



2024-2025 WORK PLANS

Membership Committee Work Plan

- Advertise and recruit members of the NIH community to represent a diverse array of candidates, recognizing that members from various ICs, professions, backgrounds, and experiences will increase the success of the Child Care Board.
- Conduct the annual membership Campaign beginning in March 2025.
- Continue to review all liaison positions during the 2024-2025 Board year.

Child Care Subsidy Program Committee Work Plan

- Evaluate and report program utilization and continue evaluating the impact of the eligibility thresholds.
- Continue with outreach efforts to increase awareness and utilization of the program in collaboration with the Communications and Outreach Committee.
- Work with the Aging and Adult Dependent Care Committee to explore a pilot program to expand the use of subsidy funds for licensed adult care/homecare.
- Assist the Innovative Programs Committee to explore avenues for providing child care cost support for intramural fellows/trainees.
- Evaluate the effectiveness of the current income threshold and potentially recommend an additional increase in subsidy funding.

Back Up Care Committee Work Plan

- Monitor and report program utilization for the current contract year, by employee type.
- Examine trends in program usage across contract years.
- Maintain program utilization and strive to increase program awareness and utilization by collaborating with the Communications and Outreach Committee on marketing and communications strategies.

Waitlist Work Plan

- Review Wait List data and report on trends and the impact of changes to policies and procedures on an annual basis.
- Further investigate ways to increase the number of preschool aged children (24 months and above) to the Wait List.
- Continue discussions about the changing childcare landscape (Pre-K offerings, remote work, etc.), and look at ways to refresh the Frequently Asked Questions (FAQs).
- Review other Wait List policies (e.g., the decline policy) and develop a survey to assess childcare needs across the NIH community.

Innovative Programs Work Plan

- Work to create community resources for non-local remote workers.
- Gather data to establish the scope of the remote workforce at NIH and to serve as the foundation for tailored outreach efforts.
- Engage with partners, like the NIH Wellness Ambassadors and other Collaborators, to disseminate information on Child and Family Services to remote workers across NIH.
- Work with the Communications and Outreach Committee to disseminate community resources for remote workers.
- Continue our engagement with the [Child Opportunity Alliance](#).
- Continue to monitor changes to postdoctoral scholar and trainee policies.

CCB Communications Work Plan Draft

- Continue to use available website analytics to plan activities; record metrics and demonstrate progress.
- Assess and support other NIH Child Care Board committees in achieving outreach, awareness, and utilization goals.
- Review and submit recommendations to ORS on Child and Family Programs' communications and outreach efforts, including websites and other digital outreach channels.
- Support the Wait List Committee to disseminate the waitlist policy and increase awareness about other feds and contractor registration eligibility.
- In collaboration with the other CCB committees and the AADCC, explore the possibility of developing a survey to gather information about child and elder care needs at NIH and, if necessary, assist in establishing a new CCB Survey Committee.