



U.S. DEPARTMENT OF LABOR

GUIDANCE ON SUPPORTIVE SERVICES FOR CHILD CARE AND LONG-TERM CARE

GUIDANCE TO EVALUATE APPLICANTS' SUPPORTIVE SERVICES CARE STRATEGIES










The following checklist – excerpted from the [U.S. Department of Labor Guidance on Supportive Services for Child Care and Long-Term Care](#) – is intended for Federal agency program officers, funding recipients, and their collaborators, during negotiations and development of project details related to supportive services and care strategies.






This checklist is meant to facilitate partnership between an agency’s funding recipients and care stakeholders as they work to incorporate care investment strategies into their implementation plans. These questions are intended to prompt conversation and support collaboration to ensure that care supports are available for the workforce implementing federally funded projects.

Federal agency program staff should consider the following criteria when evaluating applicants for Federal job-creation or workforce development funds and their plan to provide support to workers or participants in the project’s target jurisdiction to care for their child(ren), dependents, or others for whom they are responsible for providing care.

Does the funding recipient reference any support for child care or caregiving as part of the application or implementation plan?

✓	Has the funding recipient specified the types of supportive services that training participants or project workers may have access to in order to ensure that they can seek and maintain employment? Has the funding recipient allowed for flexibility in funding for supportive services so as to best address barriers to training or employment?
✓	Has the funding recipient identified any gaps in the local supply of available child care or other caregiving services that need to be addressed to ensure the project can hire workers for implementation?
✓	Have relevant child care and other caregiving stakeholders (e.g., child care resource and referral agencies, local child care networks, social service providers, and long-term care service providers) been included in planning efforts? If the funding recipient is a government entity, has the state or territory’s Child Care Administrator (as designated by the HHS Office of Child Care ¹) and state Medicaid and Aging agencies been consulted?

<i>Have the potential type of caregiving needs for the workforce implementing the project been identified?</i>	
	Looking at the types of jobs that are planned for creation of the project, will the workers in those jobs be able to work from home or will they be required to travel to a site?
	Where will individuals be traveling from to get to work? What kind of care exists in the regions or communities where the workers are from?
	What are the anticipated work hours of the workers? Will workers be asked to work during standard work hours, with a predictable schedule, when care is most commonly available or nonstandard hours or inconsistent work schedule?
	<p>If the jobs will require nonstandard work hours for the workers, what is the rationale for nonstandard hour work and what types of nonstandard hours will they likely require? What kind of care will workers need support with based on their hours of employment?</p> <ul style="list-style-type: none"> • Extended standard hours (i.e., 7am-7pm) • Early morning hours (i.e., earlier than 7am start time) • Late evening hours (i.e., later than 7pm end time) • Overnight hours • Weekend hours
	<p>What are the care needs that future or current project workers, especially from underrepresented and underserved populations, likely to face? How many workers will have care needs (for children under age 12, older adults, or family members with disabilities)?</p> <ul style="list-style-type: none"> • What areas or demographics are being targeted for recruitment? • How likely are training participants and job seekers to need affordable care for children or loved ones? • Will income preclude workers from being eligible for public child care subsidies? • Have local prices for high quality care providers been factored into salary structures, pay scales, and cost of living expectations for all workers?
<i>Does the implementation plan consider the local care landscape and tailor strategies accordingly?</i>	
	Has the funding recipient worked with existing care providers to adapt or expand their services to meet the specific needs of project implementation?
	Has the funding recipient worked within the state or community’s definition of quality child care and worked to identify ways to foster quality in their child care strategies?
	Has the funding recipient examined the state’s or community’s long-term care infrastructure to identify ways to foster quality in their long-term care strategies?
	Has the funding recipient considered and incorporated estimates of the cost to deliver high quality care using living wage thresholds and benefits for the care workforce? Strategies may vary based on the types of care options being designed for workers (i.e., overnight care for workers with nonstandard work hours; contracting with existing care providers to expand capacity to serve workers)
	Has the funding recipient worked to align with any state or local strategies to help recruit care workers, and increase wages and improve working conditions for the care workforce?

<i>Is funding being directed to support the care needs of workers and training participants?</i>	
	Will workers be guaranteed a predictable schedule with at least two weeks' notice of any changes to ensure they can arrange adequate caregiving supports while they are working?
	Will workers be offered a range of benefit options including a flexible schedule and paid leave that can be tailored to meet the specific care needs of their family? Will workers have access to employee assistance programs that will help them find the support and resources they need to maintain employment?
	<p>Are individuals offered a range of support options that can be used to meet their family's care needs, such as (but not limited to):</p> <ul style="list-style-type: none"> • Contracts that ensure workers have access to existing local, high-quality child care sites willing to expand capacity; • Care stipends and matching funds; • Care savings accounts (such as Dependent Care Flexible Spending Accounts); • Backup child care benefits; • Long-term home care options; • Access to a care intermediary that supports matching families with available care; or • On-site or near site child care, if appropriate for specific workers.
	Has the funding recipient developed partnerships with state/local care administrators and collaborations to support project implementation taking into consideration the full scope of the project?
	Has the funding recipient considered funding strategies or how to leverage different funding sources (such as public-private partnerships or collaborative models) to provide the services necessary to meet the specific needs of the project's workforce? Project workers who will work nonstandard work hours may need multiple sources of care delivery, including partnering with home-based care providers and developing partnerships to ensure access to home care workers.

NOTE: It is important to note that prices for caregiving often reflect what people can pay, rather than the true cost of caregiving. Best practice employer-sponsored care strategies help account for the true cost of delivering quality care, including a living wage and supports for the care workforce. When estimating costs for contracts or other investments in caregiving, employers should prioritize realistic cost estimates that account for quality care, which includes living wages for the care workforce, that help ensure a stable care sector that can truly benefit all workers.

Endnotes

¹ For more information on child care in each state or territory, including the lead government entity, see <https://www.acf.hhs.gov/occ/contact-information/state-and-territory-child-care-and-development-fund-administrators>.

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