

AIR FORCE 2017 CYP INSPECTION CRITERIA SUMMARY

A. General Management

1. Training Personnel

A.1.a	There is an annual training plan for T&C specialists.
	Intent: To ensure that T&C specialists complete annual training requirements specified by DoD policy.

COMPONENTS

A.1.a.1	T&C specialists complete annual training on child abuse prevention, identification, and reporting.
	Method Guidance: Review training files of the trainer to validate annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098.
	References: DODI 6060.02 - TRAINING AFI 34-144 - 10.5 Ongoing Professional Development
A.1.a.2	T&C specialists complete annual training on developmentally appropriate practices.
	Method Guidance: Review training files of the trainer to validate annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098.
	References: DODI 6060.02 - TRAINING AFI 34-144 - 10.5 Ongoing Professional Development
A.1.a.3	T&C specialists complete annual training on principles of adult learning.
	Method Guidance: Review training files of the trainer to validate that annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098.
	References: AFI 34-144 - 10.5 Ongoing Professional Development DODI 6060.02 - TRAINING
A.1.a.4	T&C specialists complete annual training on prevention of illness and injury, and promotion of health.
	Method Guidance: Review training files of the trainer to validate annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098.
	References: AFI 34-144 - 10.5 Ongoing Professional Development DODI 6060.02 - TRAINING

A.1.a.5	T&C specialists complete annual training on emergency procedures.
	Method Guidance: Review training files of the trainer to validate annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098
	References: DODI 6060.02 - TRAINING AFI 34-144 - 10.5 Ongoing Professional Development
A.1.a.6	T&C specialists complete annual training on working with children with special needs.
	Method Guidance: Review training files of the trainer to validate annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098.
	References: DODI 6060.02 - TRAINING AFI 34-144 - 10.5 Ongoing Professional Development
A.1.a.7	T&C specialists complete annual training on positive guidance and appropriate touch.
	Method Guidance: Review training files of the trainer to validate annual training was completed and documented.
	Review the current and previous year CYP T&C AF Form 1098.
	References: AFI 34-144 - 10.5 Ongoing Professional Development
2. Personnel Management	
A.2.a	Personnel management compensation practices are in place.
	Intent: To ensure personnel are compensated appropriately.
COMPONENTS	
A.2.a.1	Seventy-five percent of the CYP total labor hours are paid to direct care staff who receive benefits.
	Method Guidance: Calculate the staff labor hours to ensure 75% of the CYP labor hours are paid to direct care staff receiving benefits.
	Provide listing of all staff working in each program. List should include: Name, Position, Regular or Flex, APF or NAF, program (CDC, FCC, SAC, YP).
	References: AFI 34-144 - 9.11. CDP Workforce Continuity DODI 6060.02 - Table 1. CDC & SAC
3. Resource Management & Administration	
A.3.a	The program has implemented the fee policy in accordance with current DoD guidance.
	Intent: To ensure that all parents are charged in accordance with the annual DoD fee policy.
COMPONENTS	

A.3.a.1	The DoD fee policy memorandum serves as the basis for the installation fee policy.
	Method Guidance: Review the installation fee letter to ensure that DoD policy is adhered to. Also, review supporting documents disseminated to parents. Supporting documents include the fee policy, frequently asked questions, and notification for civilian sponsors.
	Review the documentation (email and/or MyPers message) from SVI approving the fees established for the current fee year. Review information disseminated to parents about the fees.
	References: AFI 34-144 - 8.4 CDC/SAC Fees DODI 6060.02 - ENCLOSURE 2 - RESPONSIBILITIES
A.3.b	The program is funded in accordance with Public Law 104-106 (Military Child Care Act).
	Intent: To ensure that there is a combination of appropriated funds (APF) and non-appropriated funds (NAF) used to support the programs.
COMPONENTS	
A.3.b.1	APF in support of the programs are at least equal to the parent fees collected.
	Method Guidance: Review the previous year's financial statement to ensure that APF support is equal to or greater than the amount of parent fees collected. Also, review the installation's NAF income and earnings statements.
	Review total APF funding utilized to support each program and NAF I&E statement for the previous FY.
	References: Public Law 104-106 Military Child Care - 1791. Funding for Military Child Care AFI 34-144 - 8.2 Appropriated Funds
B. Facilities, Health, Safety, and Risk Management	
1. Background Checks	
B.1.a	There is a process to ensure that background checks are conducted by human resource personnel or security managers.
	Intent: To ensure that individuals working in programs have been properly vetted.
COMPONENTS	
B.1.a.1	The office of responsibility for initiating background checks is clearly established.
	Method Guidance: Ensure that there are written guidelines and operational procedures defining the personnel responsible for conducting background checks. NOTE: CYP is not responsible for developing these guidelines, but may be consulted.
	References: AFI 34-144 - 9.6. Background Checks DoDI 1402.5 - DEFINITIONS
B.1.a.2	CYP program personnel do not manage the criminal history check process.

	<p>Method Guidance: Validate that CYP program personnel are not responsible for managing the background check process. This is a personnel security or human resource function and includes initiating, tracking, adjudicating, and overseeing checks.</p> <p>Review personnel work folders</p> <p>References: AFI 34-144 - 9.6. Background Checks DoDI 1402.5 - BACKGROUND CHECK PROCEDURES</p>
2. Oversight and Inspection	
B.2.a	<p>The installation meets the requirements of Public Law 104-106 governing the number and types of required inspections.</p> <p>Intent: To ensure continuous oversight and program improvement.</p>
COMPONENTS	
B.2.a.1	<p>For all programs at the installation, an annual unannounced comprehensive fire inspection is conducted.</p> <p>Method Guidance: Review the most recent comprehensive fire inspection report for each program at the installation. Validate that all inspections were conducted within the past calendar year.</p> <p>References: DODI 6060.02 - Oversight AFI 34-144 - 3.2 Local Comprehensive Inspections</p>
B.2.a.2	<p>For all programs at the installation, an annual unannounced comprehensive safety inspection is conducted.</p> <p>Method Guidance: Review the most recent comprehensive safety inspection report for each program at the installation. Validate that all inspections were conducted within the past calendar year.</p> <p>References: DODI 6060.02 - Oversight AFI 34-144 - 3.2 Local Comprehensive Inspections</p>
B.2.a.3	<p>For all programs at the installation, an annual unannounced comprehensive health and sanitation inspection is conducted.</p> <p>Method Guidance: Review the most recent comprehensive health and sanitation inspection report for each program at the installation. Validate that all inspections were conducted within the past calendar year.</p> <p>References: AFI 34-144 - 3.2 Local Comprehensive Inspections DODI 6060.02 - Oversight</p>
B.2.a.4	<p>An annual unannounced installation Multi-Disciplinary Team Inspection (MDTI) is conducted.</p> <p>Method Guidance: Review the documentation of the most recent MDTI to ensure that it was conducted within the past calendar year.</p> <p>References: AFI 34-144 - 3.3 Local Multidisciplinary Team Inspection DODI 6060.02 - Oversight</p>

B.2.a.5	The make-up of the MDTI includes at least one parent who participates in a CYP.
	Method Guidance: Review the MDTI roster to verify that at least one parent served on the team.
	References: DODI 6060.02 - Oversight AFI 34-144 - 3.3 Local Multidisciplinary Team Inspection
B.2.a.6	The make-up of the MDTI includes human resource, fire, health, and safety proponents.
	Method Guidance: Review the MDTI roster to ensure that representatives from human resources, fire, health, and safety served on the MDTI team.
	References: AFI 34-144 - 3.3 Local Multidisciplinary Team Inspection DODI 6060.02 - Oversight
3. Inclusion	
B.3.a	A multi-disciplinary Inclusion Action Team (IAT) supports the accommodation process for children with special needs.
	Intent: To organize resources and develop strategies for supporting children with disabilities and other special needs.
COMPONENTS	
B.3.a.1	An installation multi-disciplinary IAT is established.
	Method Guidance: Review minutes from IAT meetings. Validate that there are regular members of the IAT and parents and specialists attend as appropriate.
	References: DODI 6060.02 - PART II. DEFINITIONS AFI 34-144 - 15.3 Inclusion Action Team
B.3.a.2	Written guidelines and operational procedures have been established for reviewing and making reasonable accommodations for children and youth with special needs.
	Method Guidance: Review the written guidelines and operational procedures for reviewing and making reasonable accommodations for children with special needs.
	References: DODI 6060.02 - ENCLOSURE 2 - RESPONSIBILITIES AFI 34-144 - 15.3 Inclusion Action Team
4. Nutrition & Food Service	
B.4.a	The food program is administered in accordance with U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) and DoD requirements.
	Intent: To ensure that nutritious meals and snacks are provided.
COMPONENTS	
B.4.a.1	Core or cyclical menus are approved by a nutritionist or registered dietician and meet USDA requirements.
	Method Guidance: Review documentation that menus have been approved and meet USDA requirements.

	<p>References: AFI 34-144 - 7.1 Food Program Requirements DODI 6060.02 - Table 1. CDC & SAC</p>
5. Fire, Safety, and Emergency Management	
B.5.a	The program establishes policies and procedures to ensure fire, safety and emergency management.
	Intent: To ensure that fire, safety and emergency management procedures are in place, thereby reducing the risk of accidents and injuries.
COMPONENTS	
B.5.a.1	There are policies and procedures in place for managing emergencies, natural disasters and force protection measures
	Method Guidance: Review the program policies and procedures to ensure there are written plans for managing emergencies, natural disasters and force protection measures including shelter in place, evacuation procedures and medical emergencies.
	<p>References: AFI 34-144 - 5.7. Emergency Preparedness Plan DODI 6060.02 - Table 2. FCC, Table 1. CDC & SAC</p>
C. Programming	
1. Communication with Families	
C.1.a	A Parent Board is established.
	Intent: To meet the requirements of Public Law 104-106 regarding Parent Boards and parent participation. The group provides an opportunity for parents to meet and discuss the program and coordinates the Parent Participation Program.
COMPONENTS	
C.1.a.1	The installation has established a Parent Board.
	Method Guidance: Review documentation (e.g., meeting minutes) of the Parent Board to assess whether it is active.
	<p>References: AFI 34-144 - 17.3. Parent Advisory Board DODI 6060.02 - ENCLOSURE 2 - RESPONSIBILITIES Public Law 104-106 Military Child Care - 1795. Parent Partnerships with Child Development Centers</p>
C.1.a.2	Written policies and procedures, including the intent of the Parent Board, are available to parents.
	Method Guidance: Verify that the information is available to parents.
	<p>References: AFI 34-144 - 17.3. Parent Advisory Board</p>
C.1.a.3	The Parent Board includes a parent chair and at least one staff member.
	Method Guidance: Review documentation (e.g., meeting minutes) to verify that the Parent Board includes a parent and at least one CYP staff member.

	<p>References: DODI 6060.02 - Parent Board AFI 34-144 - 17.3. Parent Advisory Board</p>
C.1.a.4	The installation commander or designee attends at least one board meeting each year.
	Method Guidance: Review documentation to verify that the Installation Commander or designee attends at least one board meeting each year.
	<p>References: DODI 6060.02 - Parent Board</p>
C.1.a.5	Parent Board meeting minutes are recorded.
	Method Guidance: Review the meeting minutes and verify that there is documentation of what was discussed during the meeting.
	<p>References: AFI 34-144 - 17.3. Parent Advisory Board</p>
2. Youth Sponsorship	
C.2.a	Youth sponsorship programs are established to assist youth relocating to and from the installation.
	Intent: To ensure youth sponsorship programs are established to ease transitions between installations.
COMPONENTS	
C.2.a.1	The youth sponsorship outreach program includes a system for identifying incoming youth and providing them with information and resources before they arrive.
	Method Guidance: Review correspondence and documentation to ensure that there is a system in place for the gaining and losing installations to share information on youth in transition.
	<p>References: AFI 34-144 - 14.25. Youth Sponsorship</p>
C.2.a.2	The youth sponsorship outreach program includes a system for providing youth with program and community information upon arrival.
	Method Guidance: Review correspondence and documentation to ensure there is a system in place to provide youth with program and community information upon arrival.
	<p>References: AFI 34-144 - 14.25. Youth Sponsorship</p>
C.2.a.3	The youth sponsorship outreach program includes a system for identifying outgoing youth and connects them with the gaining installation prior to departure.
	Method Guidance: Review correspondence and documentation to ensure that there is a system on place for the losing and gaining installations to share information on youth in transition.
	<p>References: AFI 34-144 - 14.25. Youth Sponsorship</p>

C.2.a.4	The youth sponsorship outreach program supports school transitions and transitions from program to program.
	Method Guidance: Review correspondence and documentation to ensure that there is a system in place to support school transitions and program to program transitions. Transitions include and are not limited to: aging up within internal programs; school transitions.
	References: AFI 34-144 - 14.25. Youth Sponsorship
C.2.a.5	The youth sponsorship outreach program supports a peer-to-peer component.
	Method Guidance: Review correspondence and documentation to ensure that there is a system in place to support youth who are interested in the peer to peer component. The system includes training for the youth who are participating. Validate that a sponsor has been identified.
	References: AFI 34-144 - 14.25. Youth Sponsorship