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**SOE Assurance of Compliance**

**I attest that our CCR&R is in compliance with all of the requirements for NY Standards of Excellence (SOE) Certification** that have been checked off below.

Further, I understand that a CCRR that is in compliance with 80% of the items specified in NY SOE document – and whose plan for *Achievement of Further Excellence* has been approved by the Early Care and Learning Council (ECLC) - will be deemed *Standards of Excellence* certified, and will be awarded a Certificate of Excellence that is valid for 3 years.

|  |  |  |  |
| --- | --- | --- | --- |
| CCR&R Director Signature: |  | Date: |  |

**Checklist for all items from SOE requiring Assurance of Compliance for evidence upon site visit:**

Agency Structure and Oversight

□ 1A3

□ 1A4

□ 1A5 Provide a copy of the Fund Development plan

□ 1A6

□ 1A7 Provide all signed agency conflict of interest and confidentiality policies

□ 1B1 Provide a copy of the Recruitment strategy and action plan

□ 1B2

□ 1C1 Provide a copy of the agency 2- 3 year strategic plan/vision

□ 1C2 See item 1C1

□ 1C3 See item 1C1

Program Administration and Operations

□ 1A1 Provide a copy of job descriptions and compensation guidelines for agency employees

□ 1A2 Provide a copy of all qualifying credentials for agency employees

□ 1A3 Provide a copy of credentials for trainers and technical assistance providers

□ 1A4

□ 1A5 Provide a copy of all signed policies and procedures documents completed by agency employees

□ 1B1 See item 1A5

□ 1B2

□ 1B3

□ 1C1

□ 1C2

□ 1C3

□ 1C4 Provide a copy of employee Performance evaluation forms

□ 1D1 Provide a copy of current CCR&R contract

□ 1D2 Provide a copy of monthly financial statements

□ 1E1 Provide a copy of “customer service” policies

□ 1E2

Consumer Services

□ 1A1 Provide a copy of written policies and procedures in regards to database/sharing of data

□ 1A2 Provide a copy of information collected for data

□ 1A3

□ 1B2 Provide a copy of the agencies evaluation plan

□ 1B3 Provide samples of annual surveys

□ 1B4

□ 1C1 Provide a copy of current CCR&R contract

□ 1C2 Provide a copy of current CCR&R contract

□ 1D1 Provide a copy of the agencies marketing plan

□ 1D2

□ 1D3 Provide samples of the written materials provided to consumers

□ 1D4 See item 1D3

□ 1D5 See item 1D3

□ 1E1 Provide a copy of the annual consumer needs assessment

□ 1E2

□ 1E3

□ 1E4 Provide copies of completed referrals

□ 1E5

□ 1E6

□ 1E7

□ 1E8

□ 1F1 Provide a copy of all parent resources

□ 1F2 Provide a copy of a periodic newsletter that is provided to parents

Provider Services

□ 1A1

□ 1A2

□ 1A3

□ 1A4 Provide samples of training and technical support given for the diverse needs of providers

□ 1A5

□ 1A6 Provide a copy of a newsletter that includes resource information

□ 1B1 Provide a list of the trainings offered by the agency

□ 1B2

□ 1B3

□ 1B4

□ 1B5

□ 1B6

Community Services, Engagement, and Advocacy

□ 1A1

□ 1A2 Provide a copy of the early care and learning needs assessment

□ 1A3 Provide a copy of information given to families

□ 1A4

□ 1A5

□ 1A6

□ 2A1 Provide copies of the Annual reports (both quantitative and qualitative)

□ 2A2 Provide copies of the comprehensive reports

□ 2A3 Provide a copy of data that was submitted to state/national organizations

□ 2B1

□ 2B2 Provide copies of policy agendas and reports that are sent to policymakers

□ 2B3

□ 2B4

□ 2B5