
Issue Date: September 10, 2024

FAQ for Central Data Entry, Snapshot Data Collection/Safety Plans

How frequently do I need to update my central data?

The Central Data Collection is designed to capture information about each unique organization that remains consistent across applications and collections. This must be completed, at minimum, once at the beginning of each fiscal year. If your organization's central contacts, SAM UEI number, or insurance details change during the fiscal year, including through regular renewal, your Central Data Collection must be updated via the amendment process.

What is the information I need to have contained within a Certificate of Insurance (COI)?

Grant recipients should have COI/s covering current general liability, auto, and workers compensation insurance policies. In addition, the State of Vermont must be named as additional insureds for general liability and property damage on the COI. You will typically be provided these certificates on request from your insurer. Typically, a COI should contain the policy number, policy effective date, policy expiration date, policy coverage amounts, and designated contacts. The name of the insured must be the grant recipient, and the Certificate Holder must be the State of Vermont, Agency of Education.

What should I include in my safety plans and what should it look like?

We are seeking something similar to the [AOE Emergency Plan template](#). If you do not already have a safety plan, or if you need to review an existing one, we recommend using this template as a guide to identify the essential information to include in the safety plan. This template, provided to schools by the AOE, may not align perfectly with your organization's leadership or safety planning structures. Organizations should feel empowered to adapt the template to their specific context.

Do we need to have an aquatic safety plan?

Each program or center participating in aquatic activities (e.g., swimming, boating, or fishing) is required to have an aquatic safety plan on file. This aquatic safety plan should, at minimum, conform to the requirements laid out in the Department for Children and Families' [Licensing Regulations for Afterschool Care Programs](#), Section 16: Swimming.

If you have any further questions, please reach out to Asah.Whalen@vermont.gov.

