



Corrective Action Plan

Date	August 21, 2026	Status	In Process
Issued			
Provider Name	McIntosh Community Daycare		
Provider Type	Child Care		
License #	1660861443		
Provider Address	402 Main St, McIntosh, SD 57641, USA		
Provider Contact	Elizabeth Root, Kelli Nehl		

The following administrative rules have been found to be out of compliance. A corrective action plan is required to bring the provider into compliance. Continued non-compliance could lead to revocation of your license.

Corrective Action Plan #1

Administrative Rule:

67:42:17:09

The program administrator is the director or individual responsible for planning and implementing the program in a licensed child care or school-age program and must be at least eighteen years of age and:

- (1) Have a bachelor's degree in a field of education or human development;
- (2) Have a two-year degree in early childhood education;
- (3) Have a Child Development Associate credential or comparable credential, as determined by the department;
- (4) Hold certification in a child learning philosophy and have at least one year of experience in a child care setting;
- (5) Have a child development technician diploma; or
- (6) Have four years of experience in a center or school-age program.

Summary of Non-Compliance Finding:

The program does not currently have an individual who meets the required education or experience qualifications to serve as the program administrator. Currently, there is no other individual working in the program who meets these qualification requirements.

Corrective Action:

The director agrees to complete the Child Development Associate (CDA) Credential online, on-demand to meet the

program administrator qualification requirements.

1. The director will complete 120 hours of professional early childhood education training, consisting of approximately 90 modules, covering six instructional units, and will complete a CDA Professional Resource Portfolio.
2. The director will apply to the National Council for Professional Recognition using the online application process no later than May 31, 2027. At the time of application, the director will upload the Professional Portfolio, the Professional Philosophy Statement, and Family Questionnaires.
3. The director will complete the CDA examination no later than August 31, 2027.
4. The director may be required to participate in an on-site verification visit depending on the CDA exam score.
5. The owner/director will obtain the CDA credential no later than January 31, 2028.
6. If the director is unable to complete the CDA requirements by the expected achievement date, an individual that meets the program administrator qualifications outlined in ARSD 67:42:17:09 will be hired no later than January 31, 2028.

Supporting Evidence:

1. The director will submit a signed acknowledgement statement provided by the Office of Licensing & Accreditation by September 2, 2026, confirming the agreed-upon timelines for training completion, portfolio development, and competency statements
2. The director will notify the Office of Licensing & Accreditation whether an on-site verification visit is required after completion of the CDA examination.
3. Monthly check-ins will be conducted by the Office of Licensing & Accreditation by phone or e-mail to monitor progress toward completion.
4. The director will submit documentation verifying receipt of the CDA Credential to the Office of Licensing & Accreditation upon completion by January 31, 2028.
5. If the CDA requirement is not met by the established achievement date, the provider will notify the Office of Licensing & Accreditation of the individual who meets the program administrator qualifications and will submit documentation verifying that individual's education and/or experience.

How Maintained:

The owner/director will maintain and renew the CDA credential as required.

Position Responsible:

Elizabeth Root (Director) & Kelli Nehl
(Board Member)

Expected Completion Date:

January 31, 2028

Date Completed:

SIGNATURES

Your signature below certifies you have read and understand the non-compliance findings and agree to make

corrections to be compliant with the identified administrative rules.

Elizabeth Root

Provider Name



Signature of Provider

August 24, 2026

Date

The Department of Social Services, Office of Licensing and Accreditation has reviewed and accepted the above plan.

Julie Hermansen

Printed Name of DSS Staff



8/21/2026, 2:13:13 PM

Signature of DSS Staff:

August 21, 2026

Date

COMPLETION DETAILS

COMPLETION DATE:

The Department of Social Services, Office of Licensing and Accreditation has reviewed the actions taken by the agency to resolve the above items and has accepted the above plan as completed.

Printed Name of DSS Staff

Signature of DSS Staff:

Date