



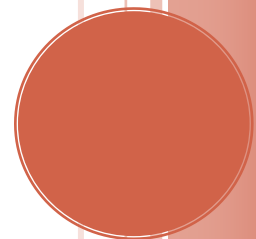
Child Development Associates

PROGRAM GUIDELINES

ALTERNATIVE PAYMENT PROGRAM

Our Mission: To encourage and support the success and well-being of children, families, and the child care community

Effective November 1, 2016 (Board Approved)





BUSINESS HOURS: Monday – Friday | 8:30 AM – 5:00 PM

ADMINISTRATIVE OFFICE

180 Otay Lakes Road, Suite 300
Bonita, CA 91902
(619) 427-4411

ENROLLMENT DEPARTMENT

This department screens families interested in enrolling in the AP Program.

180 Otay Lakes Road, Suite 300
Bonita, CA 91902
(619) 427-4411 x 1400
Toll Free: (888) 755-2445
Fax: (619) 434-5192

Enrollments@cdasandiego.com*

CASE MANAGEMENT DEPARTMENT

This department maintains family case files and processes updates for families enrolled in the AP Program.

South County Office

180 Otay Lakes Road, Suite 300
Bonita, CA 91902
(619) 427-4411 x 1600
Toll Free: (888) 755-2445
Fax: (619) 434-5197

APBonita@cdasandiego.com*

Kearny Mesa Office

5473 Kearny Villa Road, Suite 350
San Diego, CA 92123
(858) 836-8065
Toll Free: (888) 467-4800
Fax: (858) 836-8907

APKearnyMesa@cdasandiego.com*

PROVIDER SERVICES DEPARTMENT

This department maintains provider files.

180 Otay Lakes Road, Suite 300
Bonita, CA 91902
(619) 427-4411 x 1600
Toll Free: (888) 755-2445
Fax: (619) 434-4936

ProviderServices@cdasandiego.com*

AP FISCAL PAYMENTS

This department processes child care reimbursements.

180 Otay Lakes Road, Suite 300
Bonita, CA 91902
(619) 427-4411 x 1300
Toll Free: (888) 755-2445
Fax: (619) 434-4940

PaymentQuestion@cdasandiego.com

*Refer to “Secure Email,” page 68, on sending your information securely.

Child Development Associates

Welcome to Child Development Associates (CDA). We are a community based, non-profit agency that has been proudly serving children and families since 1974. We believe that all families deserve access to quality early care, education and supportive services that will promote children's healthy development and future success.

CDA is dedicated to creating positive change, taking an active role in child care issues at the local, county and statewide level to support children, parents, and child care providers. We operate three (3) state subsidized full-day preschool centers in the southern area of San Diego County and an Alternative Payment Program throughout San Diego County, and we are the largest sponsor in the State of California of the Federal USDA Child Care Food Program.

Here at CDA, we are pleased to assist families by providing free or reduced cost child care in the Alternative Payment Program. Due to the complexity of public funding, there are unfortunately many rules and regulations CDA and families participating in the AP Program must follow. We understand the enrollment process and ongoing eligibility for the program can be confusing, overwhelming and may at times feel invasive. You have our commitment to assist you through each step along the way. As valued parents and providers in the program, you are encouraged to ask questions or ask for help if there is anything you do not understand or need assistance with. Your Child Care Eligibility Specialist or Provider Specialist will gladly help. We will work closely with you to promote our common goals.

CDA is committed to providing excellent service to all families and providers and we appreciate any feedback you may provide.



Rick Richardson
President and CEO

The Alternative Payment Program

CDA has been serving families through our Alternative Payment Program since 1992. Currently, our AP Program serves over 5,800 children and approximately 3,200 families countywide who depend on child care services to go to work, school, and/or seek employment.

At CDA we have a strong commitment to families and children and operate our program based on the following philosophy, goals and objectives.

PHILOSOPHY

At CDA, we believe:

- In the importance of stable, consistent child care that makes it possible for a parent to achieve self-sufficiency.
- That parents know their children best and they should have a selection of quality child care options to choose from that meets their family's particular needs.
- In being respectful of the cultural and linguistic characteristics of the families we serve.
- In providing services in a way that is courteous and professional.
- In quality child care services that promote healthy development and growth.
- In supporting the professional child care community.



GOALS & OBJECTIVES

- To provide supportive child care services that will help families reach self-sufficiency and remain off of aid.
- To assist CalWORKs families in transitioning from short term Stage 1 child care services to long term child care arrangements in Stage 2 and 3.
- To establish partnerships with families, which include opportunities for families to receive resources and information on quality child care options.
- To guide parents through the enrollment and ongoing eligibility and need documentation process with respect and empathy.
- To refer children and families to appropriate agencies in the community based on their health or social service needs.
- To partner with the community to best support families and child care providers and to provide information to the community regarding services available through our agency.
- To routinely and not less than once per year, complete a self-review and make necessary improvements to program management.
- To invest in staff by identifying and providing training and professional development opportunities.
- To support child care providers by providing information and making timely and accurate reimbursements.

TABLE OF CONTENTS

1. OVERVIEW OF THE ALTERNATIVE PAYMENT PROGRAM.....	8
<i>How the Process Works.....</i>	<i>9</i>
2. CHILD CARE FUNDING	9
3. CHILD ELIGIBILITY CRITERIA.....	10
4. FAMILY ELIGIBILITY AND NEED CRITERIA	10
A. C2AP – CALWORKS STAGE 2 ALTERNATIVE PAYMENT.....	10
<i>Eligibility.....</i>	<i>10</i>
<i>Eligibility Duration</i>	<i>10</i>
<i>Need.....</i>	<i>10</i>
B. C3AP – CALWORKS STAGE 3 ALTERNATIVE PAYMENT.....	11
<i>Eligibility.....</i>	<i>11</i>
<i>Need.....</i>	<i>11</i>
C. CAPP – CALIFORNIA ALTERNATIVE PAYMENT PROGRAM.....	11
<i>Eligibility.....</i>	<i>12</i>
<i>Need.....</i>	<i>12</i>
5. HOW DOES A FAMILY ENROLL?	12
A. ADMISSION AND ENROLLMENT	12
<i>Enrollment Process.....</i>	<i>12</i>
<i>Enrollment Process.....</i>	<i>12</i>
<i>Enrollment by Transfer from another CalWORKs Agency.....</i>	<i>14</i>
B. DOCUMENTATION OF FAMILY ELIGIBILITY.....	14
<i>Documentation of Current Cash Aid Recipient</i>	<i>15</i>
<i>Documentation of Income Eligibility.....</i>	<i>15</i>
<i>Documentation of Child Protective Services and At Risk.....</i>	<i>17</i>
<i>Documentation of Homelessness.....</i>	<i>18</i>
C. DOCUMENTATION OF FAMILY NEED.....	18
<i>Documentation of Employment.....</i>	<i>18</i>
<i>Documentation of Self-Employment.....</i>	<i>18</i>
<i>Employment or Self-Employment in the Home.....</i>	<i>18</i>
<i>Employment as an Assistant in a Large Family Child Care Home</i>	<i>19</i>
<i>Documentation of Vocational Training.....</i>	<i>19</i>
<i>Documentation of Seeking Employment</i>	<i>21</i>
<i>Documentation of CalWORKs Welfare to Work Activity.....</i>	<i>21</i>
<i>Documentation of Parental Incapacity.....</i>	<i>21</i>
<i>Documentation of Child Protective Services and At Risk.....</i>	<i>22</i>
<i>Documentation of Seeking Permanent Housing.....</i>	<i>22</i>
D. TRAVEL TIME AND SLEEP TIME	22
<i>Travel Time for Employment or Vocational Training.....</i>	<i>22</i>
<i>Sleep Time for Employment.....</i>	<i>23</i>
6. AGENCY VERIFICATION OF ELIGIBILITY AND NEED	23

- 7. FAMILY FEES..... 23**
 - Definition of Family Fees..... 23
 - Family Fee Assessment..... 23
 - Family Fee Assignment 24
 - Family Fee Notification and Effective Dates..... 24
 - Payment of Family Fees..... 25
 - Family Fee Receipts 25
 - Documenting the Family Fee on the Attendance Record..... 26
 - Family Fee Notification Letter 26
 - Late Payment of Family Fees..... 26
 - Re-evaluation of Family Fees When Authorized Services End Mid-Month 27
 - Family Fee Credit for Child Care Costs Paid to Other Providers..... 27

- 8. RECERTIFICATION AND FILE UPDATES 28**
 - Recertification 28
 - File Updates 28

- 9. CHILD CARE SCHEDULE 29**
 - Set Schedule..... 29
 - Variable Schedule..... 29

- 10. REGIONAL MARKET RATE CEILING (RMRC) AND CERTIFICATE FOR CHILD CARE SERVICES 29**
 - A. REGIONAL MARKET RATE CEILING (RMRC)..... 29
 - B. CERTIFICATE FOR CHILD CARE SERVICES..... 30
 - Certificate Example 31
 - How to Read a Certificate..... 32

- 11. USING CHILD CARE SERVICES..... 32**
 - A. LIMITATIONS ON THE USE OF CHILD CARE SERVICES AND REIMBURSEMENT 32
 - 24 Hour Care..... 32
 - When Services Are Received from Other Subsidized Programs 32
 - School-Age Child Care..... 33
 - Eleven (11) and Twelve (12) Year-old Children..... 33
 - B. ABSENCE POLICIES..... 34
 - Reporting and Documenting Absences 34
 - Excessive Absences 34
 - C. WHEN CHILD CARE HOURS DIFFER FROM HOURS AUTHORIZED..... 34
 - Hours of Care are Inconsistent with the Authorized Schedule 34
 - Additional Child Care for an Unscheduled but Documented Need for Services 35
 - Additional Child Care for Personal Use..... 35

- 12. SELECTING A CHILD CARE PROVIDER 36**
 - The Selection Process..... 36
 - Types of Child Care Available to Families 37
 - Provider Enrollment 39
 - Multiple Providers..... 39
 - Alternate Provider when Approved Provider is Unavailable..... 39

13. CHANGING CHILD CARE PROVIDERS.....	40
<i>Change in Child Care Provider</i>	<i>40</i>
<i>Provider Notice Period</i>	<i>40</i>
14. PROVIDER PARTICIPATION INFORMATION AND REQUIREMENTS	41
<i>General Provider Participation Requirements.....</i>	<i>41</i>
<i>Participation Requirements for Licensed Providers.....</i>	<i>41</i>
<i>Participation Requirements for License-Exempt Providers.....</i>	<i>42</i>
<i>Participation Requirements for “In-Home” License-Exempt Providers.....</i>	<i>42</i>
<i>Participation as an Independent Contractor.....</i>	<i>43</i>
15. PROVIDER’S CHILD CARE RATES AND FEES	43
<i>Verification of Provider Rates.....</i>	<i>43</i>
<i>Provider Rate Changes.....</i>	<i>43</i>
<i>Documentation of Contractual Terms.....</i>	<i>43</i>
16. PROVIDER REIMBURSEMENT	44
A. PROVIDER BILLING/INVOICING	44
B. APPLICATION OF THE RMRC BASED ON SCHEDULE TYPE.....	45
C. FACTORS THAT AFFECT FINAL CALCULATION OF REIMBURSEMENT.....	45
<i>Provider’s Contractual Terms</i>	<i>45</i>
<i>Unscheduled but Documented Need for Services.....</i>	<i>46</i>
<i>Prorating.....</i>	<i>47</i>
<i>Family Fees Deducted from Reimbursement.....</i>	<i>47</i>
<i>Garnishments.....</i>	<i>48</i>
<i>Non-Reimbursable Child Care.....</i>	<i>48</i>
<i>Reimbursement Adjustments.....</i>	<i>48</i>
17. CO-PAYMENTS	49
18. ATTENDANCE RECORDS	49
<i>Attendance Record Example</i>	<i>50</i>
<i>Attendance Record Instructions.....</i>	<i>51</i>
<i>Accurate Completion of Attendance Records.....</i>	<i>52</i>
<i>Submission of Attendance Records.....</i>	<i>52</i>
19. COMMUNICATION BETWEEN PROVIDERS AND CDA.....	53
A. PROVIDER REQUEST FOR DOCUMENTATION AND PROVIDER NOTIFICATION.....	53
B. MAIL TO PROVIDERS.....	53
C. REPORTING CHANGES – PROVIDERS	54
20. DENIAL OF OR CHANGE IN PROVIDER PARTICIPATION.....	54
<i>Denial of Provider Participation for Health or Safety Reasons.....</i>	<i>54</i>
<i>Providers Placed on Probation</i>	<i>54</i>
<i>Disqualification of Provider Participation</i>	<i>55</i>

21. COMMUNICATION BETWEEN PARENTS AND CDA.....	56
A. REQUEST FOR DOCUMENTATION AND PARENT NOTIFICATION.....	56
<i>Notice of Action Example.....</i>	<i>57</i>
<i>How to Read a Notice of Action.....</i>	<i>58</i>
B. MAIL TO PARENTS.....	59
C. REPORTING CHANGES – PARENTS.....	59
22. LEAVE OF ABSENCE (LIMITED TERM SERVICE LEAVE).....	61
23. TERMINATION OF CHILD CARE SERVICES.....	62
<i>Reasons for Termination.....</i>	<i>62</i>
<i>Appeal Procedures.....</i>	<i>63</i>
24. FRAUD AND INELIGIBLE SERVICES.....	64
<i>What is Fraud?.....</i>	<i>65</i>
<i>When Fraud Is Suspected by CDA.....</i>	<i>65</i>
<i>Recovery of Funds.....</i>	<i>66</i>
25. THE HEALTH AND SAFETY OF CHILDREN.....	67
<i>Reporting to Community Care Licensing and Child Protective Services (CPS).....</i>	<i>67</i>
<i>Parental Complaints in a License-Exempt Child Care Setting.....</i>	<i>67</i>
26. PRIVACY AND CONFIDENTIALITY OF RECORDS.....	67
27. PARENT, PROVIDER AND VISITOR CONDUCT POLICY.....	68
28. THE QUALITY OF SERVICE PROVIDED BY CDA.....	69
<i>Grievance Policy.....</i>	<i>69</i>
<i>Uniform Complaint Procedures.....</i>	<i>70</i>
29. GLOSSARY OF TERMS.....	71

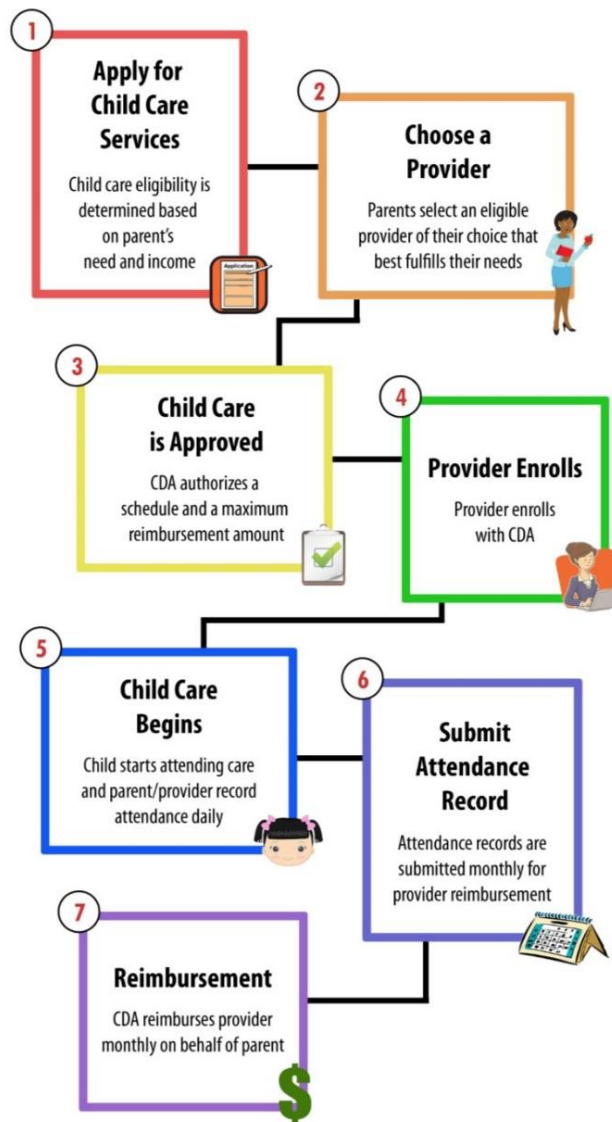
I. OVERVIEW OF THE ALTERNATIVE PAYMENT PROGRAM

The Alternative Payment (AP) Program is a child care subsidy program, operated in accordance with the California Code of Regulations, Title 5, the California *Education Code* and the California Department of Education (CDE) Program Requirements. Funding is provided through the California Department of Education and Federal Child Care and Development Block Grant Funds.

The AP Program offers a choice of child care arrangements for parents, such as family child care, center-based care or care by a friend or relative. Parents may select their child care provider to meet their individual needs. CDA makes reimbursements for child care services directly to the family's selected provider, on the parent's behalf.

In order to participate in the program, a family must meet the eligibility and need requirements determined by the State of California.

Process Overview



How the Process Works

APPLY FOR CHILD CARE – When applying for child care services, each family is assigned a Child Care Eligibility Specialist (CES) to be the point of contact with CDA. The Child Care Eligibility Specialist processes the family’s paperwork to determine the family’s eligibility and manages their child care case while they are enrolled in the AP program.

PROVIDER ENROLLS – After a provider is selected by a parent, the provider is assigned a Provider Specialist to be the point of contact with CDA. The Provider Specialist enrolls the provider and manages the provider’s file during his or her participation on the AP program.

Child Care Eligibility Specialists and Provider Specialists educate and train parents and providers on the policies and procedures of the AP program. CDA staff is here to help parents and providers understand and navigate through the complexity of the program and are available to answer any questions a parent or provider might have.

CHILD CARE BEGINS – Once authorized child care begins with a provider, the parent and provider are responsible to record each child’s attendance daily, on monthly attendance records issued by CDA; they must also ensure the attendance records are complete and accurate.

SUBMIT ATTENDANCE RECORDS – The parent and provider are responsible to submit completed attendance records to CDA’s administrative office. Attendance records are due no later than the 10th of the following month.

REIMBURSEMENT – Based on the submitted attendance records, the AP Fiscal Payments team calculates and issues provider reimbursements. They can also answer questions regarding provider reimbursements that have been issued.

All of CDA staff work together as a team to ensure that parents can participate and be successful on the AP program and that providers receive timely and accurate reimbursement. We strive to provide quality customer service and are always available and willing to help the families and providers.

*Refer to page 71 for a complete list of **glossary** terms.*

2. CHILD CARE FUNDING

The child care subsidies for the Alternative Payment Program are provided by state and federal funding; funds are distributed into the following contract types:

- C2AP – CalWORKs Stage 2 Alternative Payment
- C3AP – CalWORKs Stage 3 Alternative Payment
- CAPP – California Alternative Payment Program

All of the contract types are regulated by the State of California. The eligibility qualifications for each type differ and the criteria for receiving child care services will vary depending on the contract type.

A family’s enrollment onto the program and continuation of services are dependent on available funding. In order to maximize available funding, CDA reserves the right to change the family’s contract type at any time to another contract type for which they are eligible.

3. CHILD ELIGIBILITY CRITERIA

[Title 5, § 18407, 18107]

In order for a family to receive subsidized child care services, a child must be living in the family's household and must meet and continue to meet all of the following criteria:

- Be:
 - A son or daughter of the family, **or**
 - Receiving foster care benefits, federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits, **or**
 - The responsibility of the family to support
- Be under 13 years of age
 - A child who has exceptional needs and is physically or mentally incapable of caring for himself or herself as determined by a legally qualified professional may qualify up to 21 years of age
- Live in the state of California while services are being received

4. FAMILY ELIGIBILITY AND NEED CRITERIA

The family must meet and continue to meet eligibility and need criteria for the contract type from which their child care services are funded.

A. C2AP – CalWORKs Stage 2 Alternative Payment

[Title 5, § 18406, 18408]

Eligibility

A family is eligible for CalWORKs Stage 2 child care services when one of the following circumstances applies:

- The parent is currently receiving CalWORKs cash aid
- The family is income eligible (*refer to “Documentation of Income Eligibility,” page 15*) **and** the parent received CalWORKs cash aid or diversion services from the county welfare department within the last 24 months

Eligibility Duration

If a parent is a former CalWORKs cash aid recipient, the family is eligible to receive Stage 2 child care services for 24 months after cash aid has ended. The 24-month time limit begins the first day of the month immediately following the month cash aid ended.

If a parent has received diversion services, the parent is eligible for Stage 2 child care services for 24 months. The 24-month time limit begins the first day of the month that the parent was eligible for diversion services.

Need

If a parent is currently receiving CalWORKs cash aid:

- The parent must be participating in a Welfare to Work Plan or be employed.

For any other parent residing in the family home and for all other families that meet the eligibility criteria above, one or more of the following need criteria must be met:

- Employment
- Self-employment
- Vocational training
- Seeking employment
- CalWORKs Welfare to Work Activity
- Parental incapacity
- Seeking permanent housing

B. C3AP – CalWORKs Stage 3 Alternative Payment

[Title 5, § 18421, 18423]

Eligibility

A family is eligible for CalWORKs Stage 3 child care services when the following conditions are met:

- The family is income eligible (refer to “[Documentation of Income Eligibility](#),” page 15) **and**
- The parent is a former CalWORKs cash aid recipient and was receiving **Stage 2** child care services when the parent “timed out” (the end of the 24 month period from when cash aid was last received). The family will be immediately and seamlessly transferred from Stage 2 funding into Stage 3 funding; families cannot be enrolled directly into Stage 3 funding.

The following additional eligibility criteria may also apply:

- The family is receiving child protective services through the county welfare department or has a child who is at risk of abuse, neglect, or exploitation, **or**
- The family is homeless

Need

The family must meet one or more of the following need criteria:

- Employment
- Self-employment
- Vocational training
- Seeking employment
- Parental incapacity
- Child Protective Services (CPS) or at risk of abuse, neglect, or exploitation

C. CAPP – California Alternative Payment Program

[*Education Code*, § 8263(a)(1), 8263(a)(2); Title 5, § 18085.5(b)]

A family is eligible for CAPP child care services when both eligibility and need requirements are met.

Eligibility

A family must meet one of the following eligibility criteria:

- The family is receiving child protective services through the county welfare department or has a child who is at risk of abuse, neglect, or exploitation
- The family is income eligible (refer to “[Documentation of Income Eligibility](#),” page 15)
- The family is homeless

Need

The family must meet one or more of the following need criteria:

- Employment
- Self-employment
- Vocational training
- Seeking employment
- Parental incapacity
- Child Protective Services (CPS) or at risk of abuse, neglect or exploitation
- Seeking permanent housing

5. HOW DOES A FAMILY ENROLL?

A. Admission and Enrollment

Enrollment Process

[*Education Code*, § 8263; Title 5, § 18106]

Families are ranked for enrollment in accordance with the guidelines established by the State of California.

Admission priorities are as follows:

- **Priority 1** – Children receiving child protective services through the local county welfare department
- **Priority 2** – Children at risk of abuse or neglect, upon written referral from a legal, medical, or social services agency
- **Priority 3** – Families with the lowest gross monthly income adjusted for family size

If it is necessary to disenroll families, families shall be disenrolled in reverse order of the admission priorities.

Enrollment Process

[Title 5, § 18081-18083, 18100, 18107]

Before a family is enrolled in CDA’s Alternative Payment Program, the parent must meet with a CDA staff member to submit all information and complete all paperwork required by CDA and the California Department of Education.

The parent must:

- Supply documentation to prove the family’s income
- Supply documentation to prove the family’s need for child care
- Supply the following information for each parent residing in the family home:
 - Full name

- Address
- Telephone number
- Supply picture identification to document the identity of each parent. Acceptable proof includes a current:
 - Driver License
 - California ID
 - Passport
 - University ID
 - Military ID **or**
 - Other verifying picture ID deemed acceptable by CDA (example: work ID, alien registration card, certificate of naturalization)
- Supply the following information for each child residing in the family home:
 - Full name
 - Gender
 - Birth date
- Supply documentation to identify all children in the family. This documentation must demonstrate the relationship between the parents and the children and will be used to determine the family size. Acceptable documentation may include, as applicable:
 - Birth records
 - Court orders regarding child custody
 - Adoption documents
 - Records of foster care placements
 - School or medical records
 - County welfare department records **or**
 - Other reliable documentation indicating the relationship between the parents and the children deemed acceptable by CDA
 - If the parent is not the biological or adoptive parent and court documentation cannot be provided pertaining to the guardianship, custody or legal responsibility for the child, a statement—signed under penalty of perjury by the biological parent—can be provided that includes the current residence of the child, the name and relationship of the person with whom the child is living, and the circumstances leading to the child being in the guardian’s care.
- Supply proof that the children receiving services reside in the state of California. Acceptable documentation may include, as applicable:
 - Rental/lease agreement for the current lease period
 - Utility bill (example: gas/electric, cable/Internet) dated within two (2) months
 - Legal child support forms reflective of current court order
 - Current driver license or California ID card
 - Current vehicle registration card or vehicle insurance policy **or**
 - Other current documentation indicating the parent/child’s address deemed acceptable by CDA
- For non-school age children who are attending a license-exempt provider:
 - Supply up-to-date immunization records (*Refer to the vaccine requirements for day care as listed at: <http://eziz.org/assets/docs/IMM-230.pdf>*)
 - Supply a physician’s report (health evaluation) within 30 days of enrollment
 - The physician’s report shall not be more than one year old.

An application for child care services will be completed for the family based on the above information and documentation; the application must be signed and dated by the parent and the CDA staff member conducting the

appointment. The application and the supporting documentation supplied will be reviewed to determine if the family meets the need and eligibility requirements for child care services.

After the enrollment appointment has been completed, a written Notice of Action will be given or mailed to the parent, stating whether services have been approved or denied. If services are approved:

- The Notice of Action will include the family’s “certified child care schedule,” which reflects the days and hours of child care authorized based on the family’s need and any applicable travel time, sleep time, and/or study time requested.
- A Certificate for Child Care Services will also be issued, reflecting the maximum reimbursement amount the parent is eligible for based on the certified child care schedule.

Child care services should not begin until a Notice of Action approving services is received from CDA. Child care services will not be reimbursed for any care that has occurred before the approval date.

Follow these steps before beginning child care services:

- ☑ **Complete an enrollment appointment**
- ☑ **Have your provider complete the **provider enrollment process** (see page 39)**
- ☑ **Receive a Notice of Action approving child care**

While staff will assist as much as possible in helping parents obtain the documentation necessary to meet the eligibility and need requirements, ultimately the burden of proof is the parents’, not CDA’s. If a parent cannot supply verifiable documentation to prove eligibility and need, CDA is prohibited by state regulations from providing subsidized child care services.

Enrollment by Transfer from another CalWORKs Agency

[Title 5, § 18409]

When a family is transferred to CDA from a CalWORKs Stage I program, the family’s information will be obtained from the transferring agency and will be entered into CDA’s records. CDA will send the family a Letter of Confirmation reflecting the information we have received. If any information is incorrect, the parent is required to update the information directly on the form. The form must be returned to CDA by the given due date, *whether or not corrections are needed*. A Notice of Action terminating services will be issued to the parent if the form is not returned to CDA by the requested due date.

After a family’s transfer is complete, the parent will be responsible to supply any future documentation needed to continue child care services. While CDA staff will assist as much as possible, the burden of proof is ultimately the parents’, not CDA’s. If a parent cannot supply verifiable documentation to prove eligibility and need, CDA is prohibited by state regulations from providing subsidized child care services.

B. Documentation of Family Eligibility

Parents must supply documentation of the family’s eligibility for child care services.

Documentation of Current Cash Aid Recipient

[Title 5, § 18085]

If a family's eligibility is based on current CalWORKs cash aid, the parent must supply documentation of the family's public cash assistance. CDA has means to obtain cash aid records for San Diego County, however, in the event that CDA is unable to obtain the records it is ultimately the parent's responsibility to supply the documentation.

Documentation of Income Eligibility

[Title 5, § 18078, 18096]

If a family's eligibility is based on income, the parent must supply documentation of all income for all the adults and children counted in their family size.

CDA will calculate countable income based on income documentation reflecting the family's current and ongoing income. Gross monthly income (*total income before taxes or other deductions*) and family size are used to determine income eligibility for the program and family fees.

To be income eligible, a family's adjusted monthly income must be at or below the highest income reflected for their family size on CDE's Family Fee Schedule (<http://www.cde.ca.gov/sp/cd/ci/familyfeeschedjuly2014.asp>). Adjusted monthly income is based on total countable income, minus verified child support payments paid by the parent.

Countable income includes but is not limited to:

- Gross wages or salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings
- Wages for migrant, agricultural, or seasonal work
- Public cash assistance (CalWORKs, Welfare, TANF)
- Gross income from self-employment less business expenses with the exception of wage draws
- Disability or unemployment compensation
- Workers' compensation
- Spousal support, child support received from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support
- Survivor and retirement benefits
- Dividends, interest on bonds, income from estates or trusts, net rental income or royalties
- Rent received for room within the family's residence
- Foster care grants, payments or clothing allowance for children placed through child welfare services
- Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent
- Veterans pensions
- Pensions or annuities
- Inheritance
- Allowances for housing or automobiles provided as part of compensation
- Portion of student grants or scholarships not identified for educational purposes, such as tuition, books, or supplies
- Insurance or court settlements for lost wages or punitive damages
- Net proceeds from the sale of real property, stocks, or inherited property
- Other enterprise for gain

Please refer to the Glossary of Terms for “[non-countable income](#),” page 73.

If regular assistance for living expenses (example: rent/housing costs, utilities, child care fees, automobile payments, school expenses, etc.) is received, it must also be reported and may be considered income.

Employment Income

To document employment income, a parent must provide payroll check stubs, a letter from their employer or other record of wages issued by the employer, and a signed release authorizing CDA to contact the employer for verification.

Self-Employment Income

To document self-employment income, a parent must complete a form provided by CDA that details the parent’s gross income (gross receipts, gross sales, and cost of merchandise sold for retail sales) and business expenses.

The parent must attach to the form a combination of as many of the following types of documentation as needed to prove the income and expenses:

- A letter from the source of income
- A copy of the most recently signed and completed income tax return with a statement of current estimated income for tax purposes
- Other business records, such as ledgers, receipts or business logs

The parent must also supply proof of the cost for services provided by the parent’s business. This means a list of each type of service that *could* be provided and how much clients are charged for each service.

- Example: A parent who is a hair stylist provides a list of her cost for services that includes the prices charged for a haircut—\$20, hair coloring—\$40, highlighting—\$80, braiding—\$150 for individual braids, weaving—\$150 for a full weave.

Child care services may be terminated if a parent’s self-employment income is zero (0) after six (6) months.

Income Documentation at Enrollment

At enrollment, parents must submit documentation of all income for up to three (3) months preceding the appointment.

- If income does not fluctuate only the preceding one (1) month’s income will be calculated.
- If income fluctuates, the preceding three (3) months’ income will be calculated.
 - Additional months of income may be required when a parent’s employment includes migrant or agricultural work or when a parent has intermittent earnings or income.

After enrollment, parents should save ALL their check stubs and documentation of income, which may be requested at any time to complete a file update and for annual recertifications.

Fluctuating Income

[Title 5, § 18078(j), 18096]

A family’s income is considered fluctuating when it varies, due to any of the following:

- Migrant, agricultural, or seasonal work
- Intermittent earnings or income, bonuses, commissions, lottery winnings, inheritance, back child support payment, or net proceeds from the sale of real property or stock
- Unpredictable days and hours of employment, overtime, or self-employment

When a family's income fluctuates, income must be averaged as described below.

Migrant or Agricultural Work

In order for income to be averaged, the parent must submit documentation from **all income sources** for the **12 months** preceding enrollment, recertification or file update.

Seasonal Work

In order for income to be averaged, the parent must submit documentation of the **seasonal work income** for at least **three (3) months** preceding enrollment, recertification or file update.

Intermittent Earnings or Income, etc.

In order for income to be averaged, the parent must submit documentation of the **intermittent income** for the **12 months** preceding enrollment, recertification or file update.

Unpredictable Days and Hours of Employment, Overtime, or Self-Employment

In order for income to be averaged, the parent must submit documentation from **all income sources** for at least **three (3) months** preceding enrollment, recertification or file update.

Until the family's income no longer fluctuates, periodic file updates will be required. Refer to "[File Updates](#)," page 28.

Documentation of Child Protective Services and At Risk

[Title 5, § 18092]

Child Protective Services

Eligibility documentation for families involved in Child Protective Services (CPS) must include a written referral from the local county welfare department, child protective services unit, dated within six (6) months before the date of the application for services.

The referral must contain all of the following information:

- The name of the county child welfare agency, telephone number, office address, city, and zip code
- The name and signature of the child welfare services worker, and the date of the referral
- A written statement that the child is receiving protective services and child care and development services are a necessary component of the child protective services plan
- The probable duration of the protective services plan

If CPS child care services are needed for more than 12 months, another referral, as described above, will be needed.

At Risk of Abuse, Neglect or Exploitation

Eligibility documentation for children who are at risk of abuse, neglect or exploitation must include a written referral from a legally qualified professional, a legal, medical, social services agency or emergency shelter.

The referral must contain all of the following information:

- The name of the referring agency, telephone number, office address, city, and zip code
- The name and signature of the legally qualified professional making the referral, the type of license held by that individual, their license number, and the date of the referral
- A statement that specifically indicates that the child is at risk of abuse, neglect or exploitation and that child care and development services are necessary to reduce that risk
- The probable duration of the at-risk situation

Child care services based on an at-risk referral may not exceed three (3) months. ***In order for services to continue after three (3) months, the county welfare agency must certify that child care services continue to be necessary or the family must have another qualifying need for services.***

Documentation of Homelessness

[Title 5, § 18090]

If a family's eligibility is based on homelessness, documentation of homelessness must include a written referral from an emergency shelter or other legal, medical or social service agency or a written parental declaration that the family is homeless and a statement describing the family's current living situation.

C. Documentation of Family Need

Parents must supply documentation to justify the days and hours of child care services that are being requested.

Documentation of Employment

[Title 5, § 18086]

Documentation reflecting the parent's days and hours of employment is required. An Employment Verification Form which includes this information must be received directly from the employer.

Documentation of Self-Employment

[Title 5, § 18086]

The parent must supply a declaration of need that includes a description of his or her employment and an estimate of the days and hours worked per week.

To demonstrate the days and hours worked, the parent must supply a copy of one or more of the following:

- Appointment logs
- Client receipts
- Job logs
- Mileage logs
- List of clients with contact information, or similar records

The parent must also supply, as applicable, a copy of a business license, a workspace lease, or a workspace rental agreement.

If self-employed income is zero (0) after six (6) months, child care services may be terminated.

Child care will not be provided for bartering arrangements or volunteer work.

Employment or Self-Employment in the Home

[Title 5, § 18086.1]

When a parent's employment, including self-employment, is in the family's home or on property that includes the family's home, the parent will need to provide justification for requesting child care services for the employment. Justification must describe the type of work being done and its requirements, the age of the family's children for whom services are sought, and, if any child is more than five (5) years old, the child's specific child care needs. Based on the documentation supplied, CDA will determine whether the employment and identified child care needs prevent the supervision of the family's children.

An example of self-employment which does **not** prevent a parent from caring for his or her own children includes (but is not limited to):

- A family home child care provider or license-exempt child care provider

Employment as an Assistant in a Large Family Child Care Home

[Title 5, § 18086.1]

When a parent is employed as an assistant in a licensed, **large** family child care home and is requesting child care services for the family's child in that same family child care home, the parent will need to provide all of the following:

- A copy of the family child care home license indicating it is licensed as a large family child care home
- A signed statement from the licensee stating that the parent is the assistant
- Proof that the parent's fingerprints are associated with the licensed family child care home as its assistant
- Proof of payroll deductions withheld for the parent by the licensee, which may be a pay stub

Note: When a parent is employed as an assistant in the same **small** family child care home that his or her child is enrolled in, this employment **does not** prevent the parent from caring for his or her own child and, therefore, the family would not be eligible for child care services for this employment.

Documentation of Vocational Training

[Title 5, § 18087]

When a parent is enrolled in a vocational training program, the parent will need to supply all of the following **before** the authorization of services for vocational training:

- A statement of his or her vocational goal
 - This must be a reasonable and attainable vocational goal that leads to employment in a recognized trade, paraprofession, or profession.
- The name of the training institution that is providing the vocational training
- The anticipated completion date of all required training activities to meet the vocational goal
- A current class schedule that is either an electronic print-out from the training institution or, if unavailable, a signed Training Verification Form. The Training Verification form must include:
 - The classes in which the parent is currently enrolled
 - The days of the week and times of day of the classes
 - The signature or stamp of the training institution's registrar
- The dates that the current quarter, semester, or training period will begin and end

All coursework must relate to the achievement of the stated vocational goal. The parent may be required to submit a Student Educational Plan (SEP) from the school counselor outlining the required courses for achieving the vocational goal before approval of child care services.

Online or televised instructional classes may be approved if they are unit bearing classes from an accredited training institution. Class time will be counted at one (1) hour each week for each unit. The parent will need to provide a copy of the syllabus or other class documentation and, as applicable, the Web address of the online program.

GED (General Educational Development), ESL (English as a Second Language), or ROP (Regional Occupation Program) classes may be approved if the parent provides documentation proving that the classes are needed to meet the parent's vocational goal and the parent continues to make adequate progress in the classes.

Study Time

Additional child care for study time may be granted upon request, not to exceed two (2) hours per week per academic unit in which a parent is enrolled. Documentation may be required to verify that study time is required for a particular course or class. Additional study time may be approved on a case by case basis.

Grades / Passing the Educational Program Requirements

In order to continue receiving child care services for vocational training, parents must make adequate progress in the college classes, technical school, or apprenticeship for which subsidized care is provided.

To make progress each quarter, semester, or training period, a parent must:

- In a graded program, earn a minimum of a 2.0 GPA **or**
- In a non-graded program, pass the program's requirements in at least 50 percent of the classes or meet the training institution's standard for making adequate progress

Upon completion of a quarter, semester or training period, as applicable, the parent will need to provide one of the following:

- Report card
- Transcript
- If the training institution does not use formal letter grades, other records to document that the parent is making adequate progress toward the attainment of the vocational goal

Parents must provide the above documentation no later than 10 calendar days after the training institution's release of progress reports.

If a parent does not make adequate progress, as described above, the parent will have one quarter/ semester/ training period to receive child care services and make adequate progress. If the parent again fails to make adequate progress the parent will not be eligible to receive subsidized care for training for six (6) months.

Limitations to Services for Vocational Training

Child care services for parents participating in vocational training are limited to whichever expires first:

- Six (6) years from the initiation of child care services for vocational training
 - Once child care is authorized for vocational training the six (6) year time limit begins and will not be stopped until the six (6) years limit is reached.
 - The six (6) year time limitation shall not be adjusted regardless of changes in parent's vocational goal, breaks in school quarters/ semesters/ training periods, or if the parent takes courses intermittently or is terminated and re-enrolled by CDA during the six (6) year period.
- Twenty-four (24) semester units or its equivalent after the attainment of a Bachelor's Degree

The above service limitations will not apply to a parent who demonstrates he or she is:

- Attending vocational training when the parent has been deemed eligible for rehabilitation services by the California Department of Rehabilitation (DOR), **or**
- Attending retraining services available through the Employment Development Department (EDD) of the State or its contractors due to a business closure or mass layoff

High School Students

If the parent is a minor teen who is attending high school, his or her high school enrollment is considered the parent's need for child care services. The above regulations regarding vocational training will not apply until after the parent's eighteenth (18th) birthday or high school graduation, whichever is later.

Documentation of Seeking Employment

[Title 5, § 18086.5]

Each adult in a family may use a period of 60 consecutive working days, per fiscal year, to seek employment. The period of eligibility will start on the day authorized by CDA and extend for 60 consecutive working days, regardless of the actual days the parent chooses to seek employment. Child care services are limited to no more than five (5) days per week and for less than 30 hours per week.

The parent must supply a written declaration stating his or her plan to secure, change, or increase employment and must give a general description of when child care services will be needed.

A declaration listing the seeking employment activities a parent has been participating in may be requested at any time to verify the parent's need for child care services.

If a parent has received child care services for employment or vocational training for at least 20 working days while, at the same time, receiving services for seeking employment, an additional 20 working days for seeking employment may be granted. The parent must contact his or her Child Care Eligibility Specialist to request an extension before the 60 day time limit expires for seeking employment; the additional days of child care for seeking employment cannot be used until the parent receives authorization from the Child Care Eligibility Specialist.

Documentation of CalWORKs Welfare to Work Activity

[Title 5, § 18406]

All active CalWORKs recipients must participate in a Welfare to Work Plan in order for services to be approved. Child care services will be based on the Welfare to Work Child Care Communication Form (27-128) developed by the parent's CalWORKs employment case manager and any other documentation deemed necessary by the Child Care Eligibility Specialist. The 27-128 serves as documentation of parent's need; further documentation of need as listed in the above sections is not applicable for active CalWORKs recipients.

Exceptions to the Welfare to Work Plan requirement are as follows:

- When the parent is a CalWORKs recipient and is employed, services may be approved based on documentation of employment, with the same requirements as for non-CalWORKs families.
- When the parent is a CalWORKs recipient who is exempt from participating in a Welfare to Work Plan, services may be approved based on documentation of the parent's need, with the same requirements as for non-CalWORKs families.

Documentation of Parental Incapacity

[Title 5, § 18088]

When a parent is requesting child care services because he or she is unable to provide care and supervision of his or her children due to a physical or mental condition, documentation of parental incapacity must be obtained from a legally qualified health professional.

The documentation must state or include all of the following:

- The parent is incapacitated
- The parent is incapable of providing care and supervision for his or her children for part of the day, and if the parent is physically incapacitated, identifies the extent to which he or she is incapable of providing care and supervision

- The days and hours per week that child care services are recommended to accommodate the parent’s incapacitation, taking into account the age of the children and the child care needs
- The probable duration of the incapacitation
- The name, business address, telephone number, professional license number, and signature of the legally qualified health professional who is rendering the opinion of incapacitation and, if applicable, the name of the health organization with which the professional is associated

Child care services for parental incapacity may not exceed 50 hours per week.

If a parent has a long term or permanent incapacitation, documentation of incapacitation must be updated annually.

Documentation of Child Protective Services and At Risk

[Title 5, § 18092]

When a family’s eligibility is based on the children receiving child protective services or the children being at risk of abuse or neglect, the referral provided to document eligibility must also include the days and hours of child care services needed for each child.

Documentation of Seeking Permanent Housing

[Title 5, § 18091]

Each adult in a family may use a period of 60 consecutive working days, per fiscal year, to seek permanent housing. The period of eligibility will start on the day authorized by CDA and extend for 60 consecutive working days, regardless of the actual days the parent chooses to seek permanent housing. Extensions may be granted on a case by case basis. Child care services are limited to no more than five (5) days per week and for less than 30 hours per week.

The parent must declare his or her plan to secure a fixed, regular, and adequate residence and identify a general description of when child care services will be needed.

A declaration describing the activities the parent has been participating in to seek permanent housing or a signed statement from the shelter, transitional housing agency, or homeless support program regarding the parent’s search progress to date, may be requested to verify the parent’s need for child care services.

D. Travel Time and Sleep Time

Travel Time for Employment or Vocational Training

[Title 5, § 18086(e)(1), 18087(k)(1)]

Parents may request child care for travel time to and from the location at which child care services are provided and their place of employment or the location of their vocational training. CDA will determine the travel time authorized based on the parent’s request and what amount is reasonable, based on the distance and the parent’s method of transportation.

Travel time for employment cannot exceed half of the daily hours authorized for employment or four (4) hours per day, whichever is less.

Travel time granted for vocational training cannot exceed half of the weekly hours authorized for training or four (4) hours per day, whichever is less.

Sleep Time for Employment

[Title 5, § 18086(e)(2)]

Parents may request child care for sleep time if they work anytime between 10:00 p.m. and 6:00 a.m. Child care for sleep time may not exceed the number of hours approved for employment and travel time during the hours of 10:00 p.m. and 6:00 a.m.

6. AGENCY VERIFICATION OF ELIGIBILITY AND NEED

All documentation submitted or information reported to CDA to document eligibility and/or need is subject to verification. Verification may be completed for any period of time during which a family is requesting, or has received, services in the Alternative Payment Program. Information may be verified with an employer, an educational or vocational training institution, a physician or other legally qualified health professional, clients, business contacts or any other person, agency, or facility from which eligibility and need information is required as applicable to the family's child care case. While CDA will attempt to verify this information as discreetly as possible, this requirement is part of the program participation and cannot be waived.

If parents have concerns that their employment status may be affected by CDA contacting their employer, parents are asked to please contact their Child Care Eligibility Specialist to discuss the concerns.

7. FAMILY FEES

[Title 5, § 18108-18110, 18113-18116]

Definition of Family Fees

Family fees are a family's "share of cost" for child care services. This share of cost is a flat-rate monthly fee and is based on a sliding fee scale called the Family Fee Schedule, which is issued by the California Department of Education (CDE). Parents may view the Family Fee Schedule online (<http://www.cde.ca.gov/sp/cd/ci/familyfeeschedjuly2014.asp>) or may request, at any time, to review the Family Fee Schedule with their Child Care Eligibility Specialist.

Family fees are paid by parents based on their family size, income, and the approved child care schedule.

- Parents may also be responsible for a co-payment. See "[Co-payments](#)," page 49.

Family Fee Assessment

Family fees are determined by family size, income and child care schedule.

The full-time monthly and part-time monthly family fee will be applied based on the monthly hours of the family's certified need.

- Full-time ("FT") monthly fee = A certified need of 130 hours or more per month
- Part-time ("PT") monthly fee = A certified need of less than 130 hours per month

NOTE: Family fees cannot, under any circumstances, be recalculated based on actual attendance.

Family fees collected will be based on the lesser of:

- The assessed family fee rate
- The actual cost of services (the provider's invoiced amount, the provider's current rate on file with CDA or the RMRC, whichever is less)

If the cost of services is consistently less than the collected family fees, a parent may find that their family is no longer in need of subsidized child care services. The parent should contact their Child Care Eligibility Specialist if they would like to terminate their child care services for this reason.

Family fees **will not be assessed** in any of the following situations:

- When a family is receiving CalWORKs income
- When a family's gross monthly income falls below the lowest income level for their family size on CDE's Family Fee Schedule (families are responsible for a family fee once their income is equal to or more than the first income level on the Family Fee Schedule)
- When a family's basis of need for services is Child Protective Services (CPS) or their children being at risk of abuse, neglect, or exploitation, and the referral specifies that it is necessary to exempt the family from paying a fee
 - Families with at risk children may be exempt from paying fees for up to three (3) months.
 - Families with CPS children may be exempt from paying fees for up to 12 months.
 - Family fees exemptions for families with at risk and CPS children are limited to a total of 12 cumulative months.

Family Fee Assignment

Family fees are per "family." If there is more than one child receiving subsidized child care services:

- Family fees are applied to the child who is enrolled in child care for the most hours.
- If the children are enrolled for the same number of child care hours, the fees are applied to the youngest child.

When the child who is assigned the family fee is enrolled with more than one child care provider:

- The child's certified hours with each provider will be added together to determine the total hours of certified care for the month.
- The monthly family fee will be payable to the provider who is authorized for the most hours.
 - CDA will communicate who the fees should be paid to with a Notice of Action to the parent.

Family Fee Notification and Effective Dates

Once a family's fee has been determined, the parent is issued a Notice of Action and the provider is issued a Certificate for Child Care Services; each of these documents notify the parent/provider of the effective date of the family fees, and the monthly full-time ("FT") and monthly part-time ("PT") family fee rates.

When are family fees due?
The fees are due monthly by the 1st of each month.

Family fee changes are made effective based on the following timeframes:

<ul style="list-style-type: none"> • Initial Enrollment • Re-enrollment or Resuming from LTSL* with No Prior Services in the Same Month 	Family fee is effective on the first day of authorized services
<ul style="list-style-type: none"> • Family Fee Decrease After Initial Enrollment 	Family fee is effective on the first day of the following month
<ul style="list-style-type: none"> • New Family Fee After Initial Enrollment • Family Fee Increase After Initial Enrollment 	Family fee is effective on the first of the month after a 19 day notice period
<ul style="list-style-type: none"> • Re-enrollment or Resuming from LTSL* with Prior Services in the Same Month 	The last family fee will remain in effect upon resuming; any changes in family fee will then take effect based on the applicable timeframes above for a decrease or increase

*LTSL = Limited Term Service Leave

Family fees are subject to change due to changes in family size, income and/or hours of certified care. The parent will be issued a Notice of Action and the provider will be issued a Certificate for Child Care Services regarding any changes to family fees and the effective date of the change. Parents and providers are encouraged to keep copies of these documents for their records.

The applicable child’s attendance records will display the monthly family fee based on the certified hours for that month. *Please note: If there is a change in family fees, the new family fees will supersede the fees displayed on any attendance records that have already been printed.*

Payment of Family Fees

Parents must pay their family fees **directly** to their child care provider. When families are enrolling in the Alternative Payment Program or are resuming from a Limited Term Service Leave in the middle of a month, family fees must be paid by the first day of authorized services. After that, family fees must be paid in advance each month, in order for child care services to be provided.

Please note:

- ***Paying family fees incorrectly may result in delinquent fees and could result in termination from the Alternative Payment Program.***

Family fees must be paid based on the fee amount indicated on the child’s attendance record, unless the amount has been superseded by a Notice of Action.

Child care providers may not waive payment of family fees at any time, for any reason. If family fee payment is waived, both the parent’s and provider’s participation on the Alternative Payment Program may be terminated.

Family Fee Receipts

Parents should receive a receipt from their child care provider to show the family fees they paid. Family fee receipts should be pre-numbered and show all of the following:

- The amount paid

- The date of payment
- The rate of payment
- The period of service (dates of child care provided) covered by the payment

Providers may choose to, instead, give the parent a copy of their attendance record, which also serves as a receipt of family fees paid.

Documentation verifying payment of family fees may be requested by CDA if there is ever a discrepancy regarding what fees were paid. Parents may want to keep track of their family fees and any other child care expenses paid, as families may be eligible for tax benefits for child care expenses.

Documenting the Family Fee on the Attendance Record

Payment of family fees paid must be recorded on the attendance record. Under the “Family Fee Certification & Receipt” section, the provider must write the amount of fees the parent paid for the **current** month and the date the fees were paid.

- Any payments made based on a repayment plan **should not** be documented on the attendance record. Repayment of delinquent fees is between the parent and provider and *only current month’s fees* should be documented on attendance records.

By signing the attendance record, both the parent and provider are certifying that the family fee reflected in the “Family Fee Certification & Receipt” section is what the parent paid their provider for the current month.

Refer to the [Attendance Record Example](#) and [Attendance Record Instructions](#) on pages 50-52.

Family Fee Notification Letter

Based on the family fee amounts paid, as documented on a child’s attendance record, CDA will issue the parent and the provider a Family Fee Notification Letter if any family fees were overpaid or if a family fee balance is owed to the provider for that month. The due date for payment of any delinquent balance for that month will be **14 days from the date the letter was issued** and will be listed on the letter. For any questions regarding the letter, parents may contact their Child Care Eligibility Specialist.

Late Payment of Family Fees

Family fees are considered delinquent when a parent has not paid family fees in full by the due date listed on the Family Fee Notification Letter. In order for CDA to take action with the parent, the provider must notify CDA by the **due date listed on the Family Fee Notification Letter** if the parent has not paid their family fee balance for that month.

- When CDA is notified of delinquent fees by the deadline, CDA will issue a Notice of Action to terminate child care services. The Notice of Action will include the amount of unpaid family fees, the monthly rate, and the period of delinquency. These terminations can be cancelled and child care services may continue if, before the effective date of the termination, CDA receives confirmation from the child care provider that either the fee balance has been paid or the parent and provider have agreed to a reasonable repayment plan.

If a family is terminated for failure to pay delinquent family fees or if a family has any overdue family fees upon being terminated for any other reason, the fee balance will be sent to the San Diego Office of Revenue and Recovery for collections. Re-enrollment will not occur until CDA has received confirmation

from the provider that all outstanding family fees have been paid in full and there is an available opening for subsidized child care for which the family is eligible.

- If CDA is not notified of any delinquent fees by the deadline, the family fee balance will be considered resolved and CDA will not be able to take any further action with the parent on the delinquent month's family fees.

Repayment Plans

If a parent is unable to pay family fees in full, or if the family has been issued a termination for delinquent family fees, the parent and provider have the option to work out a reasonable payment plan for the amount due.

When a repayment plan is in place, child care services may continue to be provided, as long as:

- The parent pays current fees when due,
- The parent complies with the conditions of the repayment plan, and
- The family continues to meet eligibility and need requirements

The provider should keep a running ledger to document all payments made on the repayment plan. The ledger should include:

- The family fee amount owed
- The date of payment
- The amount of payment

When the provider notifies CDA that the parent is not making timely or correct payments on an existing repayment plan, a Notice of Action will be issued to terminate child care services.

Re-evaluation of Family Fees When Authorized Services End Mid-Month

When CDA has issued a Notice of Action ending services in the middle of a month, family fees will be re-evaluated based on the certified hours through the last date of authorized services.

- **Set Schedule**
Family fees for set schedules will be re-evaluated based on the parent's certified need during the partial month.
- **Varied Schedule**
Family fees for varied schedules will be re-evaluated based on the parent's certified need within the maximum days and hours approved during the partial month.

After attendance records are processed for reimbursement, parents will be notified of any family fees overpaid or due to their provider.

Family Fee Credit for Child Care Costs Paid to Other Providers

[Title 5, § 18112]

Occasionally CDA may not be able to accommodate all the child care needs for an entire family. If a family has child care costs for other children that are not receiving services through CDA, those costs may be deducted from the family fees owed to the child care provider.

When submitting attendance records to CDA, the parent must attach a receipt or cancelled check verifying the other child care costs. The receipt or cancelled check must reflect the name of the child for whom the fees were

paid and the period of service (dates of child care provided) covered by the payment. CDA will apply the fee credit to the next billing period.

Families may only get credit for other child care costs if CDA is unable to subsidize care for a child included in the family size. The maximum credit allowed per month will be the equivalent of one month's family fees.

8. RECERTIFICATION AND FILE UPDATES

Recertification

[Title 5, § 18103]

After families are enrolled, parents must complete recertifications at least once within every 12 month period. Recertification is a formal process to collect information and documentation to determine if a family continues to meet the program requirements for child care services. Parents must also sign and date an updated application for child care services, certifying that their family's information is current and accurate. Failing to complete an annual recertification will result in a termination notice being issued.

- **CPS**
For CPS families, recertification must be completed upon the expiration of their CPS referral, not to exceed 12 months between referrals.
- **Transfer from CalWORKs Stage I Child Care**
All families transferred from CalWORKs Stage I Child Care to CDA must complete a recertification conference no later than six (6) months from the date of transfer. After the initial recertification, recertifications must be completed at least once within every 12 month period.

File Updates

[Title 5, § 18103]

In addition to a family's eligibility and need being updated annually at recertification, a family's file may require an update:

- Whenever changes are reported in income, public assistance status, reason for needing child care services, or family size (example: pay raise, new income being received, change in employment, change in marital status)
- When a family has fluctuating income and/or an unpredictable need for services
 - When a family has **fluctuating income**, file updates will be completed periodically, at intervals not to exceed every four (4) months. The parent will be required to submit income documentation for the three (3) months preceding the file update in order to re-average the family's income.
 - When a parent has **an unpredictable need** and, therefore, the family has a variable child care schedule, file updates will be required periodically, at intervals not to exceed every four (4) months. The parent will be required to submit proof of hours worked for one (1) month preceding the file update in order to update the need for services and re-determine child care hours.

When a family has **both fluctuating income and unpredictable need**, the file update will include a re-averaging of income and re-determination of child care hours. The parent will be required to submit income documentation for the three (3) months preceding the file update and proof of hours worked for one (1) month preceding the file update.

- As needed to verify the family’s eligibility and/or need

9. CHILD CARE SCHEDULE

Documentation of a family’s need, plus applicable travel time, sleep time, and/or study time, if requested, will be used to determine the family’s days and hours of authorized child care. The authorized care is referred to as the family’s “certified child care schedule” and will be authorized as either set or variable.

Set Schedule

A set child care schedule will be approved when the days and hours of the parent’s need activity are the same each week or have a predictable cycle or pattern.

- An example of a set child care schedule is: Monday – Friday 8:30 a.m. – 5:30 p.m.

Variable Schedule

A variable child care schedule will be approved when the days and hours of the parent’s need activity are not predictable and/or ongoing. Example: Specific days and hours cannot be verified, such as when a parent may work a wide range of hours or various shifts, or the parent has on-call or per diem employment.

- Variable child care schedules are authorized “up to” a maximum number of days and hours per week, within authorized days and times.
- An example of a variable child care schedule is: Varied up to 35 hours per week to be used up to a maximum of 4 days per week, Monday – Sunday between the hours of 6:00 a.m. and 6:00 p.m.

File Updates

Periodic file updates will be required until the parent’s schedule becomes predictable. Refer to “[File Updates](#),” above. If a pattern of regular activity hours and regular attendance develops, child care hours will be updated to reflect a set schedule.

10. REGIONAL MARKET RATE CEILING (RMRC) AND CERTIFICATE FOR CHILD CARE SERVICES

A. Regional Market Rate Ceiling (RMRC)

[Title 5, § 18074.2, 18075]

The Regional Market Rate Ceilings (RMRCs) are:

- Maximum reimbursement amounts for rate categories, determined by the State of California, limiting the amount CDA can reimburse providers
- The maximum reimbursement amounts parents are eligible for

The RMRC for each child is determined by considering all of the following factors:

- County where the child is receiving services
- Age of the child*
- Provider type
- Total number of certified hours of child care

* For children who are attending a licensed child care center, are enrolled in kindergarten and are less than six (6) years old, the six (6) years and older age category will be used.

When child care is authorized for a total of **30 or more** hours per week:

- The **Full-Time Weekly RMRC** will be used

When child care is authorized for a total of **less than 30** hour per week:

- The **Part-Time Weekly RMRC** will be used for **licensed providers**
- The **Part-Time Hourly RMRC** will be used for **license-exempt providers**

B. Certificate for Child Care Services

Upon initial approval of child care services, a Certificate for Child Care Services will be issued to the family. The Certificate is an “Addendum to Parent’s Notice of Action” and reflects the certified child care schedule for each child, monthly family fees, if applicable, and the maximum reimbursement amount the parent is eligible for, based on the RMRC. The family’s approved provider will also receive a copy of the Certificate.

A new Certificate for Child Care Services will be issued any time:

- The family has a new child care provider,
- The maximum reimbursement amount changes due to a change in child care services or RMRC,
- There is a change in the certified child care schedule or family fees, or
- Child care services will be terminated

Please note:

- ***Certificates remain in effect unless superseded by a new certificate or Notice of Action.***

Certificate Example



**CERTIFICATE FOR CHILD CARE SERVICES
(Addendum To Parent's Notice of Action)**



000620001
137600441

1 RICHARD PARKS is a participant on Child Development Associates, Inc.'s (CDA) Alternative Payment Program. This certificate is effective **11/24/16** and reflects the family's authorized child care hours, monthly family fees, if applicable, and the maximum child care reimbursement the provider **may be** eligible to receive. This certificate remains in effect until superseded.

Several factors may affect the final reimbursement to the provider. Please refer to CDA's Program Guidelines for more information on reimbursement limitations and policies.

NOTE: If a provider charges more than the maximum reimbursement amount indicated below **the parent is responsible for paying the difference.**

2

Provider:	CHARLIE LEE 1974 Founders Way SAN DIEGO, CA 98765-4321	Provider ID #:	9876
Provider Type:	<input checked="" type="checkbox"/> Licensed Family Child Care	<input type="checkbox"/> Center	<input type="checkbox"/> License-Exempt

3

TYPE OF ACTION

The children listed have been approved for subsidized child care services.	<input type="checkbox"/> Hours/days	<input checked="" type="checkbox"/> Family Fee	The last day CDA will reimburse for child care is:	The last day CDA will reimburse for child care is:
	<input type="checkbox"/> Maximum Reimbursement Amount	<input type="checkbox"/> Other:		
Comments: Your family fee has decreased. Your new monthly family fee effective 12/1/16 is \$111.00 full time (FT) when your certified need is 130 hours or more per month, and \$56.00 part time (PT) when your certified need is less than 130 hours per month. PLEASE NOTE: Family fee amounts listed on any attendance records already printed for the month of 12/2016 will be superseded by the new family fees indicated here.				

4A If this box is checked, the parent has a variable child care schedule and the applicable maximum reimbursement, full-time ("FT") or part-time ("PT"), will be based on the actual child care used.

4B Child Name: **ROGER PARKS** School: **Casillas Elementary** Track: **Chula Vista Elementary , Casillas Elementary , Year Round**

4C

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Vacation		7:30AM - 6:00PM	7:30AM - 6:00PM	7:30AM - 6:00PM	7:30AM - 6:00PM	7:30AM - 6:00PM	
School		7:30AM - 9:15AM	7:30AM - 9:15AM	7:30AM - 9:15AM	7:30AM - 9:15AM	7:30AM - 9:15AM	
School		3:30PM - 6:00PM	3:30PM - 6:00PM	3:30PM - 6:00PM	3:30PM - 6:00PM	3:30PM - 6:00PM	

4D

Maximum Reimbursement Amount	Age	Category (School/Vacation)	Amount (School/Vacation)
	6+	PTW/FTW	\$56.00/ \$111.00

5A

Monthly Family Fee (if any)	Part Time (PT) - less than 130 hours per month	Full Time (FT) - 130 hours or more per month
Effective Date: 07/01/2016	\$106.00	\$212.00
Effective Date: 12/01/2016	\$56.00	\$110.00

5B

Dec 16	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17
FT	FT	PT	FT	FT	PT	PT	PT	FT	FT	FT	FT	FT

**The FT/PT rates for each month above reflect an estimation of your family fee over the next 12 months and is subject to change if there is a change in family size, income and/or the approved child care schedule.

How to Read a Certificate

- Section 1** This has the parent’s name and the effective date of the Certificate, plus general information about Certificates and child care reimbursement.
- Section 2** This indicates the current provider’s name and address, and the type of provider.
- Section 3** This communicates what actions or changes have or will take effect regarding the family’s child care services.
- Note: The information in this section will correspond with Section 7 of the parent’s Notice of Action.
- Section 4** This indicates the following information for each child:
- 4A.** This box which will be marked if the child has a variable child care schedule. Also included here is important information regarding reimbursement for variable schedules.
 - 4B.** The child’s school information
 - 4C.** The child’s authorized vacation (non-school) schedule and school schedule, if applicable
 - 4D.** The maximum reimbursement amount for the child and the applicable category of the reimbursement amount:
 - “FTW” = Full-Time Weekly
 - “PTW” = Part-Time Weekly
 - “PTH” = Part-Time Hourly
- Section 5** This indicates the family’s full-time and part-time monthly family fee amounts, if applicable, and projections of whether the fees will be part-time or full-time for the following 12 months.

II. USING CHILD CARE SERVICES

A. Limitations on the Use of Child Care Services and Reimbursement

24 Hour Care

[Health & Safety Code, § 1596.75]

According to state licensing regulations, licensed and non-licensed child care providers are prohibited from providing child care to any child continuously for 24 hours. Based on this regulation, child care schedules cannot be authorized for more than 23.5 hours in a 24-hour period. If a family’s certified child care schedule results in a need for care that is more than 23.5 continuous hours the parent must make arrangements for a break in care before the 24th continuous hour of care.

When Services Are Received from Other Subsidized Programs

[Title 5, § 18076.2(d)(2)]

A child is not eligible for child care services for any time period that the child is receiving subsidized services from another subsidized child care and development program. If other subsidized services are being received, child care services with CDA may only be authorized before and after the child’s subsidized hours with the other program.

- Example: A child is enrolled in a state preschool program Monday-Friday, 9:00 a.m. – 12:00 p.m. Based on the parent’s work schedule, however, additional child care is needed. Child care services on Monday-Friday with CDA may only be authorized before 9:00 a.m. and after 12:00 p.m.

For any child attending subsidized preschool, child care services can be provided before and/or after preschool hours and for the preschool's holidays and vacations, based upon the documented need of the family.

- Parents must supply their children's preschool calendars to CDA.
- If a calendar is not received and *until one is submitted*, child care services may only be authorized before and after the child's preschool hours, even on days the preschool is closed for a holiday or vacation.

School-Age Child Care

[Title 5, § 18076.2(d)(1)]

Child care can be provided for school age children before and/or after school and for school holidays, vacations, and in-service days, based upon the documented need of the family.

Child care may be provided during school hours if the child cannot attend school for reasons such as illness. If ever such care is needed, parents should immediately contact their Child Care Eligibility Specialist to determine if services may be used.

The following restrictions apply to school age children:

- **Children enrolled in private school** – Only if there is a portion of the day considered “child care” may reimbursement be considered for children in private school. If parents choose to place a child in a private school for grades kindergarten and above, they will be responsible for tuition for the portion of the day that covers the child's formal education. CDA will reimburse for the part of the day that child care is provided, if applicable.
 - CDA will not reimburse for any materials, clothing or activity fees related to or used during the child's school hours.
- **Children who participate in independent study (home school)** – Parents of children who participate in independent study programs must supply proof the child is enrolled in a recognized public or private school and supply documentation of the school program and school calendar. Reasonable hours for child care may be assigned around the child's independent study program and the parent's need for services.
 - A child care provider is not eligible to receive reimbursement for child care services while the child is participating in any independent study activities.
- **School age children not enrolled in school** – Subsidized child care cannot be provided during school hours when a child, based on the child's age, should be in attendance at public school, including kindergarten-age children [children who will have their fifth (5th) birthday on or before the required birth date for kindergarten admission].

Eleven (11) and Twelve (12) Year-old Children

[Education Code, § 8263.4]

California *Education Code* states the preferred placement for eleven (11) and twelve (12) year-old children for child care and development services is in After School Education and Safety (ASES) Programs or 21st Century Community Learning Centers (21st Century CLC). Parents are encouraged to locate and visit one of these programs to determine if the program meets all or part of the child's daily child care and developmental needs. Parents may contact the local Resource and Referral Service for a list of participating school sites.

A child may be enrolled in an ASES Program or 21st Century CLC and remain enrolled in the Alternative Payment (AP) Program for the hours within a day or times during the year, such as during vacation or school breaks, when

services are not provided by the ASES Program or 21st Century CLC. These programs typically do not operate during school vacations and/or holidays; if summer programs are available, they may operate only three (3) hours per day. When a child is enrolled in both programs, the AP Program may also be used if the child cannot attend the ASES Program or 21st Century CLC due to illness.

If a parent chooses to move his or her eleven (11) or twelve (12) year-old child out of the AP Program and into an ASES Program or 21st Century CLC and later determines that the program does not meet their needs, the child will receive priority to transfer back into the AP Program. To receive this priority, the parent must request a transfer within 30 days of leaving the ASES Program or 21st Century CLC. Transfers back into the AP Program are contingent on available space and/or funding and the family meeting eligibility and need criteria.

B. Absence Policies

An absence is when a child is not present or attending child care on a day the child is scheduled to attend.

Reporting and Documenting Absences

[Title 5, § 18066]

If a child is not going to attend child care on a day he or she is scheduled to attend, the parent must inform their child care provider. Upon returning to care, the parent must note the reason for the absence on the attendance record.

Excessive Absences

Excessive absences from child care may indicate the parent no longer has a need for services or there has been a change in their family situation. Excessive absences may result in a file update, change in child care hours or possible termination of child care services.

For reimbursement information, refer to “[Reimbursement for Absences](#),” page 45.

Abandoned Child Care

Child care services may be considered abandoned if either of the following occurs:

- Submitted Attendance Records indicate more than 10 consecutive days of absence without a valid reason noted for the absence and/or parent has not been in communication with CDA
- Attendance Records have not been submitted for reimbursement for authorized care for two (2) or more consecutive months

If CDA determines that child care has been abandoned, a Notice of Action terminating child care services will be issued.

C. When Child Care Hours Differ from Hours Authorized

Hours of Care are Inconsistent with the Authorized Schedule

CDA is responsible to review the use of child care services to ensure that the days and hours of care are broadly consistent with the family’s authorized child care schedule. This is done when CDA processes the attendance records for reimbursement.

If there is a notable pattern of child care use or non-use in each week of the month that is not consistent with the child’s authorized schedule, the parent will be contacted by the Child Care Eligibility Specialist to update the family file.

If the parent reports a change, any applicable changes in authorized child care hours will be made after necessary documentation is received and verified. *NOTE: These procedures **do not supersede** the requirement for parents to report all changes in need within five (5) calendar days of when the change took effect.*

If the Child Care Eligibility Specialist is unable to reach the parent, a letter will be issued requesting that the parent contact CDA by a specified deadline. Failure to respond by the deadline will result in a termination notice being issued.

Additional Child Care for an Unscheduled but Documented Need for Services

[Title 5, § 18075]

There may be times when child care is needed for a parent's documented need for services (employment, seeking employment, etc.) that are not part of the parent's regular schedule (example: parent needs to work overtime or an additional day).

In order for this additional child care to be authorized and reimbursement for the additional child care to be considered:

- The parent must contact their Child Care Eligibility Specialist to inform him or her of the need for additional child care
- Total child care hours may not exceed any applicable limits for the parent's need (example: total hours for seeking-employment must remain less than 30 hours per week)
- Documentation reflecting the parent's unscheduled need:
 - Must be submitted to CDA within 14 days of when the additional hours of care are used
 - Must list the exact dates and hours, including travel time, that the additional child care is needed
- The parent should document on the attendance record the actual child care times used and the reason for the additional child care (example: "worked overtime," "picked up additional shift at work")

While the additional child care hours may be eligible for reimbursement, the reimbursement to the provider may not necessarily increase as the provider may already be receiving the maximum allowable reimbursement amount. Should the provider's expected reimbursement exceed the maximum CDA can reimburse, the parent will have a co-payment, which is paid directly to the child care provider.

Additional Child Care for Personal Use

There may be times when child care is needed for personal reasons that are not part of the child's certified child care schedule.

- The parent will be responsible for payment to the provider for the additional child care used. CDA's reimbursement to the provider will not exceed the maximum reimbursement rate based on the child's certified schedule.
- Arrangements for the non-subsidized care must be made between the parent and the provider.
- Attendance for the non-subsidized care should be documented on the provider's own attendance record and not on CDA's attendance record.

12. SELECTING A CHILD CARE PROVIDER

The Selection Process

The selection of child care is an important decision. CDA recommends that parents thoroughly research their child care and early education options, which include the different subsidized child care programs and child care provider types available to families.

- **Subsidized Child Care**
 - The following are free or reduced-cost child care programs available for income eligible (low-income) families:
 - Early Head Start / Head Start Program
 - California State Preschool Program (CSPP)
 - Family Child Care Home Education Network (FCCHEN)
 - Alternative Payment (AP) Program

- **Child Care Providers**
 - The following are the child care provider types available to families:
 - Child Care Centers (licensed and license-exempt)
 - Family Child Care Homes (licensed)
 - License-Exempt Relatives
 - License-Exempt Non-Relatives
 - Sectarian Care

To find the type of environment that is best for their children, parents are encouraged to visit a variety of child care settings, question potential child care providers regarding their program and even ask for references.

- **Health and Safety**

CDA does not check the safety of child care sites, nor the safety of the child care provided. It is a parent's responsibility to make sure the child care provided to their children and the place where the care takes place is safe and meets their standards for quality child care.

If considering a licensed child care provider for their children, parents have the right to review the provider's facility file on record with Community Care Licensing. The file will contain the licensing history of the facility and any substantiated complaints and/or violations of the Health and Safety Code. An overview of a facility's licensing history, complaints and/or violations can be accessed online (<https://secure.dss.ca.gov/CareFacilitySearch/home/selecttype/>). For file details, parents must contact Community Care Licensing at 619-767-2200. File reviews may be conducted over the phone or parents may schedule an appointment to review facility files in person at the Community Care Licensing office.

It is also important that parents are clear about the business side of a provider's child care program. Questions that parents should ask include:

- What rates are charged for services?
- Are there any additional costs or fees?
- What type of notice period, if any, is required when a family decides to discontinue child care with the provider?

For information on different subsidy programs, choosing quality child care or provider referrals, contact the YMCA CRS at:

- **1-800-481-2151**
- **www.crs.ymca.org**

- What holidays, if any, does the provider close for?
- Is payment expected for absences due to holidays, parent's vacation, or the child's illness?

This information will be important for the following situations:

- To determine if the family may be responsible for any co-payments or fees that CDA will not be able to cover
- When the family exits CDA's subsidy program and the family is responsible for their own child care expenses

Types of Child Care Available to Families

[Title 5, § 18411]

The types of child care options available for families who choose to enroll in CDA's Alternative Payment Program are as follows:

- **Child Care Centers**

Child care centers offer care and early education to children in a group setting on a part-time or full-time basis. The facility size and number of children served varies from center to center. Parents may select licensed or license-exempt child care centers.

- **Licensed Child Care Centers**

Licensed child care centers are regulated by the State of California through Community Care Licensing (CCL), which visits and monitors the centers. Licensing requirements are designed to promote the health and safety of children enrolled. Licensed child care centers are required to have staff who have completed First Aid, CPR training, fingerprint clearance from the Department of Justice and Child Abuse Index, and completed college level child development courses.

- **License-Exempt Child Care Centers**

License-exempt centers provide activities and recreation for children but are not required to be licensed. Options for this type of care may include public recreation programs operated by the local Parks and Recreation Department, summer camps, before- and after-school programs operated by public or private schools, and child care programs operated by the Boys and Girls Club or similar organizations.

In order to participate on the Alternative Payment Program, the license-exempt center must use a daily sign in and out sheet, provide adult supervision at all times, complete criminal history background checks on all employees in contact with children and self-certify with CDA that these criteria are being met.

- **Family Child Care Homes**

Family child care homes offer licensed care in a home-like setting, operating in the licensee's own home. They may have more flexible operating hours than child care centers, which could benefit families with non-traditional work schedules.

- A small family child care home can be licensed for up to eight (8) children, and a large family child care home, with an assistant, can be licensed for up to fourteen (14) children.

Family child care homes are licensed and regulated through Community Care Licensing, under slightly different guidelines than child care centers. All family child care home providers must obtain a criminal record clearance and complete fifteen (15) hours of Pediatric Health & Safety Training. [*Large family child*

care homes must have at least one (1) person who has a current certificate in pediatric first aid and pediatric CPR available at all times.]

Note: All adults living in the licensee's home must obtain a criminal record clearance.

- **License-Exempt Child Care Providers – relative or friend/acquaintance**

License-exempt child care providers are those who are not required to be licensed through Community Care Licensing. License-exempt child care providers may be a relative or a non-relative, such as a friend or neighbor.

License-exempt child care can be provided two (2) ways:

- Child care provided in the home where the children reside
 - Parents who choose this type of care for their children are considered employers of the individual providing care and must meet strict State and Federal Labor Laws. Refer to [“Participation Requirements for ‘In-Home’ License-Exempt Providers,”](#) page 42.
- Child care provided in the provider's home
 - When child care is provided in the home of the provider, where the parent and children do not reside, the exempt provider is considered a self-employed independent contractor.

Relative or Non-Relative:

- License-exempt relative
 - For the purposes of child care, a “relative” of the children receiving care includes a grandparent, aunt or uncle by blood, marriage, or court decree.
- License-exempt non-relative
 - For the purposes of child care, a “non-relative” of the children receiving care includes anyone who is not a grandparent, aunt or uncle by blood, marriage, or court decree.

TrustLine Clearance [Title 5, § 18227(c)]

In order to participate on the Alternative Payment Program, a license-exempt non-relative must apply for and receive background clearance from TrustLine. TrustLine, created by the California Legislature, offers a background check conducted by the California Department of Social Services (CDSS).

- License-exempt relatives are exempt from registering with TrustLine.

Provisional Child Care Provider [Title 5, § 18227(c), 18227.1]

State regulations allow CDA to approve a license-exempt child care provider as a “provisional child care provider” before receiving TrustLine clearance for up to 30 days if “immediate need” qualifications are met.

- The parent must be employed, in vocational training, participating in an approved Welfare to Work activity, or be incapacitated, **and**
- There must be no child care reasonably available from a licensed, TrustLine registered or TrustLine-exempt provider that meets the family's child care needs.

To be eligible as a provisional child care provider the provider must:

- Complete CDA's provider enrollment paperwork
- Submit a complete application and fingerprints for the TrustLine registry

After the above documentation is received, CDA will notify the parent and provider if the request to begin services as a provisional child care provider has been approved or not.

Provisional child care providers must be TrustLine cleared within 30 days in order to be eligible for reimbursement. If a provisional child care provider has not received TrustLine clearance within 30 days:

- CDA is **prohibited from issuing any reimbursement** and it will be the parent's responsibility to reimburse the provider for child care services used.
- The family's child care services will be subject to termination unless another provider, who is eligible, is selected.

Up to two (2) provisional providers may be used per family, per fiscal year.

- **Sectarian Care**

Sectarian care providers are any licensed or license-exempt providers that include religious instruction or worship while providing child care services.

Provider Enrollment

Once a family has been determined to be eligible for services, the parent will have a maximum of two (2) weeks to select a child care provider, supply the provider's contact information to CDA, and have the provider complete the CDA provider enrollment process. Failure to have a provider enrolled by the end of the two (2) weeks will result in a notice being issued for denial/termination of child care services.

After the provider enrollment process is complete a Notice of Action and Certificate for Child Care Services is issued to the parent and a copy of the Certificate is issued to the provider, approving child care services and authorizing provider reimbursement. *Exceptions apply to provisional child care providers.* If a family begins using a provider before receiving CDA authorization, the parent will be responsible for payment to the child care provider for care prior to authorization. **CDA will not authorize or reimburse for child care services retroactively.**

Multiple Providers

[Title 5, § 18076.3]

When a parent chooses a provider whose operating hours **can accommodate** all of the family's authorized hours of child care, CDA can reimburse only one provider, per child.

When a parent chooses a provider whose operating hours **cannot accommodate** all of the family's authorized hours of child care, CDA may reimburse a second provider to accommodate the remaining hours.

Two (2) providers may also be approved if the selected provider is not a licensed center and the parent would like to choose a licensed center to provide school readiness experiences for a preschool aged child.

Alternate Provider when Approved Provider is Unavailable

[Title 5, § 18076.2(c)]

CDA may reimburse an alternate provider if a child's approved provider is unavailable due to vacation or holidays or if the child is ill and cannot attend the approved provider.

- Example: A child is authorized services with a provider that will be closed for a one (1) week winter break. The parent does not have that week off from work, however, so the child will need to attend an alternate provider on those days.

- Example: A child is authorized services with two (2) providers – the provider of choice who provides care Monday through Friday and is unavailable on Saturday or Sunday, and a second provider, who provides care on the weekends. On a Thursday morning, the child has a fever and the provider of choice will not allow the child to attend for the rest of the week. The second provider is willing to provide care that Thursday and Friday, when the other provider is approved, and would be considered an “alternate provider” for those days.

If a family will need to use an alternate provider, the alternate provider **must** be enrolled with CDA in advance. Each time a family has a need to use the alternate provider, the parent **must** notify their Child Care Eligibility Specialist before care is used. ***Child care reimbursements will not be made retroactively for alternate care providers.***

If you will be unable to use your child’s approved provider because the PROVIDER IS CLOSED or YOUR CHILD IS ILL:

- ***Be sure to contact your Child Care Eligibility Specialist in advance for alternate provider approval!***

The following limitations apply:

- When an alternate provider is needed due to the approved provider being closed for holidays, etc., CDA may reimburse an alternate provider **AND** the approved provider up to 10 days per child, per fiscal year.
- When an alternate provider is needed due to a child’s illness and the child is unable to attend his or her approved child care provider, CDA may reimburse an alternate provider **AND** the regularly approved provider up to 10 days per child, per fiscal year. (Additional days may be considered for reimbursement if the parent provides verification of the child’s illness from a physician.)

Note: The approved provider’s contractual terms, reflecting that he/she charges for holidays, closure dates, and absences, must be on file with CDA to be eligible for reimbursement.

13. CHANGING CHILD CARE PROVIDERS

Change in Child Care Provider

Parents have the right to change child care settings at any time. If a parent decides to make a change in their child care provider, the parent must inform CDA in advance and should keep in mind any notice period required by the current provider. Reimbursement to the new provider will not be made until the provider has been enrolled by CDA.

Provider Notice Period

Parents are responsible for notifying their current provider when they anticipate a change in providers. CDA encourages parents to honor a provider’s notice period but cannot prohibit parents from making an immediate change in providers. If a provider feels that adequate notice was not given before a child left his or her program, the parent may be responsible to pay the provider for a notice period. Any issues regarding the notice period must be resolved between the parent and the provider.

14. PROVIDER PARTICIPATION INFORMATION AND REQUIREMENTS

Child care providers must complete an enrollment with CDA in order to participate in CDA's Alternative Payment (AP) Program. CDA may only enroll and reimburse eligible providers who meet all state and CDA requirements.

Please refer to the Glossary of Terms for information on an "[ineligible provider](#)," page 72.

General Provider Participation Requirements

[Title 5, § 18224(a)(3), 18227, 18231, 18411]

All providers participating in CDA's Alternative Payment Program must meet all of the following general requirements:

- Be at least 18 years of age
- Provide child care services without regard to sex, race, religion, national origin, ancestry or disability
- Complete and submit all required documentation including information regarding their current rates (what is charged to non-subsidized families), usual and customary services provided at those rates, and the age group(s) served
- Charge CDA no more than what non-subsidized families are charged
- Provide supervision to enrolled children at all times
- Allow parents unlimited access to their children and those caring for their children, whenever the children are in the care of the child care provider
- Agree to unannounced visits by a CDA staff member and/or State representative
- Upon request, provide updated documentation and CDA forms

Participation Requirements for Licensed Providers

[Education Code, § 8222; Title 5, § 18227]

In addition to the general provider participation requirements, **licensed providers** must also meet all of the following requirements:

- Have a current child care license
 - The licensed address must match the address on file with CDA
- Be in compliance with Title 22 regulations
- Have their current rate sheet and any applicable discount or scholarship policies on file with the local Resource and Referral agency (YMCA CRS)
 - To register rates, the provider should contact the YMCA CRS at 1-800-481-2151
- Have their current rate sheet and any applicable discount or scholarship policies posted where it is easily noticeable in their child care facility, next to their license
- Sign a Licensed Provider Information Form, confirming that the rates charged CDA are no more than the rates charged non-subsidized families
- Supply the following documentation to CDA:
 - A signed copy of their current rate sheet and any applicable discount or scholarship policies
 - A copy of a valid child care license
 - A valid Social Security card or Federal Tax ID Number

Participation Requirements for License-Exempt Providers

[Title 5, § 18227, 18411]

In addition to the general provider participation requirements, **license-exempt providers** must also meet all of the following requirements:

- Be in compliance with licensing laws and regulations regarding license-exempt providers (including, but not limited to, Health and Safety requirements)
- Register and receive background clearance from TrustLine (this requirement is waived for providers who are grandparents, aunts and uncles of the children receiving child care)
 - Provider Specialists will provide forms and instructions on how to apply for TrustLine clearance.
- Supply the following documentation:
 - A signed copy of their current rate sheet and any applicable discount or scholarship policies
 - California photo identification
 - Social Security card or Federal Tax ID Number
 - Current proof of address
 - A negative tuberculosis skin test or x-ray, if applicable (results must be within the last 12 months)

A license-exempt provider who has been authorized for child care services:

- Must provide care in their home only
 - If the provider and child live in the same home, child care can only be approved if CDA's requirements for in-home care are met.
- May provide care for only one (1) family in addition to the provider's own children
- Must be the only provider in the home providing care under a license-exempt status
- Must be the individual who provides all care as documented on the attendance record
- May not participate in any other outside activity, such as employment, during the time the provider has been authorized to provide and receive reimbursement for child care services
- Must remain in compliance with TrustLine registry requirements, if applicable

Participation Requirements for "In-Home" License-Exempt Providers

In order for **license-exempt in-home providers** to be authorized for services, the *parent and provider* must meet strict requirements.

Parent

- When parents choose an individual to provide child care for their children in the home where the parent and children are residing, they are electing to become the employer of the license-exempt in-home provider, who would then be considered a "household/domestic worker."
- The parent must meet various strict requirements under state and federal guidelines for an employer of a "household/domestic worker" and CDA's requirements for license-exempt in-home care.

Provider

- In addition to meeting the general requirements of license-exempt child care providers, license-exempt in-home providers must also agree to be the employee of the parent, as a "household/domestic worker." This means the provider is responsible for and subject to:
 - Applicable state and federal requirements for employees
 - CDA's policies for license-exempt in-home care

Parents interested in an in-home license-exempt provider should contact their Child Care Eligibility Specialist for detailed information regarding the government regulations and CDA's policies.

Participation as an Independent Contractor

Providers participating in CDA's Alternative Payment Program are considered independent contractors and are not employees of CDA. Independent contractors are not entitled to Unemployment, Disability, Workers' Compensation, Social Security, health insurance or pension benefits.

Participating providers shall not at any time claim to be an agent or an employee of CDA. CDA will not complete employment verifications on the provider's behalf, nor will CDA provide references on the provider's behalf for loans, job applications or for any other purpose.

Providers are responsible for the payment of their own taxes on any income received as a result of their participation in the program. Reimbursements to child care providers are reported to the Internal Revenue Service (IRS). After the end of the calendar year, child care providers will be issued a Form 1099-MISC (Statement of Non-Employee Earnings) stating the total funds received from CDA during that calendar year. The 1099 forms will be issued each January to all child care providers who have been reimbursed over \$600 the previous year.

For any changes in address after you are no longer participating as a provider with CDA:

- **Notify us of your new address to ensure you receive your Form 1099-MISC for tax filing.**

15. PROVIDER'S CHILD CARE RATES AND FEES

Verification of Provider Rates

[Education Code, § 8222(a), 8222(h)]

CDA is required to complete random checks of licensed providers' rates to confirm the rates reported to CDA reasonably match up with the rates reported to the YMCA CRS and the rates actually charged to non-subsidized families for like care. If a child care provider is charging higher rates to CDA, the provider's participation in CDA's Alternative Payment Program will be terminated. The provider may have to pay back CDA for any reimbursement that was more than the rates charged to non-subsidized families.

Provider Rate Changes

[Education Code, § 8222(f)]

Child care providers may alter their rates for subsidized children once per fiscal year. The provider must submit their new rate sheet to YMCA CRS and submit a signed copy to CDA. Allowable rate changes received in advance will be made effective the day of the change; allowable rate changes received after the day of the change will be made effective the following Sunday.

If a rate sheet has an expiration date, CDA will not be able to process any reimbursements past the expiration date until a current rate sheet is received.

Documentation of Contractual Terms

[Title 5, § 18076.1, 18076.2]

Providers who require payment for absences, holidays, closure dates, registration fees, etc. and expect reimbursement must supply a copy of their contract, parent handbook or parent agreement to verify all clients are

responsible for these same charges. Refer to the “Provider Reimbursement” Section, below, for policies regarding reimbursement for these charges.

If the contractual terms change for any reason (example: the amount of closure days increases or the specified closure dates change), providers are responsible for providing CDA with a copy of the updated document.

16. PROVIDER REIMBURSEMENT

Reimbursement for child care services is made monthly and is issued directly to the child care provider, on behalf of the parent. For reimbursement timeframes, please refer to CDA’s Reimbursement Schedule (http://www.cdasandiego.com/SitePDFs/APForms_Provider/APReimbursementScheduleEng.pdf). Provider reimbursements are made through direct deposit to ensure timely and secure reimbursements; reimbursements are not available for pick-up at the CDA offices.

Providers will be reimbursed the amount invoiced on the attendance record, not to exceed the assigned Regional Market Rate Ceiling for the certified child care schedule. The invoiced amount will be compared to the provider’s rate on file and must be equal to or lower than the amount charged non-subsidized families for like care.

A. Provider Billing/Invoicing

In order for reimbursements to be processed, providers must complete the “Provider Billing/Invoicing” Section of the attendance record. Refer to the [Attendance Record Example](#) and [Attendance Record Instructions](#) on pages 50-52.

The “Provider Billing/Invoicing” Section includes spaces for the following amounts:

- **Total amount invoiced for the current month of care**
 - If the provider charges monthly:
 - The provider should enter the monthly amount for the billing month
 - If the provider charges weekly:
 - The provider should enter all weekly amounts for the billing month
 - CDA considers Sunday – Saturday a child care week.
 - Family fees should not be deducted from this amount.
 - Family fees are recorded in a separate section on the attendance record.
- **Registration fee and/or materials fee**
 - The provider should enter, if applicable, any registration fee and/or materials fee expected for the current month.

Providers should calculate each claim independently based on the above factors and write the correct invoiced amounts on each child’s attendance record. The amounts must:

- Be no more than what is charged a non-subsidized family for like care (including any discounts)
- Be in alignment with the provider’s contractual terms and rates on file with CDA

PLEASE NOTE: If this section is not completed CDA will not be able to reimburse the provider and reimbursement will be delayed until a complete attendance record is received. Regular attendance record deadlines will apply. Please refer to CDA’s Reimbursement Schedule (http://www.cdasandiego.com/SitePDFs/APForms_Provider/APReimbursementScheduleEng.pdf).

B. Application of the RMRC Based on Schedule Type

When processing a provider's reimbursement, the Regional Market Rate Ceiling will be applied based on the type of schedule approved, a set schedule or variable schedule.

- **Reimbursement for Set Schedules**

Set schedules will be reimbursed according to the amount billed by the provider **or** the RMRC amount listed on the Certificate for Child Care Services, whichever is less.

- Exception: When a set schedule is authorized with a license-exempt provider for less than 30 hours per week, reimbursement will be based on the Part-Time Hourly RMRC for the **actual** care provided within each child's authorized days and hours.

- **Reimbursement for Variable Schedules**

Variable schedules will be reimbursed according to the amount billed by the provider **or** the full-time (FT) or part-time (PT) RMRC listed on the Certificate for Child Care Services for the **actual** care provided within the certified child care schedule, whichever is less.

- Example: A parent is authorized a variable schedule with a licensed provider for up to 35 hours per week, which is considered full-time. The parent uses 29 hours, within the authorized days and times, which is considered part-time. The provider's reimbursement will be based on the Part-Time Weekly RMRC.

CDA will not reimburse for absences, vacations, holidays or provider closure days for children with variable schedules, which means the parent may be responsible for a co-payment to the provider for days that the child is absent from child care.

Do you have a variable schedule but are able to achieve a level of predictability in the schedule of your need activity? If so:

- **You may be authorized a set schedule, with could reduce or eliminate a co-payment for absences.**

The amount that a provider is reimbursed may be affected by other factors. Refer to the following section for more information.

C. Factors that Affect Final Calculation of Reimbursement

After the RMRC is applied to a child's schedule, several things may have an impact on the final reimbursement amount issued to the provider. Each of these factors is detailed below.

Provider's Contractual Terms

The following will apply if the provider's contractual terms on file with CDA reflect policies regarding payment for absences, holidays, closure dates, registration fees, etc. If CDA is not able to cover any of the charges listed, the provider may request payment from the parent.

- **Reimbursement for Absences** [Title 5, § 18076.2(b)(1)]
Reimbursement for absences may be made for set schedules only.

- **Reimbursement of Holidays and/or Non-Operation Days** [Title 5, § 18076.2(b)(2)]
The number of reimbursable holidays, vacation days and/or non-operational days for the provider shall be limited to a maximum of 10 days per fiscal year. Once these allowable limits are exceeded, reimbursement will be prorated for future closure days.
- **Reimbursement of Registration Fees, Materials Fees, Insurance Fees** [Title 5, § 18076.1]
Fees for registration, materials and/or insurance *may* be reimbursed if the current reimbursement amount does not exceed the Regional Market Rate Ceiling (RMRC).
 - Reimbursement of these fees is limited to one (1) per child, per fiscal year and will be made in a single payment.

For programs that have multiple fees in one year or where it has been determined that the reimbursement amount exceeds the RMRC, the excess fees will be the responsibility of the parent.

- **Adjustment for Child Care during Evenings and/or Weekends** [Title 5, § 18075.1]
A licensed child care provider is eligible for an adjustment to the assigned RMRC (a potential increase to the provider reimbursement) when certified child care services are provided either:
 - Between the hours of 6:00 p.m. and 6:00 a.m. on weekdays **or**
 - Any time on weekends

An Evenings and/or Weekends adjustment factor may be applied to the assigned RMRC for a child's certified child care schedule when:

- At least ten (10) percent of the certified schedule occurs during evenings and/or weekend hours **AND**
- The provider's normal and customary rates on file with CDA include specified evenings and/or weekend rates **or**
- The provider's normal and customary rates on file with CDA cover evening and weekend child care but exceed the assigned RMRC

The Evenings and/or Weekends adjustment factor will be made to the assigned RMRC and reimbursement to the provider will be the lesser of:

- The adjusted RMRC, or
- The provider's invoiced amount

The following applies for providers whose contractual terms reflect policies regarding payment for additional fees. The provider may request payment from the parent.

- **Reimbursement of Additional Fees** [Title 5, § 18076.1, 18111]
CDA **may not** reimburse for additional fees for activities or services including meals, recreation and field trips.

Unscheduled but Documented Need for Services

[Title 5, § 18075]

For parents who been approved to use additional child care hours for an unscheduled but documented need for services, the additional hours will be reimbursed based on the following:

- An hourly rate will be used when less than six (6) hours are used per day or for an unscheduled but documented need of less than six (6) hours per occurrence.
- A daily rate will be used when six (6) hours or more are used per day, or for an unscheduled but documented need of six (6) or more hours per occurrence.

- Use of the Daily RMRC is limited to fourteen (14) or fewer days in a month that reflect care of six (6) or more hours.
- The applicable reimbursement will be in addition to the reimbursement for parent's regular authorized schedule but will not exceed the provider's invoiced amount.

Prorating

If a day of child care cannot be reimbursed, the RMRC applied to a child's schedule may be prorated based on the number of days the child was authorized to use that week.

When Prorating will Be Applied

- When child care begins or ends in the middle of a week
- Provider closure days in excess of 10
- Absences, holidays, closure dates when the provider **does not have contractual terms** on file with CDA stating they require payment for such days
- When a child is suspended from child care by the provider
- When child care schedules are reauthorized due to change in authorized care
- A midweek birthdate that changes the RMRC age category being applied to a child

How Prorating is Applied

- First, the assigned RMRC is divided by the number of days the child was authorized to use that week, to determine an adjusted daily amount.
- Next, the adjusted daily amount is multiplied by the number of actual days of care eligible for reimbursement, resulting in an adjusted maximum reimbursement amount.
- The adjusted maximum reimbursement amount is then compared to the provider's invoiced amount, and the lesser of the two will be provider's reimbursement amount.

Example of a Proration

Example: A child's authorized hours are Monday-Friday, 8:30 a.m. – 5:30 p.m., a total of 45 hours authorized per week. When processing reimbursement, the first week of care will be prorated because care began in the middle of the week, on a Tuesday.

- The applicable RMRC is a full-time weekly amount of \$250.
- $\$250 \div 5$ days authorized per week (Monday-Friday) = \$50 adjusted daily amount
- $\$50 \times 4$ actual days eligible (Tuesday-Friday) = \$200 adjusted maximum reimbursement

For that week, the provider's invoiced amount is \$275. The lesser of the provider's invoiced amount and the adjusted maximum reimbursement is \$200, so that will be the provider's reimbursement amount for that week.

Family Fees Deducted from Reimbursement

When reimbursement is made to a provider the total amount of family fees owed for the current month will be deducted from the provider's reimbursement, whether or not the parent has paid the family fees.

Example: A family is assessed a full-time monthly family fee of \$53. The parent pays \$53 for the current month and the provider documents this amount collected on the attendance record. When CDA reimburses the provider, \$53 will be deducted from the provider's monthly reimbursement.

Garnishments

CDA fully cooperates with Federal and State agencies who issue garnishments (example: for delinquent taxes, child support payments or a civil order). If CDA is ordered to garnish a provider's reimbursement, the provider will receive notification from the agency issuing the garnishment and a confirmation from CDA that future reimbursements will be garnished.

Non-Reimbursable Child Care

All or part of an attendance record will not be eligible for reimbursement when:

- Unauthorized child care services are used
- The "Provider Billing/Invoicing" section of the attendance record is incomplete
- An original CDA issued attendance record is not received or the attendance record is submitted by fax or a copy is submitted, without an authorized reason
- Attendance records are received past the deadlines indicated on CDA's Reimbursement Schedule
- A variable child care schedule is authorized and missing times on the attendance record prevent CDA's ability to determine the hours of care used
- The provider's rate sheet on file with CDA is expired
- The provider has committed fraud regarding eligibility or child care services provided
- A provisional license-exempt child care provider does not receive TrustLine clearance within 30 days

Reimbursement and authorized child care services will end when:

- A license-exempt child care provider has had his/her TrustLine clearance revoked and care did not end as directed
 - Reimbursement will end on the date of the TrustLine revocation notice.
- A licensed child care provider has failed to report timely a change in address and the provider is not yet licensed at the new address or is not TrustLine cleared
 - Reimbursement will end immediately and the last day of authorized care will be the day CDA is notified of the change.
- A child care provider's license is voluntarily surrendered or is revoked by Community Care Licensing
 - Reimbursement will end the day before the effective date of the revocation notice or the surrender date, as applicable.
- A child is terminated from child care by the provider
 - Reimbursement will end on the date the provider denies the child to continue attending.

Reimbursement Adjustments

If the provider believes there is an error in their reimbursement, the provider should contact AP Fiscal Payments as soon as possible (619-427-4411 x 1300) to determine if an adjustment is required. Adjustments (positive or negative) can only be made for current fiscal year reimbursements and are subject to the availability of funds. Adjustments take a maximum of 10 business days to be approved and processed.

17. CO-PAYMENTS

[Title 5, § 18220.6]

Parents may choose a provider regardless of the provider's rates. However, when the provider's rate and other allowable charges exceed the maximum amount CDA can reimburse the provider, the parent is responsible for paying the difference. This difference, called a co-payment, must be paid directly to the child care provider. Any issues regarding co-payments must be resolved between the parent and the provider.

Parents may want to keep track of their co-payments and any other child care expenses paid, as families may be eligible for tax benefits for child care expenses.

Co-payments are made by parents whenever CDA cannot fully cover what the family's provider is charging.

- Parents may also be responsible for a family fee. See "*Family Fees*," page 23.

18. ATTENDANCE RECORDS

[Title 5, § 18065]

Attendance records and daily attendance tracking is required by the California Department of Education in order for CDA to reimburse child care providers. An original CDA issued attendance record must be used.

For each child approved for subsidized services, CDA attendance records will be available online and can be accessed through the Care Portal website at (<https://careportal.mcttechnology.com>) or through the "Print Attendance Records" link on the "For Providers" page of CDA's website (www.cdasandiego.com). Each attendance record is coded for a specific child and date range.

Providers will receive information from the Provider Services Department on how to set up an account and print their attendance records. Information regarding the Care Portal site is also available on CDA's website. Providers may contact the Provider Services Department for any questions regarding the online attendance record process.

Each provider is issued an Alternative Payment Program Reimbursement Schedule outlining the deadlines to submit attendance records to CDA. The schedule is also available for parents and providers to view on CDA's website.

The example and instructions below outline how to accurately complete CDA's attendance record. It is the responsibility of parents and providers to ensure that attendance records have been completed accurately and are submitted timely; failure to comply may result in delayed reimbursement, non-reimbursement, and/or the termination of a family's child care services or a provider's participation on the program.

Attendance Record Example



CHILD DEVELOPMENT ASSOCIATES, INC.

12345



0003332212345

Provider Name:	CHARLES LEE (98765)	Month/Year:	January/2017
Child Name:	EMMA DOE	Child DOB, Age:	08/08/2008, 7 - 4
Parent Name:	JANE DOE (1234)	Case Manager:	Mary Lamb

JANUARY 2017

EMMA DOE

ATTENDANCE MUST BE COMPLETED DAILY						
Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)	Comments
1/1	Sun					
1/2	Mon					closed - holiday
1/3	Tue	7:02 AM			4:26 PM	
1/4	Wed	6:58 AM			4:29 PM	
1/5	Thu	6:57 AM			4:55 PM	
1/6	Fri	7:00 AM			4:51 PM	
1/7	Sat					
1/8	Sun					
1/9	Mon	6:57 AM	8:28 AM	2:31 PM	5:02 PM	late pick-up - traffic
1/10	Tue	6:55 AM	8:23 AM	2:31 PM	4:30 PM	
1/11	Wed	7:01 AM	8:24 AM	2:29 PM	4:28 PM	
1/12	Thu	6:59 AM	8:30 AM	2:35 PM	4:51 PM	
1/13	Fri	6:59 AM	8:27 AM	2:32 PM	4:29 PM	
1/14	Sat					
1/15	Sun					
1/16	Mon					closed - holiday
1/17	Tue					with grandma
1/18	Wed	7:00 AM	8:31 AM	2:33 PM	4:27 PM	
1/19	Thu	6:58 AM	8:28 AM	2:32 PM	4:55 PM	
1/20	Fri	7:01 AM	8:30 AM	2:30 PM	4:27 PM	
1/21	Sat					
1/22	Sun					
1/23	Mon	6:56 AM	8:27 AM	2:31 PM	4:55 PM	
1/24	Tue	6:55 AM	8:29 AM	2:30 PM	4:28 PM	
1/25	Wed	6:57 AM	8:29 AM	2:32 PM	4:24 PM	
1/26	Thu	7:03 AM	8:29 AM	2:30 PM	4:51 PM	
1/27	Fri	6:56 AM	8:32 AM	2:27 PM	4:51 PM	
1/28	Sat					
1/29	Sun					
1/30	Mon	7:01 AM	8:31 AM	2:33 PM	4:27 PM	
1/31	Tue	6:55 AM	8:28 AM	2:32 PM	4:29 PM	

SECTIONS I, II, AND III ARE REQUIRED TO BE COMPLETED

I. Family Fee Certification & Receipt

PART TIME MONTHLY FEE: \$ 42.00 FULL TIME MONTHLY FEE: \$ _____

PROVIDER: Enter amount of family fees and the date paid to you for the current month only (enter "0" if the family does not have a family fee OR if family fees were not paid):

Amount: \$ 56.00 Date Paid: 1/3/17

II. Provider Billing/Invoicing

PROVIDER: Enter total amount billed for the current month only (do not deduct family fees):

MONTHLY or WEEKLY

1) \$ 180.00 3) \$ 100.00 5) \$ 100.00

2) \$ 100.00 4) \$ 60.00 6) \$ _____

PROVIDER: Enter total registration fee and/or materials fee amount expected (if applicable): \$ _____

III. Self-Certification

PARENT Self-Certification	PROVIDER Self-Certification
I declare under penalty of perjury that the information herein is true and correct and: I am not receiving any other child care subsidy for the care noted above. I understand the child care hours are to be used only for pre-approved activities that entitle me to receive subsidized child care services. I certify the family fees that I am required to pay have been documented above, and reflect what I have paid my child care provider. I understand family fees may not be waived under any circumstances.	I declare under penalty of perjury that the information herein is true and correct and: I am not receiving reimbursement for the child care services provided from any other source. I certify that the family fees, as documented above, reflect the fee I collected from the parent. I understand family fees may not be waived under any circumstances. I certify that the rates charged to CDA in section II above are my normal customary rates charged to non-subsidized families.
Parent Signature: Jane Doe Date: 1/31/17	Provider Signature: Charles Lee Date: 1/31/17

Attendance Record Instructions

The steps below outline how to accurately fill out CDA's attendance record. The steps are numbered and correspond with the numbered squares in the example above.

Each attendance record is coded for a specific child and date range. Child care must be documented on the correct attendance record.

1. Attendance records must be completed in ink.
 - Do not use pencils, gel pens, or markers.
 - Do not use white-out/correction fluid or correction tape. If the person completing the attendance record corrects an error he/she made, the correction must be initialed.

2. "Time In" and "Time Out"
 - Attendance must be recorded on a daily basis as the child care occurs. **Actual times** must be recorded and **"a.m." or "p.m." must be specified**. (Example: If the child arrives at 6:58 a.m., record Time In as "6:58 a.m."; **do not round** to 7:00 a.m.)
 - 2A. The actual times the child arrived into care and left care each day must be recorded.
 - 2B. For school-age children who attend child care before and/or after school:
 - The actual times the child left care to go to school and entered back into care from school must be recorded. (This also applies to children attending transitional kindergarten, preschool, Head Start, etc.)

3. "Comments"
 - The reason must be recorded in this column:
 - If a child is absent from care (example: vacation, illness)
 - If a child uses hours of care that differ from the authorized hours (example: when the parent works overtime or when the parent picks up the child late because of heavy traffic)

4. Section I: "Family Fee Certification & Receipt Section"
 - **The provider** must complete this section by entering the amount of family fees paid by the parent for the **current** month and the date the fees were paid.
 - If the family does not have a family fee or current family fees were not paid, "0" should be entered in this section.
 - Other fees paid (example: previous months' family fees, co-payments) **should not** be documented in this section.

5. Section II: "Provider Billing/Invoicing" Section
 - 5A. **The provider** must enter the total amount invoiced for the current month of care.
 - If the provider charges monthly, the provider should enter the monthly amount for the billing month
 - If the provider charges weekly, the provider should enter all weekly amounts for the billing month
 - CDA considers Sunday – Saturday a child care week
 - 5B. **The provider** must enter any registration fee and/or materials fee expected for the current month (only if applicable).

6. Section III: “Self-Certification” Section

- At the end of the monthly reimbursement cycle, **both the parent and provider** must sign and date the penalty of perjury statements at the bottom of the attendance record.
 - **Full signatures** (first and last name) are required.
 - By signing, the parent and provider are attesting under penalty of perjury that all of the information on the attendance record is true and correct.

Accurate Completion of Attendance Records

Parents and providers must ensure that monthly attendance records include the following information:

- The name of the child receiving services
- The specific dates that services were provided
- The times the child entered and the times the child left care for each day services were provided, recorded on a daily basis
- Signatures of both the provider and the parent at the end of each month, attesting under penalty of perjury that the information provided on the attendance record is accurate

If attendance records are not completed accurately and in accordance with the above requirements, CDA will issue a warning letter to the parent or provider.

If a third (3rd) warning letter is issued within the same fiscal year, the parent or provider, as applicable, will be required to attend a meeting with their Child Care Eligibility Specialist/ Provider Specialist to review the procedures for accurately completing attendance records. If a parent/provider fails to schedule and attend this meeting, a termination notice will be issued to the parent/provider.

After the parent/provider has met with their Child Care Eligibility Specialist/ Provider Specialist, the next time attendance records are not completed accurately, a termination notice will be issued.

Submission of Attendance Records

Original CDA issued attendance records must be submitted to CDA’s administrative office no later than the tenth (10th) calendar day of the month following the month of care. Reimbursement for on-time attendance records will be issued within 15 business days of receipt.

Attendance records received from the eleventh (11th) calendar day to the end of the month following the month of care will be considered late. Late attendance records will be reimbursed no later than 25 business days after receipt.

When are attendance records due?
Each month’s attendance record is due no later than the 10th of the following month.

The final deadline for receipt of attendance records is the last day of the month following the month of care.

- ***Due to the close of the fiscal year, the final deadline for receipt of attendance records for the month of June is the fifth (5th) business day of July.***

If attendance records are submitted after the deadline, the provider’s right to reimbursement is forfeited.

The parent and provider should verify all of the following information before submitting the attendance record to CDA for reimbursement:

- Actual times in and out of care are accurately recorded for each day
- Reasons for absences (example: holidays, vacations and school breaks for the child) are noted daily
- Attendance records reflect the reason for any additional child care hours used (Refer to “[Additional Child Care for an Unscheduled but Documented Need for Services](#),” page 35.)
- Parent and provider signatures are on the bottom of the attendance record (Any misrepresentation of signatures on the part of the parent or provider will result in immediate termination/disqualification and possible referral to the District Attorney’s office for investigation.)

CDA recommends that providers make a copy of all attendance records for their own records, before submitting them to CDA for reimbursement. Note: A copy of completed attendance records should be provided to parents as receipts of any family fees paid, unless their provider is issuing separate receipts for family fees.

Attendance records may be mailed or dropped off directly at CDA’s administrative office in Bonita. For your convenience, an Attendance Record Drop-Box is located at the front of the building. CDA is not responsible for late mail delivery or attendance records lost in the mail.

Once attendance records are received by CDA they are logged and date stamped, reviewed for completeness and accuracy, and processed for reimbursement.

19. COMMUNICATION BETWEEN PROVIDERS AND CDA

A. Provider Request for Documentation and Provider Notification

A Provider Request for Documentation Letter will be issued when updated information or documentation is needed from the provider.

- CDA encourages providers to mail, email, or fax requested documentation to CDA.
 - Refer to “[Secure Email](#),” page 68, if the requested documentation contains sensitive or confidential information.
 - It is recommended that providers contact CDA if there are questions as to whether the documentation has been received.

Providers will be issued a Certificate of Child Care Services to notify them of the services that are approved for the family or if there are any changes in child care services, including termination. For more information, refer to “[Certificate for Child Care Services](#),” page 30.

B. Mail to Providers

All mail is considered delivered if the provider’s correct address is on file with CDA and no mail has been returned to CDA as undeliverable. It is the provider’s responsibility to report any change in address to ensure CDA has the most current information.

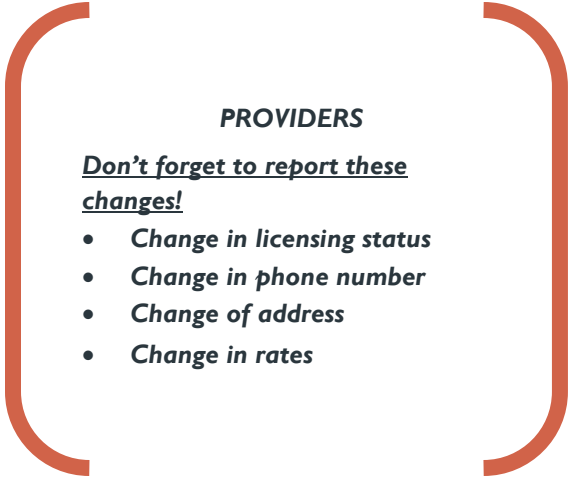
All items mailed to providers from CDA will be sent to the address where child care services are provided. CDA will not mail any items to P.O. Boxes. (Exceptions may be made in areas where postal service is limited.)

C. Reporting Changes – Providers

To ensure that CDA’s provider files remain up-to-date, providers should contact their Provider Specialist to report any changes in advance of the change.

Examples of changes to report:

- Change in a provider’s licensing status
- Change in a provider’s phone number
- Change of address
- Change in a provider’s rates
- Change in a provider’s hours of operation
- Change in a provider’s contract, parent handbook, or parent agreement
- Other changes that may affect reimbursement



PROVIDERS
Don't forget to report these changes!

- **Change in licensing status**
- **Change in phone number**
- **Change of address**
- **Change in rates**

Changes in Child Care Used

We ask that the provider call their Provider Specialist to report:

- If the child care hours being used vary significantly from the hours authorized
- On the child’s third (3rd) day of absence, if a child stops attending without prior notice from CDA or the parent

20. DENIAL OF OR CHANGE IN PROVIDER PARTICIPATION

Denial of Provider Participation for Health or Safety Reasons

Licensed Child Care Providers

[Title 5, § 18224.2]

If Community Care Licensing, the local Resource & Referral Service (R&R), or other regulatory agency informs CDA that a child care home or center has their license temporarily suspended or revoked, the provider’s participation and reimbursement will end immediately and families will be notified to select a new provider.

License-Exempt Child Care Providers

[Title 5, § 18224.6]

If a license-exempt provider’s TrustLine clearance is revoked or closed, subsidized child care cannot continue with that provider. The TrustLine revocation date will be the last date that the provider will be eligible for reimbursement and the provider’s participation will end. Families will be notified to select a new provider.

Providers Placed on Probation

[Title 5, § 18224.4]

If the local Resource and Referral Service (R&R) informs CDA that a child care home or center has been placed on probation by Community Care Licensing, parents will be notified in writing and informed of their provider’s status. Families currently enrolled or those newly enrolling with CDA will have the option of making different child care arrangements or remaining with the child care home or center without risk of subsidy reimbursements ending.

Disqualification of Provider Participation

A provider's participation may be denied or terminated for any of the following reasons:

- Failure to abide by the program regulations and/or CDA policies
- Failure to supply documentation required by CDA or State guidelines
- Falsification of attendance records (example: signatures, child care days/hours used, or family fees collected)
- Repeated failure to maintain accurate attendance records (example: failure to record actual times in and out of child care on a daily basis, failure to sign the penalty of perjury statement)
- Activity or behavior that presents a risk to any child, parent, child care provider, visitor, or CDA staff member, representative or facility (using profanity, making threats, harassing the individual, endangering the safety or life of the individual, destroying property, or any other activity or behavior that violates CDA's conduct policy)
- Conspiring to, attempting to, or committing a fraudulent act
- Provisional license-exempt child care provider does not receive TrustLine clearance within 30 days
- License-exempt child care provider is denied TrustLine or TrustLine clearance is revoked
- Charging CDA a higher rate for child care than is charged to non-subsidized families
- Waiving family fees
- License-exempt care taking place in the child's home which does not meet CDA's requirements for in-home care
- Submitting any false, misleading or fraudulent documentation
- Closure by Community Care Licensing
- Notice from Community Care Licensing that a revocation or Temporary Suspension Order (TSO) is in progress
- Licensed child care provider surrenders his or her license
- Failure to notify CDA immediately when the provider is no longer licensed
- A credible allegation that children's health or safety may be at risk
- Failure to respond to notices regarding any overpayment made by CDA to the provider
 - In addition, the provider's overpayment balance will be sent to the San Diego Office of Revenue and Recovery for collections.
- Past participation in any of CDA's programs, as a provider or parent, **and** any of the following:
 - The individual is currently being investigated for fraud
 - It was determined that the individual committed fraud or the intentional misrepresentation of eligibility within the past two (2) years
 - It was determined that the individual committed fraud or the intentional misrepresentation of eligibility, and has not yet repaid the cost of all ineligible services (including administrative costs) used and any past due family fees to CDA

(This list is not all-inclusive; other circumstances may lead to a provider's disqualification from the program.)

Child care providers whose participation is denied or terminated with cause may be ineligible for future participation.

21. COMMUNICATION BETWEEN PARENTS AND CDA

A. Request for Documentation and Parent Notification

After a family has completed the application process for child care services, it is important that the parent and the assigned Child Care Eligibility Specialist communicate on a regular basis. CDA handles most communication with parents by written notices.

A Request for Documentation Letter will be issued when updated information or documentation is needed from the family.

- CDA encourages parents to mail, email, or fax requested documentation to CDA.
 - Refer to “[Secure Email](#),” page 68, if the requested documentation contains sensitive or confidential information.
- It is recommended that parents contact CDA if there are questions as to whether the documentation has been received.

A Notice of Action will be issued when any formal action is taken regarding a family’s child care services. This includes approval, denial, or termination of child care services, and any changes in approved child care services or family fees.

Notice of Action Example

California Department of Education
Early Education and Support Division



NOTICE OF ACTION

Form CD-7517, (Rev. 6/14)

1. Notice of Action (Complete Either 1.A. or 1.B.)																																																			
<p>1A 1.A. Application for Services</p> <p><input type="checkbox"/> Services Approved to Begin: _____ Date _____</p> <p><input type="checkbox"/> Services Denied</p> <p>If appealed, appeal is due by: _____ Date _____</p> <p><small>(Note: Appeal Instructions are on reverse side.)</small></p>	<p>1B 1.B. Recipient of Services</p> <p><input checked="" type="checkbox"/> Change in Service</p> <p><input type="checkbox"/> Termination of Service</p> <p><input type="checkbox"/> Termination of Service for Delinquent Fees</p> <p>Effective Date of Action: 12/01/2016</p> <p>If appealed, date appeal is due by: 12/16/2016</p>																																																		
<p>2 2. Distribution of Notice</p> <p><input type="checkbox"/> Notice Given to Parent/Caretaker</p> <p>Recipient's Initials: _____</p> <p>Notice Mailed: <input checked="" type="checkbox"/> First Class <input type="checkbox"/> Other: _____</p> <p>Date Notice Given or Mailed: 11/24/2016</p> <p>Tracking No. _____</p>																																																			
<p>3 3. Parent/Caretaker Information</p> <p>Parent/Caretaker A: RICHARD PARKS Address: 61 Mother Goose Lane</p> <p>Parent/Caretaker B: _____ City: San Diego Zip: 98765-4321 Telephone: (987) 654-3210</p>																																																			
<p>4 4. Approved Child Care Services (Complete all information for each child approved for services.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Name(s) of Child(ren) Receiving Services</th> <th rowspan="2">Program Code</th> <th rowspan="2"></th> <th colspan="7">Enter Approved Hours of Enrollment</th> </tr> <tr> <th>Sun.</th> <th>Mon.</th> <th>Tue.</th> <th>Wed.</th> <th>Thu.</th> <th>Fri.</th> <th>Sat.</th> </tr> </thead> <tbody> <tr> <td>ROGER PARKS <small>11/24/2016 FTW \$137.90 FTW \$203.12</small></td> <td>C3AP</td> <td>School</td> <td></td> <td>4.25</td> <td>4.25</td> <td>4.25</td> <td>4.25</td> <td>4.25</td> <td>4.25</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Vacation</td> <td></td> <td>10.50</td> <td>10.50</td> <td>10.50</td> <td>10.50</td> <td>10.50</td> <td>10.50</td> <td></td> </tr> <tr> <td colspan="2">Monthly Family Fee:</td> <td></td> <td colspan="3">Part-time \$56.00</td> <td colspan="5">Full-time \$111.00</td> </tr> </tbody> </table>		Name(s) of Child(ren) Receiving Services	Program Code		Enter Approved Hours of Enrollment							Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	ROGER PARKS <small>11/24/2016 FTW \$137.90 FTW \$203.12</small>	C3AP	School		4.25	4.25	4.25	4.25	4.25	4.25				Vacation		10.50	10.50	10.50	10.50	10.50	10.50		Monthly Family Fee:			Part-time \$56.00			Full-time \$111.00				
Name(s) of Child(ren) Receiving Services	Program Code					Enter Approved Hours of Enrollment																																													
		Sun.	Mon.	Tue.		Wed.	Thu.	Fri.	Sat.																																										
ROGER PARKS <small>11/24/2016 FTW \$137.90 FTW \$203.12</small>	C3AP	School		4.25	4.25	4.25	4.25	4.25	4.25																																										
		Vacation		10.50	10.50	10.50	10.50	10.50	10.50																																										
Monthly Family Fee:			Part-time \$56.00			Full-time \$111.00																																													
<p>5 5. Basis for Family Eligibility for Services</p> <p><input type="checkbox"/> Recipient of Child Protective Services</p> <p><input type="checkbox"/> Current Aid Recipient</p> <p><input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited</p> <p><input checked="" type="checkbox"/> Income Eligible (Reference Family Fee Schedule or Income Ceiling for Admission to State Preschool Programs.)</p> <p><input type="checkbox"/> Homeless</p>	<p>6 6. Basis for Family Need for Services <small>(This section does not apply to State Preschool Programs [CSPP])</small></p> <p><input type="checkbox"/> Recipient of Child Protective Services</p> <p><input type="checkbox"/> Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited</p> <p><input type="checkbox"/> Seeking Permanent Housing</p> <p><input type="checkbox"/> Engaged in Vocational Training/Education</p> <p><input checked="" type="checkbox"/> Employed or Seeking Employment</p> <p><input type="checkbox"/> Incapacitated Parent(s)</p>																																																		
<p>7 7. Reason for Action: State the specific reason(s) services were denied, changed or terminated.</p> <p><small><The specific action will be stated here.></small></p>																																																			
<p>8 8. Agency Name</p> <p>9 9. Name/Title of Agency Representative</p> <p>10 10. Signature of Agency Representative</p>	<p>Child Development Associates, Inc.</p> <p>Mary Lamb/Child Care Eligibility Specialist (123) 456-7890 x200</p> <p>_____</p>																																																		

The agency must complete the information on the reverse side before the Notice of Action is issued.

How to Read a Notice of Action

[Title 5, § 18094, 18095]

The Notice of Action (NOA) is broken down into sections, which are described below. Each section corresponds with the sections in the example above.

- Section 1.A Application for Services** – Indicates the date child care services are approved to begin or if services were denied.
- Section 1.B Recipient of Services** – Indicates if the NOA is describing a change in approved services or if care is being terminated. This section also indicates the effective date of the intended action and the final date parents have to file an appeal if they feel the action being taken is incorrect.
- Section 2 Distribution of Notice** – This is how the NOA is distributed to the parent; either it is given or it is mailed.
- Section 3 Parent/Caretaker information** – This indicates the parent’s name, address and telephone number.
- Section 4 Approved Child Care Services** – This section indicates who the approved children are, the funding source of their child care services, and the amount of care they are approved to use. This section also indicates the amount of family fee (if any).
- Section 5 Basis for Family Eligibility for Services** – This section indicates what the family’s documented eligibility is for subsidized services (example: income eligible).
- Section 6 Basis for Family Need for Services** – This section indicates the family’s need for child care (example: employment, vocational training).
- Section 7 Reason for Action** – This section will describe what changes or actions have or will take effect regarding the family’s child care case. If there is a change in child care hours, family fee, or services are being terminated, the Child Care Eligibility Specialist will indicate in this section what the change is and when it will become effective.
- Section 8-10** These sections indicate the agency representative who is taking the action regarding the child care case.

The reverse side of the Notice of Action contains information regarding parents’ appeal rights and step-by-step instructions on how to file an appeal with CDA and the California Department of Education.

Parents are asked to please take the time to carefully read each and every Notice to ensure they understand the action being taken on their child care case. If for any reason a Notice of Action is unclear, it is recommended that the parent contact their Child Care Eligibility Specialist immediately for clarification.

If a parent disagrees with an action, the parent should contact their Child Care Eligibility Specialist as soon as possible to discuss the action taken.

- The parent has the right to appeal the action by the appeal due date indicated in Section 1.B. of the Notice of Action. Refer to “[Appeal Procedures](#),” page 63.

B. Mail to Parents

All mail is considered delivered if the parent's correct address is on file with CDA and no mail has been returned to CDA as undeliverable. It is the parent's responsibility to report any change in address to ensure CDA has the most current information.

C. Reporting Changes – Parents

[Title 5, § 18410]

Child care services are approved based on the initial documentation supplied by the family and verified by CDA staff. Each parent in the home is responsible to report changes in income, need, or family size within **five (5) calendar days** of the change. Changes should be reported to the Child Care Eligibility Specialist, and can be reported in person during normal business hours and by phone or email at any time of the day.

Changes that parents **must report within five (5) calendar days** include:

- Changes affecting income (example: new sources of income, increase or decrease in pay, or a change in TANF/CalWORKs, child support, social security income, bonuses, incentives, commission, wage advancements, etc.)
- Changes in need for child care services (example: loss or change of employment; addition of secondary employment; change in work address; change in employment hours or vocational training hours, including adding or dropping classes)
- Changes affecting family size (example: new baby, marriage or change in marital status, child or parent leaving or coming into the home)

PARENTS

Don't forget to report these changes within 5 days!

- **Changes affecting income**
- **Changes in need for child care services**
- **Changes affecting family size**

If a parent fails to report any of the above changes within five (5) calendar days:

- A Warning Letter will be issued for the first (1st) and second (2nd) instances
- A termination Notice of Action will be issued for the third (3rd) instance

Even though failing to report any of the above changes timely will not immediately result in a termination Notice of Action being issued, parents are strongly encouraged to always report changes timely in order to avoid potential termination and other consequences.

Any time a parent fails to report a change timely, CDA may also:

- Recover funds for retroactive family fees from the parent, when a change in family size or income would have resulted in a new or increased family fee had it been reported timely
- Recover funds from the parent for ineligible services (child care the family would not have been eligible for had a change been reported timely)
- Make a referral to the District Attorney's office for investigation

To ensure that CDA's family data files remain up-to-date, parents should also contact their Child Care Eligibility Specialist to report other changes that may affect their child care case. Providing CDA with current information will help avoid delays in the management of the family's child care services and in reimbursement to the child care provider.

In order for CDA to best serve families, parents **should also report the following changes within five (5) calendar days:**

- Change in home address and/or mailing address
- Change in phone number
- Change in email address
- Change in child care provider
- Child care is no longer being used or will no longer be needed
- Changes affecting child care hours (example: change in travel time and/or study time needed, change in child’s school and/or school schedule, child attending summer school, etc.)

All changes reported by parents will be recorded in the family’s data file.

Changes should be reported based on the above guidelines even if documentation reflecting the change is not yet available. [Example: A parent has moved to a new apartment but has not yet filed a change of address with the post office. The parent should still report the change of address within five (5) days of moving.]

Changes that Affect a Family’s Child Care Services

When changes are reported by parents, required documentation must be submitted and verified by CDA before a change in child care services may begin. The change will then be processed and made effective according to the schedule below. **Changes will not be made retroactively.**

Documentation Submitted for Reported Change	Processing Deadline	Effective Date of Change
Friday through 4:00 p.m. Tuesday	No later than Thursday following CDA’s verification of the change ¹	No later than Thursday ²
After 4:00 p.m. on Tuesday through the end of the business day on Thursday	No later than the second Thursday following CDA’s verification of the change ¹	No later than the second Thursday ²

¹ Holidays and delays in verifying submitted documentation that are beyond CDA’s control may postpone the processing date.

² Exceptions may apply for family fees, provider changes, terminations and Limited Term Service Leaves.

Note: This schedule **does not supersede** the requirement for parents to report changes in income, need, or family size within **five (5) calendar days** of when the change took effect.

To expedite the processing of reported changes, Child Care Eligibility Specialists will not be available on Thursdays from noon to 5:00 p.m. If CDA is closed on a Thursday due to a holiday, these hours of unavailability will be moved to the last business day before the holiday. A duty worker is available if any assistance is needed during these hours.

Following-up on Changes Reported

If a parent reports a change in income, need, or family size and does not receive a Notice of Action or other correspondence from CDA within the above processing timelines, the parent must contact their Child Care Eligibility Specialist to ensure the change is reflected in their child care case.

Reporting Future Changes

Parents may contact their Child Care Eligibility Specialist as soon as they are aware of a future change; however, if it was a tentative change, parents must make contact within five (5) calendar days of the change to confirm the change actually took effect.

22. LEAVE OF ABSENCE (LIMITED TERM SERVICE LEAVE)

[Title 5, § 18104]

What is a Limited Term Service Leave?

State guidelines allow agencies to place a family on a Limited Term Service Leave if they will temporarily not have a need for subsidized child care services. During a Limited Term Service Leave, a family's services are put on hold and their child care slot is held. Child care services cannot be used during a Limited Term Service Leave.

Reasons for Limited Term Service Leave include:

- Medical leave (example: a leave for a parent's surgery)
- Family leave (example: a leave for the birth and care of a newborn; a leave for the placement of an adopted child or foster child with the parent; or a leave to care for the parent's child, spouse, or parent who has a health condition)
- Break in employment (example: when school staff are off for summer break)
- School break (example: when college students are out of school on summer break)
- The expiration of a Welfare-to-Work Child Care Communication Form (27-128)
- Child's visit with the non-custodial parent
- Extended family vacation
- Extended family emergency

A Limited Term Service Leave normally cannot exceed 12 weeks. A 16 week leave may be granted in the following cases:

- When the parent is on family or medical leave
- When the parent has a break in quarters/semesters/training periods from their vocational training program
- When a child is only using subsidized child care during breaks from an After School Education and Safety (ASES) Program or 21st Century Community Learning Center (21st Century CLC), a leave may be granted for the entire time period during which the child is attending the ASES or 21st Century CLC.

Approving a Limited Term Service Leave

When families temporarily do not have a need for services, parents must notify their Child Care Eligibility Specialist.

- Limited Term Service Leaves are not automatically granted and must be approved in advance.
- If a Limited Term Service Leave is approved, a Notice of Action will be issued to the parent. The Notice of Action will specify what the last date of authorized child care will be and the effective date of the Limited Term Service Leave.
- The reason for the request may, at any time, be verified by CDA.

Before returning from a Limited Term Service Leave, be sure to contact CDA!

You must submit documentation to ensure that your family is still eligible for child care services.

Returning from a Limited Term Service Leave

Parents must contact their Child Care Eligibility Specialist two (2) weeks before the date they plan to resume child care services.

The family will be required to supply documentation in order to re-determine their eligibility and need for services, as applicable, which may include documentation based on a change in family size (example: due to the addition of a newborn). Documentation may include, but is not limited to: pay stubs, proof of child support,

employment verification, vocational training documentation, a Welfare-to-Work Child Care Communication Form (27-128), etc.

If a family's recertification is due while the family is on a Limited Term Service Leave, the recertification will be postponed and will need to be completed before child care services can resume.

All necessary documentation must be received before CDA can approve a family to return from a Limited Term Service Leave. Retroactive reimbursements will not be made if a parent uses care before receiving CDA approval to return from a Limited Term Service Leave.

23. TERMINATION OF CHILD CARE SERVICES

When CDA must end child care services because it has been determined that a family or child is no longer eligible, a Notice of Action will be issued to the parent. The Notice of Action will specify why child care services are being terminated and what the last date of authorized child care will be. If the parent self-reports a change in provider before the effective date of the notice, the last date of authorized care will be revised to be the last date that care was used. **Reimbursement for child care services used beyond the last date of authorized care will be the sole responsibility of the parent.**

Reasons for Termination

The following are examples of reasons child care services may be terminated:

- A family's income exceeds State income guidelines (the family is no longer income eligible)
- Changes in family eligibility or need which make the family ineligible for services according to federal regulations, state regulations or CDE Program Requirements
- Failure to submit completed eligibility forms, medical information (immunization records, physician's report), or other required documentation when due or when requested to update the eligibility file
- Failure to complete recertification
- Failure to pay family fees
- When the cost of services provided is consistently less than the family's assessed family fees
- When self-employed income is zero (0) after six (6) months
- Consistent inability to abide by the program regulations and/or CDA policies
- When a child reaches his or her thirteenth (13th) birthday (exceptions may be made for children with exceptional needs, up to the age of 21)
- Failure to notify CDA of changes in need (example: no longer employed, dropping a class), family income, or family size within five (5) calendar days of the change
- Repeated failure to maintain accurate attendance records (example: failure to record actual times in and out of child care on a daily basis, failure to sign the penalty of perjury statement)
- Falsification of information on attendance records (example: child care days/hours used or family fees paid)
- Excessive absences from child care
- When child care services have been abandoned
- Misuse of approved child care hours
- Failure to select and be authorized to begin services with an eligible provider
- Expiration of 12-week or 16-week Limited Term Service Leave
- Child care taking place in the family home which does not meet the requirements for in-home care

- Failure to reimburse CDA for delinquent family fees or ineligible services
- Failure to follow the terms of a repayment agreement for family fees or ineligible services
- Knowingly providing fraudulent, false or misleading information to CDA regarding employment, self-employment, seeking employment, enrollment in a vocational training program, parental incapacitation, income, family size, or any other information related to need and/or eligibility
- Conspiring to, attempting to, or committing a fraudulent act
- Knowingly using child care hours for which the family is not eligible and/or approved for
- Activity or behavior that presents a risk to any child, parent, child care provider, visitor or CDA staff member, representative or facility (example: using profanity, making threats, harassing the individual, endangering the safety or life of the individual, destroying property, or any other activity or behavior that violates CDA's conduct policy)
- When contract funding ends or any other reason as directed or mandated by the State of California

(This list is not all-inclusive; other circumstances may lead to termination of child care services.)

Appeal Procedures

[Title 5, § 18120-18122]

Parents enrolled in CDA's Alternative Payment Program have the right to a fair hearing if they are not satisfied with an action taken regarding their child care services.

Requesting a Hearing

To request an appeal hearing, parents must complete the appeal information as requested on the back of the applicable Notice of Action that was issued to them. The reason for appeal must be specific and explain why the intended action is not justified. Additional written pages and/or any documentation may be attached to support the appeal hearing.

- Other methods of requesting an appeal hearing (such as reporting verbally or through email) may be accepted if the parent is unable to complete the appeal request on the applicable Notice of Action.
- The appeal request should include the parent's full name, contact information, information regarding which specific action is being appealed, the reason for appeal, parent's signature and the date. If an interpreter will be needed at the hearing, the parent should also include that information in the appeal request.

The appeal request must be submitted to the Child Care Eligibility Specialist who sent the termination or change notice. It is advised that parents keep a copy of any written appeal requests for their records.

Appeal Request Period

The Child Care Eligibility Specialist must receive any appeal requests by the appeal due date noted on the front page of the Notice of Action, Section I.B.

- When a Notice of Action is **given** to a parent:
 - The appeal due date will be at least **14 calendar days** from the issue date of the Notice of Action
- When a Notice of Action is **mailed** to a parent:
 - The appeal due date will be at least **19 calendar days** from the issue date of the Notice of Action

Scheduling a Hearing

Within 10 calendar days of receiving the appeal, CDA will contact the parent to schedule a hearing at a CDA office.

- Alternative methods for conducting the appeal hearing may be considered, if needed. Any alternative method must be agreed upon by both the parent and CDA and, when necessary, steps to ensure the security and confidentiality of the family's information will be required.

The Appeal Hearing and Appeal Decision

Once an appeal hearing is scheduled, it is the parent's responsibility to attend the hearing at the scheduled time.

- Parents may designate an Authorized Representative to attend the appeal hearing with them or on their behalf. If parents wish to appoint an Authorized Representative for their appeal, they must notify CDA's Appeals Officer in advance so that an authorization and release form can be completed before the hearing date.

If the parent (or the parent's Authorized Representative) does not show up for the hearing for any reason the appeal will be considered abandoned and the intended action will take effect. Reasonable accommodations may be made, on a case-by-case basis, if the parent is unable to attend the appeal hearing at the scheduled location and time.

The appeal hearing will be conducted by CDA's Appeals Officer, who will make a decision on the appeal within 10 calendar days of the hearing. The parent will be notified in writing whether a decision has been made to overturn the action or uphold the action. Should CDA make a decision to uphold the action, the decision letter will include information on how to appeal the agency's decision to the California Department of Education (CDE), Early Education and Support Division (EESD).

Appealing CDA's Decision

If a parent sends an appeal to EESD, a copy must also be sent to CDA's Appeals Officer. If CDA is informed that an appeal has been received and accepted by EESD, child care services will continue until EESD makes a decision on the appeal. CDE may take approximately 30 days to review the appeal and may request any supporting documentation from the parent and/or CDA to make their decision.

A written notice informing the parent of EESD's decision to either overturn or uphold the action will be sent. If a decision to overturn the action is made, child care services will continue subject to any terms or conditions of participation authorized by EESD. If the action appealed was a termination of child care services and a decision is made to uphold the termination, child care services will end immediately. There is no further level of appeal beyond the California Department of Education, Early Education and Support Division (EESD).

Note: Parents must reimburse CDA for child care services provided, including child care provided during the appeal process, if it has been determined that need and/or eligibility for services was based on intentional misrepresentation or fraud.

24. FRAUD AND INELIGIBLE SERVICES

CDA is charged with administering public funds on behalf of families who meet the need and eligibility guidelines set forth by the State of California. To ensure only those families who are eligible receive services, CDA has developed a strong alliance with other agencies responsible for providing subsidized assistance to families, regulatory agencies such as Community Care Licensing and the San Diego County District Attorney's office, which

investigates and prosecutes suspected child care fraud. CDA actively cooperates with these agencies in their investigations of suspected fraud and, upon request, will supply parent information including, but not limited to, income, need, family size and attendance documentation/records.

What is Fraud?

Fraud is knowingly misrepresenting facts that are material to an issue, made with the intent to obtain benefits or payment to which one is not entitled.

Fraud exists when an individual:

- Knowingly, and with intent, makes a false statement or representation to obtain benefits, obtain a continuance or an increase in benefits, or to avoid a reduction of benefits
- Knowingly, and with intent, fails to disclose a fact which, if disclosed, could result in denial, reduction, or discontinuance of benefits
- Accepts benefits knowing he or she is not entitled thereto, or accepts any amount of benefits knowing it is greater than he or she is entitled to

Child care fraud includes but is not limited to:

- A parent knowingly has received, or is continuing to receive, child care services that he or she is not eligible to receive
- A provider knowingly has received or is continuing to receive, child care reimbursements that he or she is not eligible to receive
- A parent or provider knowingly has falsified documents off/for eligibility
- A provider aiding a parent in providing false information or not reporting a parent who they know is providing false information to CDA, including, but not limited to, signing attendance records when care is not being provided
- A parent aiding a provider in providing false information or not reporting a provider who they know is providing false information to CDA, including, but not limited to, signing attendance records when care is not being provided
- A parent signing a provider's name on the attendance records or any other form, without the provider's knowledge, in an attempt to receive or continue to receive child care services that the parent is not eligible for
- A provider signing a parent's name on the attendance records or any other form, without the parent's knowledge, in an attempt to receive or continue to receive child care reimbursements that the provider is not eligible for
- A provider charging CDA higher rates than non-subsidized families

When Fraud Is Suspected by CDA

Any fraudulent, false or misleading information provided to CDA regarding attendance, provider rates, employment, self-employment, seeking employment, enrollment in a vocational training program, parental incapacity, income, family size, or any other information related to provider participation or parent need and/or eligibility, will be grounds for termination.

When CDA suspects fraud, the case is referred to the District Attorney's office for investigation, which may result in charges being filed, repayment of ineligible child care services received and/or subject the parent and/or provider to prosecution under State and/or Federal criminal statutes.

Any parent or provider who is **being actively investigated** for fraud will be prohibited from participating in any of CDA's programs.

Any parent or provider who has **committed fraud or has intentionally misrepresented their eligibility** will be prohibited from participating in any of CDA's programs until:

- Two (2) years after a determination has been made by CDA and/or the District Attorney that fraud or misrepresentation occurred **and**
- The cost of all ineligible services used (including administrative costs) and any past due family fees have been repaid to CDA

Recovery of Funds

CDA may recover any funds that were issued in error due to CDA error, parent or provider's failure to report pertinent information timely, and parent or provider ineligibility, misrepresentation, or fraud. Repayment for ineligibility, misrepresentation, or fraud will include the administrative costs incurred by CDA.

These funds may be for **ineligible services** and/or **retroactive family fees** (refer to the *Glossary of Terms*, pages 73 and 74, for definitions). Depending on the circumstances, parents will either:

- Repay CDA directly **or**
- Repay CDA through the San Diego County Office of Revenue and Recovery

The funds collected are either put back into the AP Program to be used for families who do meet the eligibility requirements or are returned to the California Department of Education.

Repayment Plans

When repayment is to be made to CDA and the parent or provider cannot pay the balance in full, a repayment plan may be submitted before the effective date on the Notice of Action terminating child care or the response date indicated on a delinquent account letter. Repayment plans must be reasonable and require approval by an authorized CDA staff member.

- Parents who do not comply with their repayment plan (miss payments, are late making payments or do not pay the amount as outlined in the plan) will be issued a termination notice. The repayment balance will be turned over to the San Diego County Office of Revenue and Recovery for collections.
- Providers who do not comply with their repayment plan (miss payments, are late making payments or do not pay the amount as outlined in the plan) will have their participation in the AP Program terminated. The repayment balance will be turned over to the San Diego County Office of Revenue and Recovery for collections.

If a parent or provider cannot pay a repayment balance in full and does not submit a repayment plan, the balance will be turned over to the San Diego County Office of Revenue and Recovery for collections.

Parents with Outstanding Balances

When a parent is terminated for failure to repay CDA for ineligible services, retroactive family fees, or failure to comply with a repayment plan, the parent will not be eligible for re-enrollment or participation in any CDA program until all outstanding balances are paid in full.

Providers with Outstanding Balances

When a provider's participation in the AP Program is terminated for failure to repay CDA for ineligible services or failure to comply with a repayment plan, the provider will not be eligible for future participation in any CDA program until all outstanding balances are paid in full.

25. THE HEALTH AND SAFETY OF CHILDREN

Reporting to Community Care Licensing and Child Protective Services (CPS)

CDA will report the following to CPS, Community Care Licensing and/or local law enforcement, as applicable:

- If a CDA employee observes a licensing violation during a provider visit
- If CDA receives or overhears information of a possible licensing violation
- If CDA receives or overhears information of suspected child abuse or neglect

Parental Complaints in a License-Exempt Child Care Setting

[CDE Program Requirements: CAPP, C2AP, C3AP]

Parents have the right to file a complaint with CDA if they feel their license-exempt provider is in violation of Health and Safety requirements.

Some examples of Health and Safety requirements are:

- The home where child care is provided has working smoke detectors and fire extinguishers that meet standards set by the State Fire Marshal
- The provider refrains from using corporal punishment and allows unlimited parental access to the children while in care
- The provider is free of communicable diseases and is physically and mentally capable of caring for children
- The provider is able to show, within the last 12 months, they are free of active tuberculosis
- The home where child care is provided has a yard and play areas that have been checked and are safe for children
- Children are protected from dangers such as pools, hot tubs, electrical outlets, stairs, poisonous materials, medications, etc.

A complaint must be in writing and must include the name and address of the provider about whom the complaint was made, the nature of the complaint, the date and approximate time of occurrence and parent signature. Only written complaints about Health and Safety concerns will be accepted.

The license-exempt child care provider will be notified of the parent's complaint and will be informed of their right to submit a written rebuttal. Child care payments will stop in 14 days unless a written declaration signed by both parties has been received by CDA stating that the health and safety deficiency has been corrected. CDA will maintain a record of the parental complaints and upon receiving an inquiry about a specific license-exempt provider, will inform the requestor of the general nature of the complaint and whether or not the provider submitted a rebuttal.

26. PRIVACY AND CONFIDENTIALITY OF RECORDS

[Title 5, § 18117]

When determining eligibility for services and providing appropriate resources to families, it is often necessary for CDA to require that families and providers share private information about themselves. We take this responsibility seriously. The use or disclosure of all information pertaining to families and providers shall be restricted to authorized personnel strictly on a need-to-know basis.

The disclosure of confidential information will be restricted to the AP Program administration. Personal, private, or sensitive information regarding eligibility and attendance may be disclosed to any regulatory agency with which we are required to comply or for the purpose of reporting suspected fraud, responding to fraud investigations, or licensing reporting requirements. Other agencies providing subsidy, CalWORKs, Child Care Food Programs, fiscal auditors, representatives from the California Department of Education and the District Attorney are provided access to parent and provider files as needed for the purpose of fulfilling contract compliance requirements, and/or fraud prevention or investigation.

- **Secure Email**

CDA has secure email options to help protect sensitive or confidential information. Families and providers can contact their Child Care Eligibility Specialist or Provider Specialist for more information.

If parents or providers believe that their information has been compromised in any way, they should immediately contact CDA's Director of Child Development Programs, Jolie Buberl, at 619-427-4411. If parents or providers wish to review their basic data file, they must contact their Child Care Eligibility Specialist or Provider Specialist to schedule an appointment at least 24 hours in advance.

27. PARENT, PROVIDER AND VISITOR CONDUCT POLICY

CDA is committed to creating an environment where employees, volunteers, parents, children, providers or any other person who comes to CDA's offices, child care centers, events or who has contact with CDA staff through any other means, is treated with respect and professionalism at all times.

In the event that any client or non-client engages in any type of unacceptable conduct toward a CDA employee, client or volunteer engaged in CDA business, CDA will apply the following measures as appropriate:

- Deny, suspend or terminate services
- Bar from personal contacts with CDA employees or volunteers, such that CDA services/program participation may be available only by written means except for formal recertification meetings, appeal hearings or license-exempt provider identity verification meetings
- Bar from access to CDA's premises for any reason
- Report threats of bodily harm, actual bodily harm, or any other illegal activity against any CDA employee, volunteer or other client to appropriate local, state or federal authorities. Additionally, CDA, at its discretion, may seek a restraining order.
- Take any other action deemed appropriate under the circumstances that is not precluded by CDA policy or other applicable federal or state law

For purposes of this policy, "unacceptable conduct" includes, but is not limited to, any of the following:

- Any threats of or actual bodily harm or illegal activity against another client or an employee or volunteer engaged in CDA business
- Any form of action that may constitute harassment under CDA's harassment policy such as:
 - Any type of harassment, including age, sexual, ethnic, or racial harassment; making racial or ethnic slurs; engaging in sexual conduct; making sexual overtures
 - Inappropriate touching
 - Making sexual flirtations, advances or propositions; engaging in verbal abuse of a sexual, racial or ethnic nature; making graphic or degrading comments about an individual or his or her appearance
 - Displaying sexually suggestive objects or pictures

- Fighting, kicking or other physical harm or attempted harm toward a CDA client, employee or volunteer engaged in CDA business
- Engaging in offensive or abusive physical contact
- Making false, vicious or malicious statements about any CDA employee or volunteer or CDA and its services, operations, policies, practices, or management
- Cursing, swear words or other abusive or vulgar language directed toward a CDA client, employee or volunteer engaged in CDA business
- Yelling or speaking in an aggressive raised voice
- Bringing or possessing firearms or weapons or any hazardous or dangerous device on CDA premises or at a CDA function
- Possession, sale, use or being under the influence of an unlawful or unauthorized substance on CDA premises or at a CDA function
- Uncivil conduct or failure to maintain satisfactory working relationships with other clients, employees and volunteers at CDA
- Immoral conduct or indecency on CDA premises
- Any posting, defacing, or removing of notices or signs on CDA premises
- Misappropriation of CDA funds, property or other material proprietary to CDA
- Deliberate or repeated violations of security procedures or safety rules
- Attempting to coerce or interfere with a CDA employee or volunteer in the performance of their duties at any time, such as:
 - Making unsubstantiated, malicious, embarrassing or false claims against an employee, client or volunteer through any means including verbal, electronic or written communication in order to influence decisions about program services
 - Making false or misleading statements or taking any actions that inappropriately interfere with or inhibit a client's access to CDA services
- Conducting or attempting to conduct or engage in any fraudulent, dishonest or deceptive activity of any kind involving CDA employees or CDA services
- Any other act which endangers the safety, health or well-being of another

28. THE QUALITY OF SERVICE PROVIDED BY CDA

Grievance Policy

[Title 5, § 18222, 18223]

It is the intent of CDA to resolve all grievances at the lowest possible level. Any person having a grievance in regard to CDA operations should first speak with the staff person whom the grievance relates to in an attempt to resolve the issue. If the problem is not resolved at this level the grievance should be addressed first to a Case Management Supervisor/ Provider Services Supervisor at the appropriate office and then to the Program Supervisor or Program Manager if necessary. If the problem is not resolved at those levels the grievance should be addressed to the Director of Child Development Programs or the President and CEO. If a resolution still has not been reached, a written grievance may be made to the Board of Directors. A written response to the grievance will be issued from the Board of Directors within 14 days.

Uniform Complaint Procedures

[Title 5, § 4610]

All families and child care providers are served without regard to gender, gender identity, sexual orientation, religion, race or ethnicity, national origin, ancestry or disability.

If a parent or provider feels Child Development Associates (CDA) has violated federal and/or state laws and regulations which include: allegations of unlawful discrimination (*Education Code* sections 200 and 220 and *Government Code* Section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance, the parent or provider has the right to file a complaint.

A complaint is a written and signed statement alleging a violation of a federal or state law or regulation, which includes an allegation of unlawful discrimination.

This does not apply to complaints regarding agency policy or staff behavior as these complaints do not involve statutes or regulations.

Any individual, public agency or organization alleging CDA violated a federal and/or state law or regulation may file a written complaint regarding specific programs with the California Department of Education:

Early Education and Support Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

Discrimination complaints must be filed by a person harmed or by a person on behalf of others. The complainant may also pursue civil law remedies, including but not limited to, injunctions, restraining orders, or other remedies or orders.

After a complaint is filed, the Early Education and Support Division will resolve the complaint through mediation or investigation. If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his or her choosing in this event.

29. GLOSSARY OF TERMS

Adjusted monthly income means the total countable income, minus verified child support payments paid by the parent whose child is receiving child development services excluding any **non-countable income** (see *definition below*).

Alternate provider means a provider used when the parent's regular provider is unavailable due to vacation or holidays, or if the child is ill and cannot attend the regular provider.

Amount invoiced means the provider's expected reimbursement amount as written on the attendance record. This amount must be based on the rates on file with CDA and must be equal to or lower than the amount charged non-subsidized families for like care.

AP Fiscal Payments means the division of CDA's AP Program responsible for processing reimbursements issued to providers, based on the attendance records submitted.

Appeal request period means the timeframe during which a parent may file an appeal to a Notice of Action (NOA) issued. The appeal request period will be at least **14 calendar days** from the issue date of the NOA if it is given to the parent and at least **19 calendar days** from the issue date of the NOA if it is mailed to the parent.

Case Management Department means the division of CDA's AP Program whose staff is responsible for collecting and processing paperwork to document and determine a family's eligibility for subsidized services, and issuing notices to parents when the family's data file has been updated and/or child care services have been approved, denied, or changed.

Certified child care schedule means the days and hours of child care authorized based on the family's need and any applicable travel time, sleep time, and/or study time requested.

Certify eligibility means the formal process the agency goes through to collect information and documentation to determine that the family and/or child meets the criteria for receipt of subsidized child development services.

Child means any of the following:

- A child in the family under the age of 18 years old
- A child in the family who is over 18 years old, and is enrolled in and attending high school
- A child in the family who is less than 21 years old, has exceptional needs and is physically or mentally incapable of caring for himself or herself as determined by a legally qualified professional

Child Protective Services children means children receiving protective services through the local county welfare department as well as children identified by a legal, medical, social service agency or emergency shelter as abused, neglected or exploited or at risk of abuse, neglect or exploitation.

Co-payment means any usual and customary provider charges that exceed the maximum subsidy amount. The family shall be responsible to pay the provider the difference between the provider's rate and the maximum subsidy amount.

Declaration means a written statement signed by a parent/provider under penalty of perjury attesting that the contents of the statement are true and correct to the best of his or her knowledge.

Diversions services means one-time assistance services provided by the county welfare department, either in cash or in non-cash services, to an otherwise CalWORKs eligible family, when the county welfare department determines that such assistance will help the family avoid becoming a CalWORKs cash aid recipient.

Enrollment Department means the division of CDA's AP Program whose staff is responsible for the initial screening of families who are interested in enrolling into the program.

Family means the parents and the children for whom the parents are responsible who comprise the household in which the child receiving services is living. For purposes of income eligibility and family fee determination, when a child and his or her siblings are living in a family that does not include their biological or adoptive parent, "family" shall be considered the child and related siblings.

Family Fee means a family's "share of cost" for child care services. The family fee amount is determined by the Family Fee Schedule.

Family Fee Schedule means the sliding fee scale issued by the California Department of Education which is used to assess family fees for families receiving child care and development services. The family fee assessed will depend on a family's gross monthly income, family size and the certified hours of child care.

Fiscal year means July 1st through June 30th.

Homeless means a person or family that lacks a fixed, regular and adequate night-time residence and has a primary night time residence that is a supervised publicly or privately operated shelter, transitional housing or homeless support designed to provide temporary living accommodations or a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.

Income eligible means for the purpose of child care and development services that a family's adjusted monthly income is at or below the highest income reflected for their family size on CDE's Family Fee Schedule.

Income fluctuation means income which varies due to migrant, agricultural, or seasonal work, intermittent earnings or unpredictable days and hours of employment, overtime or self-employment.

Independent contractor means one that contracts to do work or perform a service for another and that retains total and free control over the means or methods used in doing the work or performing the service.

Ineligible provider means a person who do not meet State and CDA requirements for participation as a provider in the Alternative Payment Program. This includes:

- Anyone under the age of 18 years
- A parent, stepparent or guardian of the child
- Anyone who cannot provide all required documentation, such as a valid social security card and picture ID
- Anyone who cannot provide proof of address
- Anyone who was denied TrustLine clearance or is living in a home where an individual was denied TrustLine clearance
- Anyone whose TrustLine clearance has been revoked or is living in a home where an individual's TrustLine clearance was revoked
- Anyone living in a family child care home that was closed by Community Care Licensing
- Anyone who lives in the same home as the parent and does not meet CDA's requirements for in-home license-exempt care
- Anyone living in the same home as the absent parent of a child receiving services
- A licensed child care facility whose license has been temporarily suspended or revoked
- A licensed child care facility that has been closed by Community Care Licensing
- Anyone who has participated in any of CDA's programs, as a provider or parent, and is actively being investigated for fraud

- Anyone who has participated in any of CDA's programs, as a provider or parent, and had been determined to have committed fraud or the intentional misrepresentation of eligibility within the past two (2) years
- Anyone who has participated in any of CDA's programs, as a provider or parent, and had been determined to have committed fraud or the intentional misrepresentation of eligibility, and has not yet repaid the cost of all ineligible services (including administrative costs) used and any past due family fees to CDA

Ineligible services means the child care a family used but was not eligible for due to one or more of the following:

- A change in income, need or family size that was not reported timely
- Fraud or the intentional misrepresentation of eligibility

Invoiced amount means the amount invoiced (*refer to definition above*).

Legally qualified professional means a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health or social services for the general public.

Non-countable income means income of individuals counted in the family size that is not included in the family's adjusted monthly income. Non-countable income includes:

- Earnings of a child under age 18 years
- Loans
- Grants or scholarships to students for educational purposes other than any balance available for living costs
- Food stamps or other food assistance
- Earned Income Tax Credit or tax refund
- GI Bill entitlements, hardship duty pay, hazardous duty pay, hostile fire pay, or imminent danger pay
- Adoption assistance payments received
- Non-cash assistance or gifts
- All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits
- Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages
- Reimbursements for work-required expenses such as uniforms, mileage, or per diem expenses for food and lodging
- Business expenses for self-employed family members
- When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in the gross pay
- Disaster relief grants or payments, except any portion for rental assistance or unemployment

Notice of Action (NOA) means a written statement of specific information issued by CDA that informs the applicant of the agency's decision to approve or deny child care services, or informs the family receiving child care services that a change has been made to their services.

Parent means a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner of the parent or any other adult living with a child who has responsibility for the care and welfare of the child.

Parental incapacity means the temporary or permanent inability of the children's parents to provide care and supervision of the children for part of the day due to physical or mental health problems.

Provider Services Department means the division of CDA's AP Program whose staff is responsible for the enrollment of providers and maintenance of a provider's file with CDA.

Regional Market Rate Ceilings means the maximum reimbursement amounts for rate categories, determined by the state of California, limiting the amount CDA can reimburse providers. These ceilings are also the maximum reimbursement amounts parents are eligible for.

Retroactive family fees means the family fees a parent is billed if he or she failed to report a change in family size or income timely and the change would have resulted in a new or increased family fee had it been reported timely.

RMRC means the Regional Market Rate Ceilings (*refer to definition above*).

Set schedule means the child care schedule approved when the days and hours of a parent's need activity are the same each week or have a predictable cycle or pattern.

Update the application means the process of revising the application for services between recertifications. The application shall be revised by inserting the latest family information that documents continued need and eligibility.

Variable schedule means the child care schedule approved when the days and hours of the parent's need activity are not predictable and/or ongoing. Variable child care schedules are authorized "up to" a maximum number of days and hours per week, within authorized days and times.