities in relaying information in regards to early childhood information, data and services. Subcontractor will maintain membership in the Delta Association for the Education of Young Children.

SUBCONTRACT FOR THE ADMINISTRATION
OF THE DAY CARE ASSISTANCE PROGRAM
IN THE COMMUNITY OF BETHEL, ALASKA

1. CONTRACTOR NAME AND ADDRESS	SUBCONTRACTOR NAME AND ADDRESS
<u>CITY OF BETHEL</u>	<u>BETHEL COMMUNITY SERVICES, INC.</u>
<u>POB 388</u>	<u>POB 2188</u>
<u>BETHEL, AK 99559</u>	<u>BETHEL, AK 99559</u>
Contact person:	Contact person:
<u>LANGSTON CHINN</u>	<u>NADINE A. GRIFFIN</u>
Phone: <u>543-2047</u>	Phone: <u>543-2840</u>

This agreement made this 10th day of MAY, 1988 by and between CITY OF BETHEL (hereinafter "Contractor") and BETHEL COMMUNITY SERVICES, INC. (hereinafter "Subcontractor") provides for the administration of the State Day Care Assistance Program in the community of BETHEL, ALASKA.

2. PERIOD OF PERFORMANCE:

The period of performance shall be July 1, 1988
thru June 30, 1989.

3. SCOPE OF SERVICES:

The subcontractor agrees to administer the following aspects of the Day Care Assistance Program in the community of BETHEL, ALASKA:

- A. Two persons are required to be trained in running the program. Please identify the second person who would serve as alternate:
- B. Determine eligibility of families to participate in the program through interviews and documentation.
- C. Enroll families in the program and authorize child care at any State licensed or federally approved child care facility.
- D. Maintain a file for each family eligible for the Day Care Assistance Program.
- E. Train child care facility operators/designees to prepare Day Care Assistance Program Facility Attendance and Billing Reports.

Subcontract for Day Care Assistance Program
Page Two

- F. Receive monthly Facility Attendance and Billing Reports, review for accuracy and correct deficiencies with facility operator.
- G. Monitor the attendance of children in authorized child care.
- H. Maintain current rate sheets for each participating child care facility.
- I. Provide required reports to the Department.
- J. Advertise the availability of the Day Care Assistance Program in the community.
- K. Distribute Department policy memoranda to facility operators within thirty (30) calendar days from date of receipt by contractor.
- L. Implement and comply with Day Care Assistance Program regulations and policy memorandums.
- M. At least one person will attend the Local Administrators Conference in May.
- N. Implement and comply with the CITY OF BETHEL
(Name of Contractor)
Day Care Assistance Program contract.

4. PAYMENT FOR SERVICES PERFORMED:

For and in consideration of TEN (10) PERCENT
(\$ amount or % of Day Care billings)
the Subcontractor agrees to provide to the Contractor the services requested in this contract.

5. TERMINATION FOR CAUSE:

If, through any cause, the Subcontractor shall fail to fulfill in a timely and proper manner obligations under this contract, or if the Subcontractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Contractor shall thereupon have the right to terminate this Contract, by giving written notice to the Subcontractor of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In that event, all records of the Subcontractor pertaining to the performance of this Subcontract become the property of the Contractor and the Subcontractor shall not be relieved of any liability to the Contractor for damages sustained by the Contractor by virtue of any breach of the Subcontract by the Subcontractor until such time as the exact amount of damages due the Contractor from the Subcontractor is determined.

Department of Community and Regional Affairs
 Day Care Assistance Program

MAXIMUM PAYMENTS

Summary by Adjusted Base and Geographic Differential

	Anchorage Juneau Ketchikan Metlakatla	Craig Mat-Su Petersburg Sitka Wrangell	Haines Homer Hoonah Kenai Kodiak North Kenai Seward Skagway Soldotna	Cordova Delta Junction Fairbanks Ft. Greely Tok	Copper Center Glennallen Valdez	Aleutians Dillingham	Bethel Healy Kenana	Aniak Galena Kotzebue Nome North Slope Borough	
Geographic Adjustment (2.2%)	100.0	102.2	104.4	106.6	108.8	111.0	113.2	115.4	117.6
Child	\$300	\$307	\$313	\$320	\$326	\$333	\$340	\$346	\$353
Toddler	375	383	392	400	408	416	425	433	441
Infant	400	409	418	426	435	444	453	462	470

Child means an individual who is less than 11 years of age and more than 30 months of age.
 Toddler means a individual who is walking independently and is between the ages of 12 months and 30 months.
 Infant/Baby means an individual up to 12 months of age or an individual over 12 months of age who is not walking independently.

Full Implementation: Dec. 1, 1987

(17/87) (5/85)
 1449t

Department of Community and Regional Affairs
Day Care Assistance Program

PARENT SUBSIDY SCHEDULE

Maximum Adjusted Monthly Net Income
By Community

Adjusted State Workers Pay AS 39,27.020 (3.5)	100.0	103.5	107.0	114.0	117.5	121.0	124.5	128.0	131.5
State Subsidy Day Care Percentage	Anchorage Juneau Ketchikan Metlakatla	Craig Mat-Su Petersburg Sitka Wrangell	Haines Homer Honah Kenai Kodiak North Kenai Seward Skagway Soldotna	Cordova Delta Junction Fairbanks Ft. Greely Tok	Copper Center Glennallen Valdez		Aleutians Dillingham	Bethel Healy Nenana	Aniak Galena Kotzebue Nome North Slope Borough
100%	\$1075	\$1113	\$1150	\$1226	\$1263	\$1301	\$1338	\$1376	\$1414
90%	1175	1216	1257	1340	1381	1422	1463	1504	1545
80%	1275	1320	1364	1454	1498	1543	1587	1632	1677
70%	1375	1423	1471	1568	1616	1664	1712	1760	1808
60%	1475	1527	1578	1682	1733	1785	1836	1888	1940
50%	1575	1630	1685	1796	1851	1906	1961	2016	2071
40%	1675	1734	1792	1910	1968	2027	2085	2144	2203
30%	1775	1837	1899	2024	2086	2148	2210	2272	2334
20%	1875	1941	2006	2138	2203	2269	2334	2400	2466
10%	1975	2044	2113	2252	2321	2390	2459	2528	2597

Effective July 1, 1982
Fully Implemented by October 1, 1982