

CHANGE MANAGEMENT BRIEF CHECKLIST

ACTIONABLE STEPS TO PREPARE FOR CHANGE RIGHT NOW

Action Step	Details	Why It Matters
Create a high-level briefing document	<p>Develop easy to read bulleted briefs on anticipated changes to Child Care which could include:</p> <ul style="list-style-type: none"> • The President's priorities • The timeline for new CCDF laws and regulations • A list of which internal agency divisions will be affected • A list of external stakeholders • Talking points that would appeal to all citizens (conservative, independent, and liberal) • An overview of the strategic action plan to manage changes • Recommendations for the agency head to consider, such as briefing the governor's office, and setting up an agency rapid response team <p>Keep it high-level and simple in format and language; this document can serve as the basis for developing materials for all stakeholders, including status updates.</p>	Ensures agency is informed and ready to act; enables early engagement with governor's office before holidays and new rules in Feb 2026.
Engage executive leadership and staff	<p>Meet with executive leadership to enlist their support and input on the brief. Consider asking for a liaison among the governor's staff for purposes of providing status updates and obtaining direction</p> <p>If possible, have a staff retreat to further develop the brief and the action/change management plan and make assignments, empowering staff.</p>	Builds internal buy-in; empowers staff as change agents; acknowledges staff concerns. Promotes consistent, positive messaging across the agency.

	Prepare talking points for staff.	
Form a Rapid Response Team	Develop an agency Rapid Response Team, consisting of experts from areas such as fiscal, contracts, audits, IT, legal counsel, etc.	Enables quick, expert-driven decisions; centralizes communication and documentation.
Audit current program integrity processes	Develop a listing of current program integrity and auditing initiatives and processes, the agency documentation currently in place, and the responsible party for each. Meet with Audit staff.	Identifies gaps and needed enhancements for compliance with new rules.
Inventory all grants and contracts	Develop a listing of all grants and contracts, including fiscal information as well as detailed information about the scopes of work.	Clarifies scope and fiscal details; assesses contractor readiness for change.
Assess IT contractor flexibility	Determine if existing IT contractors can make necessary changes, if they are willing to make the changes, and/or if a current contract can be used as a vehicle to add scope. If the current data system cannot accommodate changes, begin researching other solutions in conjunction with procurement staff.	Ensures systems can adapt; avoids unexpected costs; supports change management.
Review fiscal reporting (ACF-696)	Meet with fiscal staff to review how expenses are currently submitted on the ACF-696 CCDF Financial Reporting Form, including quality dollars, with the expenses being charged to administration and non-direct services. Discuss cost projections, and how they are currently derived.	Improves accuracy; enables quick updates to cost projections.

Coordinate with TANF administrators	Meet with TANF administrators regarding their eligibility requirements, and how they verify citizenship.	Prepares for potential citizenship verification changes.
Review QRIS-related laws and policies	Review state laws and agency policies regarding QRIS and what quality levels and payment rates might look like if QRIS is not required.	Anticipates federal changes; prepares for quality rating adjustments.
Consider licensing regulations	<p>Review licensing regulations and categorize them according to importance, looking for duplicative and bureaucratic rules that could be eliminated or streamlined.</p> <p>Calculate the number and percentage of licensing regulations that can be eliminated and any potential consequences.</p>	Reduces bureaucracy; prepares for policy inquiries.
Engage faith-based providers	<p>Review all state and federal laws and policies regarding faith-based providers.</p> <p>Meet with key faith-based organizations.</p>	Identifies barriers; builds inclusive strategies.
Collaborate with education agency	<p>Meet with the education agency concerning their policies regarding homeschooling and private school needs.</p> <p>Ask them to suggest organizations to meet with for child care issues.</p>	Understands homeschooling/private school needs; expands outreach.
Form stakeholder advisory group	<p>Consider appointing a team of providers and stakeholders that will advise the agency once the new regulations come out.</p> <p>Consider how to obtain valuable input from parents as well, such as conducting substantive focus groups.</p>	Gathers critical input; builds credibility with policymakers



	Appoint some members that policymakers would want included for input.	
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