

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, California 95814



October 18, 2006

ALL COUNTY LETTER NO. 06-49

**REASON FOR THIS TRANSMITTAL**

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: CHANGE OF REPORT NAME FROM "CHILD CARE MONTHLY REPORT, CalWORKs TWO-PARENT *SEPARATE STATE PROGRAM*" [CW 115A (1/03)] TO "CalWORKs TWO-PARENT *FAMILIES*" [CW 115A(10/06)]

The purpose of this letter is to notify counties that effective with the October 2006 report month, counties are to use the enclosed Child Care Monthly Report – CalWORKs Families [CW 115 (10/06)] and the Child Care Monthly Report – Two Parent Families [CW 115A (10/06)]. These are revisions of the January 2003 versions.

**BACKGROUND**

California established the Separate State Program for two-parent families in 1999 to allow the State and counties to focus on creative strategies and service delivery models to ensure these families were appropriately served by the California Work Opportunity and Responsibility to Kids (CalWORKs) program. Due to the Temporary Assistance for Needy Families (TANF) reauthorization provisions that were established in the federal Deficit Reduction Act of 2005, effective October 1, 2006, California will discontinue its Separate State Program components.

Current two-parent families receiving Child Care assistance will continue to receive the same level of child care benefits. Counties will continue to use the CW 115A form and instructions to claim child care expenditures; however, minor changes to the report form and instructions have been made. The following is a summary of the changes.

### **Content Changes**

The phrase "Separate State Program" has been deleted from the report forms and instructions of the CW 115 and CW 115A. Therefore, the title of the CW 115A report has changed from Child Care Monthly Report, Two-Parent Separate State Program to Child Care Monthly Report, Two-Parent Families. In the instructions for the CW 115 and CW 115A, dated January 2003, the reference to "who are not in Two-Parent Separate State Program during the report month", on page 1 of 6, first paragraph, has been replaced in the instructions dated October 2006 with "who are not in Two-Parent Families during the report month" on page 1 of 6, first paragraph.

### **Format Changes**

Minor changes have been made to the county identification boxes at the bottom of both the CW 115 and CW 115A report forms. We encourage all counties to utilize our automated method of reporting by visiting our website at <http://www.cdss.ca.gov/dssdb>. It is a downloadable Excel file which contains several automated features and pre-calculated cells to assist counties in completing the form and transmitting the data back to the California Department of Social Services (CDSS).

Copies of these report forms and their instructions can be viewed and printed from <http://www.cdss.ca.gov/research>. Enclosed are printed copies of the forms and instructions. If email submission is not possible, fax or mail reports to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
P.O. Box 944243  
Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

All counties are to submit the reports for receipt by CDSS no later than the 20<sup>th</sup> calendar day of the month following the report month. If you have questions regarding completion of this form, please contact Rick Jenkins of the Data Systems and Survey Design Bureau at (916) 654-1202. Program related questions should be directed to your Child Care Program analyst, LouAnn Barr, at (916) 657-4421.

Sincerely,

***Original Document Signed By  
Eric Fujii on 10/18/06***

ERIC FUJII  
Deputy Director  
Administration Division

Enclosures

# Child Care Monthly Report CalWORKs Families

DOWNLOAD REPORT FORM (IN EXCEL) AT:  
<http://www.cdss.ca.gov/dssdb>  
 EMAIL COMPLETED REPORT FORM (AS AN EXCEL ATTACHMENT) TO:  
[admow115@dss.ca.gov](mailto:admow115@dss.ca.gov)  
 IF UNABLE TO EMAIL REPORT FORM, FAX OR MAIL TO:  
 FAX: (916) 657-2074  
 California Department of Social Services  
 Data Systems and Survey Design Bureau, M.S. 9-081  
 P.O. Box 944243  
 Sacramento, CA 94244-2430

COUNTY NAME	INITIAL	REPORT MONTH AND YEAR				
	REVISED					
<b>Part A. Stage 1 Child Care Payments Made</b>	<b>Welfare to Work (A)</b>	<b>Cal-Learn (B)</b>	<b>No Longer on Aid (C)</b>	<b>CalWORKs Safety Net (D)</b>	<b>TOTAL (E)</b>	
1. Stage 1 families with child care payments made during the month.....	1	2	3	4	5	
2. Stage 1 children with child care payments made during the month (Note: Item 2 is not the sum of Items 3 and 4).....	6	7	8	9	10	
3. Stage 1 children in license exempt child care during the month.....	11	12	13	14	15	
4. Stage 1 children in licensed child care during the month.....	16	17	18	19	20	
5. Stage 1 child care expenditures paid during the month (Item 5a plus Item 5b).....	21	22	23	24	25	
a. License Exempt.....	26	27	28	29	30	
b. Licensed.....	31	32	33	34	35	
6. Stage 1 children who will remain in Stage 1 due to program barriers .....	36	37	38	39	40	
7. Stage 1 children submitted for transfer to Stage 2 during the month.....	41	42	43	44	45	
8. Stage 1 children submitted for transfer to Stage 3 during the month.....	46	47	48	49	50	
9. Stage 1 children waiting to transfer to Stage 2 during the month. (Item 9a plus Item 9b).....	51	52	53	54	55	
a. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues.....	56	57	58	59	60	
b. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues.....	61	62	63	64	65	
10. Stage 2 children moved back to Stage 1.....	66	67	68	69	70	
<b>Part B. Stage 1 Child Care Services Not Available</b>	<b>For Children Ages</b>					
			<b>0-10 years</b>	<b>11-12 years</b>		
11. Children ages 0 - 10 years whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month.....			71			
12. Primary reason Stage 1 Child Care was not received during the month. Enter the number of children in the appropriate age column provided. (Item 12a through 12e).....			72	73		
a. No funding available.....			74	75		
b. No provider available			76			
1) For children under 2 years of age.....						
2) For children ages 2-10.....			77			
3) For children ages 11-12.....				78		
c. Child care not available during nontraditional hours.....			79	80		
d. Transportation to and from child care not available.....			81	82		
e. Other (e.g. Special needs; sick care not available, etc.) Specify reasons below.....			83	84		
12e. Other Category Reason(s). Indicate in the reason the child's age group (0-10 or 11-12).						
COMMENTS List APP contact(s), phone number(s) and specify their responsibility of item(s)/program categories here (if applicable).						
CONTACT PERSON (PRINT)	TELEPHONE	EXTENSION	FAX			
TITLE/CLASSIFICATION	EMAIL	DATE COMPLETED				

## CHILD CARE MONTHLY REPORT – CalWORKs FAMILIES CW 115 (10/06)

### INSTRUCTIONS

#### CONTENT

The monthly CW 115 report contains statistical information on CalWORKs families and children receiving Stage 1 Child Care who are not in Two-Parent Families during the report month. This report includes data on the number of all other families and their children that received Stage 1 Child Care; transferred to Stage 2 and 3 or are waiting to transfer to Stage 2 only; and the reasons Stage 1 Child Care was not available during the month.

Copies of the report form and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports (RADR), website at <http://www.cdss.ca.gov/research>. The report's released monthly statewide and county-specific data is also available on the website.

Each County Welfare Department (CWD) administers Stage 1 of the child care program. The Alternative Payment Program (APP) administers Stages 2 and 3 under contract with the California Department of Education.

#### PURPOSE

The CW 115 meets the child care data reporting requirements of the Welfare Institution Code (WIC) Section 11323.9. This report also provides county, state and federal entities with information needed for budgeting, staffing, program planning, and other purposes.

#### COMPLETION AND SUBMISSION

Reports are to be received on or before the 20<sup>th</sup> calendar day of the month following the report month. The CWD is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. This report may be submitted via email or in hard copy:

Email submission. Download an Excel version of the report form from <http://www.cdss.ca.gov/dssdb> to your PC desktop, complete the downloaded report form, and email to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at [admchw115@dss.ca.gov](mailto:admchw115@dss.ca.gov). This email submission process contains automatic computation of some cells and easy email transmission of completed report forms to DSSDB; the website contains specific instructions and guidance.

Hard copy submission: If email submission is not possible, complete a paper copy of the report form and fax or mail to:

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Data Systems and Survey Design Bureau, M.S. 9-081  
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Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

If you have questions regarding this report, contact the Data Systems and Survey Design Bureau at (916) 651-8269.

#### GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name, report month, and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

**GENERAL INSTRUCTIONS (Continued)**

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number and email address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

If a county has contracted Stage 1 Child Care with an APP, it is the county's responsibility to ensure that the APP supplies data where appropriate and that the APP's name, contact person, phone number, and their responsibility for report items are listed in the Comments section of the report.

**DEFINITIONS**

**CalWORKs Families:** CalWORKs families are all other families (aid codes 30, 3E, 3L or 3P), zero parent families (aid codes 33, 3G, 3H, and 3R), TANF Timed-Out Families (aid codes 32 and 3W) and CalWORKs Safety Net Cases (aid code 3A). Refer to ACL 99-54, dated August 12, 1999 for more information on aid code definitions and ACL 01-66, dated September 18, 2001 and ACL 02-66, dated September 3, 2002 for aid code descriptions.

**NOTE: Aid codes for two-parent families (35, 3M, 3U or 3C) are not used on the CW 115.**

**Welfare-to-Work Program:** This program is mandated by the WIC 11320, et. al. Participation in this program allows recipients of aid to receive child care assistance. (MPP 42-700)

**Cal-Learn Program:** This program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. Cal-Learn provides supportive services to assist teen parents to stay in or return to school in order to graduate. Cal-Learn eligibility is extended to 19 year olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19, and who have not graduated from high school.

**NOTE: Do not include other (non-Cal-Learn) children in this column who are living in the household and are receiving Stage 1 Child Care. (MPP 42-763)**

**No Longer On Aid:** Former CalWORKs recipient families (Item 1) and children (Items 2 – 9) who did not receive cash aid in the report month, but Stage 1 Child Care payments were made for child care services. Children who move back to Stage 1 (Item 10) can be from former CalWORKs recipient families. See Item 10 in the instructions for more information. [MPP 47-110(f)(2)]

**NOTE: Data for this category does not include families who have reached their CalWORKs 60-month time limit.**

**CalWORKs Safety Net Cases:** Families in which all adults have been discontinued from cash aid and removed from the assistance unit as a result of reaching the CalWORKs 60-month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded 3A. (MPP 42-302)

**License Exempt Provider:** A provider that is not required to be licensed. [MPP 47-110(e)(2)]

**Licensed Provider:** A provider that is legally licensed by a state agency, local public agency, or through the state's designated licensing agent. [MPP 47-110(l)(1)]

**Stage 1 Child Care:** Stage 1 begins upon the entry of a person into the CalWORKs program. A family may receive a child care subsidy for any legal child care chosen by the client. (MPP 47-101.6)

**Stage 2 Child Care:** Stage 2 may begin when child care is available through a local Stage 2 program and the county determines stability or when a recipient is transitioning off of aid. (MPP 47-101.7)

**Stage 3 Child Care:** Stage 3 begins when a funded space is available for a CalWORKs child care client, a Diversion client, or an employed former CalWORKs client who has exhausted their 24 months of eligibility. (MPP 47-101.8)

**Submitted for Transfer:** Stage 1 children eligible for transfer to Stage 2 (Item 7) or Stage 3 (Item 8) for whom the appropriate paperwork for the transfer was completed and submitted.

**Family:** For purposes of the CW 115, this is the same as the AU. For example, if two unmarried adults with a child in common are living together, they would be counted as an AU. However, two unmarried adults living together with separate children would be counted as two AUs. A single parent and that parent's children would be only one AU. [MPP 47-110(a)(2) and 80-301(a)(9)]

**DEFINITIONS (Continued)**

**Diversion Families:** These families are eligible for Stage 3 Child Care. If Stage 3 Child Care services are not available, then they are eligible for Stage 2 Child Care. (MPP 47-220.34)

**Unduplicated Count:** For purposes of reporting on the CW 115, this represents a single count of the number of families and/or child members regardless of the number of payments made in the report month. For example, if late payments are made from a previous time period for the same family and child, and timely payments are also made in the same month, the count for that family and child are only considered one single count in each item of the monthly report.

**NOTE: The exception to this definition is how expenditures are reported. See Item 5 below.**

**ITEM INSTRUCTIONS****Part A. Stage 1 Child Care Payments Made**

Enter the unduplicated number of families (all other and zero parents) and their children for whom Stage 1 Child Care payments were made who are participating in one of the following categories in the report month.

Column (A) Welfare-to-Work: MPP 42-700 and WIC 11320. et. al.

Column (B) Cal-Learn: MPP 42-763.

Column (C) No Longer on Aid: MPP 47-110(f)(2).

Column (D) CalWORKs Safety Net: MPP 42-302 and ACL 02-66, dated September 3, 2002.

Column (E) Total: Enter the sum of columns (A), (B), (C), and (D) for Items 1 through 10.

**NOTE: If multiple payments were made for a family and child(ren) in the same report month then count these same family and child(ren) as a single count. For more detail, refer to the Unduplicated Count definition.**

1. **Stage 1 families with child care payments made during the month:** Enter the unduplicated number of families for whom child care payments were actually made in the report month, regardless of the month in which the child care was provided. Include families whose children are waiting to transfer into Stage 2, families whose children have transferred back from Stage 2, and families whose children are remaining in Stage 1. *[Cells 1 – 5]*

**NOTE: The counts in Items 6, 9 and 10 are the included children in Item 2, which are the same children of the families in Item 1. The number of families reported in Item 1 should be equal to or less than the number of children reported in Item 2.**

2. **Stage 1 children with child care payments made during the month:** Enter the unduplicated number of children for whom child care payments were actually made in the report month, regardless of the month in which the child care was provided. Include children who are waiting to transfer into Stage 2, children transferring back from Stage 2, and children who are remaining in Stage 1. *[Cells 6 – 10]*

**NOTE: Items 6, 9 and 10 are subsets of Item 2. The number of children reported in Item 2 should be equal to or greater than the number of families reported in Item 1. However, Item 2 is not the sum of Items 3 and 4 (Cells 11 – 20).**

3. **Stage 1 children in license exempt child care during the month:** Enter the unduplicated number of children for whom Stage 1 child care payments were made in the report month to License Exempt providers. *[Cells 11 – 15]*
4. **Stage 1 children in licensed child care during the month:** Enter the unduplicated number of children for whom Stage 1 Child Care payments were made in the report month to Licensed providers. *[Cells 16 – 20]*

**NOTE: Counts in Items 3 and 4 can have the same child counted in each item. For example, if payments were made for a child who received child care with a Licensed Exempt provider and with one or more Licensed providers in the same month, then the child would be counted only once in each of the Items 2, 3 and 4 (Cells 6 – 20).**

**ITEM INSTRUCTIONS (Continued)**

5. Stage 1 Child Care expenditures paid during the month (Item 5a plus Item 5b): Enter the total net expenditures actually paid for children receiving CalWORKs Stage 1 Child Care, regardless of when the child care services were provided. [Cells 21 – 25]

**NOTE: Includes Stage 1 Child Care multiple back payments made in the same report month. (Exclude administrative costs and report whole numbers only. For values of \$.50 and above, round up to the next whole number.)**

- a. License Exempt: Enter the expenditures actually paid in the report month for Stage 1 Child Care services provided by License Exempt providers. [Cells 26 – 30]
- b. Licensed: Enter the expenditures actually paid in the report month for Stage 1 Child Care services provided by Licensed providers. [Cells 31 – 35]
6. Stage 1 children who will remain in Stage 1 Child Care due to program barriers: Enter the unduplicated number of eligible Stage 1 children for whom child care payments were made who will not transfer to Stage 2 and will remain in Stage 1 Child Care due to program barriers during the month (e.g. in-home license exempt providers, issues, and concerns). [Cells 36 – 40]

**NOTE: Item 6 is a subset of Item 2 and the families of these children are also reported in Item 1.**

7. Stage 1 children submitted for transfer to Stage 2 during the month: Enter the unduplicated number of Stage 1 children who were eligible and submitted for transfer to Stage 2 during the report month. Include children that were paid in Stage 1 Child Care on the last day of the previous month and submitted for transfer to Stage 2 on the first day of the report month. [Cells 41 – 45]

**NOTE: Data from Item 7 is not included in Items 9, 9a or 9b.**

8. Stage 1 children submitted for transfer to Stage 3 during the month: Enter the unduplicated number of Stage 1 children who were eligible and submitted for transfer to Stage 3 during the report month. Include children that were paid in Stage 1 Child Care on the last day of the previous month and submitted for transfer to Stage 3 on the first day of the report month. [Cells 46 – 50]

**NOTE: Data from Item 8 is related to Stage 3 only and should not be reported in any of the other items in the same report month.**

9. Stage 1 children waiting to transfer to Stage 2 during the month (Item 9a plus Item 9b): Enter the unduplicated number of eligible Stage 1 children for whom child care payments were made and who were eligible to transfer into Stage 2, but are still waiting to transfer at the end of the report month. *Do not report children whose parent(s) received a lump-sum diversion payment for child care (MPP 47-220.34).* The reported information is used to measure the unmet need for Stage 2 Child Care services. [Cells 51 – 55]

**NOTE: The number of Stage 1 children reported in the total of Item 9 should be equal to or less than the number of children reported in Item 2. Item 9 is a subset of Item 2 and is also the sum of Item 9a and 9b. The families of these children are also reported in Item 1.**

**For Items 9a and 9b, enter the number of unduplicated children in the appropriate primary reason Stage 2 services were not available.**

- a. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues: Enter the unduplicated number of eligible Stage 1 children for whom child care payments were made who cannot yet transfer to Stage 2 due to Stage 2 funding issues. [Cells 56 – 60]
- b. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues: Enter the unduplicated number of Stage 1 children, eligible and waiting, for whom child care payments were made who cannot yet transfer to Stage 2 due to agency staffing issues. Agency staffing issues could either be CWD or APP issues. [Cells 61 – 65]

**ITEM INSTRUCTIONS (Continued)**

10. Stage 2 children moved back to Stage 1: Enter the unduplicated number of Stage 2 children who, in the report month, returned to Stage 1. These children must have received Stage 2 payments in the previous month. [Cells 66 – 70]

**NOTE: The data from Item 10 should stand alone and is not necessarily a subset of any other data elements within the same report.**

**Part B. Stage 1 Child Care Services Not Available**

There were no child care payments made (Part A) for these children because child care services were not available. This data should not be reported in Part A.

**NOTE: The data in this section is a subset of Part C, Item 32 (Cell 38), “Good cause for not participating in WTW,” on the WTW 25 (1/03), CalWORKs Welfare-to-Work Monthly Activity Report – All (Other) Families.**

11. Children ages 0 – 10 years whose parents were granted good cause for not participating in welfare-to-work activities due to the unavailability of Stage 1 Child Care during the month: This must be an unduplicated count of children ages 0 - 10 years who did not receive child care services for the report month. **Do not include children ages 11 and 12 in this total.** [Cell 71]

**NOTE: Cell 71 equals Cell 72.**

12. Primary reason Stage 1 Child Care was not received during the month (Item 12a through 12e): In the appropriate age column, enter the unduplicated number of children by the primary reason that Stage 1 Child Care was not received in the report month. [Cells 72 – 73]

**NOTE: For children ages 0 – 10 years old, Cell 72 equals the sum of Cells 74, 76, 77, 79, 81 and 83. For children ages 11 – 12 years old, Cell 73 equals the sum of Cells 75, 78, 80, 82 and 84.**

- a. No funding available: Enter the number of children for whom child care was not available due to a lack of child care funding. [Cells 74 - 75]
- b. No provider available:
  - 1) For children under 2 years of age: Enter the number of children under 2 years of age for whom no child care providers were available. [Cell 76]
  - 2) For children ages 2 - 10: Enter the number of children from ages 2 up to and including age 10 for whom no child care providers were available. [Cell 77]
  - 3) For children ages 11 - 12: Enter the number of children ages 11 and 12 for whom no child care providers were available. [Cell 78]
- c. Child care not available during nontraditional hours: Enter the number of children for whom there were no child care providers offering care during nontraditional hours. [Cells 79 - 80]
- d. Transportation to and from child care not available: Enter the number of children who did not receive child care because neither public nor private transportation was available to transport the child between his or her home and the provider. [Cells 81 - 82]
- e. Other (e.g. Special needs; sick care not available, etc.): Enter the number of children for whom Stage 1 Child Care was not available due to circumstances not noted in Items 12a through 12d above. For example, no provider available to provide child care services to children with special needs, or an ill child. [Cells 83 - 84]

**NOTE: For each child in Item 12e, specify the reason child care was not received and include the child’s age group (0-10 or 11-12) in the 12e Other Category Reason(s) section.**



**COMMENTS**

Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in this section and specify the items and specific programs (columns provided) for which these agencies are responsible. This information is only requested so that Data Systems and Survey Design Bureau can contact the appropriate party or individual for further information, if necessary, on the data reported.

Also use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.

# Child Care Monthly Report Two-Parent Families

DOWNLOAD REPORT FORM (IN EXCEL) AT:  
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 EMAIL COMPLETED REPORT FORM (AS AN EXCEL ATTACHMENT) TO:  
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COUNTY NAME	INITIAL	REPORT MONTH AND YEAR				
	REVISED					
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e. Other (e.g. Special needs; sick care not available, etc.) Specify reasons below.....	83				84	
12e. Other Category Reason(s). Indicate in the reason the child's age group (0-10 or 11-12).						
COMMENTS List APP contact(s), phone number(s) and specify their responsibility of item(s)/program categories here (if applicable).						
CONTACT PERSON (PRINT)		TELEPHONE	EXTENSION	FAX		
TITLE/CLASSIFICATION		EMAIL			DATE COMPLETED	

## CHILD CARE MONTHLY REPORT – TWO-PARENT FAMILIES CW 115A (10/06)

### INSTRUCTIONS

#### CONTENT

The monthly CW 115A report contains statistical information on CalWORKs families and children receiving Stage 1 Child Care who are in Two-Parent Families during the report month. This report includes data on the number of all other families and their children that received Stage 1 Child Care; transferred to Stage 2 and 3 or are waiting to transfer to Stage 2 only; and the reasons Stage 1 Child Care was not available during the month.

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Hard copy submission: If email submission is not possible, complete a paper copy of the report form and fax or mail to:

California Department of Social Services  
Data Systems and Survey Design Bureau, M.S. 9-081  
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Sacramento, CA 94244-2430

**FAX: (916) 657-2074**

The CW 115A form and instructions are available on the California Department of Social Services, Research and Development Division web site at: <http://www.dss.cahwnet.gov/research/>. Copies may be printed from the web site.

If you have questions regarding this report, contact the Data Systems and Survey Design Bureau at (916) 651-8269.

#### GENERAL INSTRUCTIONS

Enter in the boxes provided near the top of the form the county name, report month, and year.

Enter the data required for each item. If there is nothing to report for an item, enter "0". **Do not leave any items blank.**

## GENERAL INSTRUCTIONS (Continued)

Enter in the boxes at the end of the form the name, job title or classification, telephone and fax number, and email address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

If a county has contracted Stage 1 Child Care with an APP, it is the county's responsibility to ensure that the APP supplies data where appropriate and that the APP's name, contact person, phone number, and their responsibility for report items are listed in the Comments section of the report.

## DEFINITIONS

**Two-Parent Families:** Two-Parent Families are families whose assistance units (AUs) include two aided, non-disabled, natural or adoptive parents of the same aided or SSI/SSP minor child (living in the home), unless both parents are minors and neither is the head-of-household. This includes Two-Parent AUs in which only one adult reaches the CalWORKs 60-month time limit. These cases are coded 35, 3M, or 3U. It also includes CalWORKs Safety Net Cases, in which all adults have reached the 60-month time limit (aid code 3C). Refer to ACL 99-54, dated August 12, 1999 for more information on aid code definitions and ACL 01-66, dated September 18, 2001 and ACL 02-66, dated September 3, 2002 for aid code descriptions.

**NOTE: Aid codes for CalWORKs families (30, 3E, 3L, 3P, 32, 33, 3G, 3H, 3R, 3W or 3A) are not used on the CW 115A.**

**Welfare-to-Work Program:** This program is mandated by the WIC 11320, et. al. Participation in this program allows recipients of aid to receive child care assistance. (MPP 42-700)

**Cal-Learn Program:** This program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. Cal-Learn provides supportive services to assist teen parents to stay in or return to school in order to graduate. Cal-Learn eligibility is extended to 19 year olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19, and who have not graduated from high school.

**NOTE: Do not include other (non-Cal-Learn) children in this column who are living in the household and are receiving Stage 1 Child Care.** (MPP 42-763)

**No Longer On Aid:** Former CalWORKs recipient families (Item 1) and children (Items 2 – 9) who did not receive cash aid in the report month, but Stage 1 Child Care payments were made for child care services. Children who move back to Stage 1 (Item 10) can be from former CalWORKs recipient families. See Item 10 in the instructions for more information. [MPP 47-110(f)(2)]

**NOTE: Data for this category does not include families who have reached their CalWORKs 60-month time limit.**

**CalWORKs Safety Net Cases:** Families in which all adults have been discontinued from cash aid and removed from the assistance unit as a result of reaching the CalWORKs 60-month time limit and the children are still receiving cash aid. These cases for two-parent families are coded 3C. (MPP 42-302)

**License Exempt Provider:** A provider that is not required to be licensed. [MPP 47-110(e)(2)]

**Licensed Provider:** A provider that is legally licensed by a state agency, local public agency, or through the state's designated licensing agent. [MPP 47-110(l)(1)]

**Stage 1 Child Care:** Stage 1 begins upon the entry of a person into the CalWORKs program. A family may receive a child care subsidy for any legal child care chosen by the client. (MPP 47-101.6)

**Stage 2 Child Care:** Stage 2 may begin when child care is available through a local Stage 2 program and the county determines stability or when a recipient is transitioning off of aid. (MPP 47-101.7)

**Stage 3 Child Care:** Stage 3 begins when a funded space is available for a CalWORKs child care client, a Diversion client, or an employed former CalWORKs client who has exhausted their 24 months of eligibility. (MPP 47-101.8)

**Submitted for Transfer:** Stage 1 children eligible for transfer to Stage 2 (Item 7) or Stage 3 (Item 8) for whom the appropriate paperwork for the transfer was completed and submitted.

**DEFINITIONS (Continued)**

**Family:** For purposes of the CW 115A, this is the same as the AU. For example, if two unmarried adults with a child in common are living together, they would be counted as an AU. However, two unmarried adults living together with separate children would be counted as two AUs. A single parent and that parent's children would be only one AU. [MPP 47-110(a)(2) and 80-301(a)(9)]

**Diversion Families:** These families are eligible for Stage 3 Child Care. If Stage 3 Child Care services are not available, then they are eligible for Stage 2 Child Care. (MPP 47-220.34)

**Unduplicated Count:** For purposes of reporting on the CW 115A, this represents a single count of the number of families and/or child members regardless of the number of payments made in the report month. For example, if late payments are made from a previous time period for the same family and child, and timely payments are also made in the same month, the count for that family and child are only considered one single count in each item of the monthly report.

**NOTE: The exception to this definition is how expenditures are reported. See Item 5 below.**

**ITEM INSTRUCTIONS****Part A. Stage 1 Child Care Payments Made**

Enter the unduplicated number of two-parent families and their children for whom Stage 1 Child Care payments were made who are participating in one of the following categories in the report month.

Column (A) Welfare-to-Work: MPP 42-700 and WIC 11320. et. al.

Column (B) Cal-Learn: MPP 42-763.

Column (C) No Longer on Aid: MPP 47-110(f)(2).

Column (D) CalWORKs Safety Net: MPP 42-302 and ACL 02-66, dated September 3, 2002.

Column (E) Total: Enter the sum of columns (A), (B), (C), and (D) for Items 1 through 10.

**NOTE: If multiple payments were made for a family and child(ren) in the same report month then count these same family and child(ren) as a single count. For more detail, refer to the Unduplicated Count definition.**

1. **Stage 1 families with child care payments made during the month:** Enter the unduplicated number of families for whom child care payments were actually made in the report month, regardless of the month in which the child care was provided. Include families whose children are waiting to transfer into Stage 2, families whose children have transferred back from Stage 2, and families whose children are remaining in Stage 1. [Cells 1 – 5]

**NOTE: The counts in Items 6, 9 and 10 are the included children in Item 2, which are the same children of the families in Item 1. The number of families reported in Item 1 should be equal to or less than the number of children reported in Item 2.**

2. **Stage 1 children with child care payments made during the month:** Enter the unduplicated number of children for whom child care payments were actually made in the report month, regardless of the month in which the child care was provided. Include children who are waiting to transfer into Stage 2, children transferring back from Stage 2, and children who are remaining in Stage 1. [Cells 6 – 10]

**NOTE: Items 6, 9 and 10 are subsets of Item 2. The number of children reported in Item 2 should be equal to or greater than the number of families reported in Item 1. However, Item 2 is not the sum of Items 3 and 4 (Cells 11 – 20).**

3. **Stage 1 children in license exempt child care during the month:** Enter the unduplicated number of children for whom Stage 1 Child Care payments were made in the report month to License Exempt providers. [Cells 11 – 15]

**ITEM INSTRUCTIONS (Continued)**

4. Stage 1 children in licensed child care during the month: Enter the unduplicated number of children for whom Stage 1 Child Care payments were made in the report month to Licensed providers. [Cells 16 – 20]

**NOTE: Counts in Items 3 and 4 can have the same child counted in each item. For example, if payments were made for a child who received child care with a Licensed Exempt provider and with one or more Licensed providers in the same month, then the child would be counted only once in each of the Items 2, 3 and 4 (Cells 6 – 20).**

5. Stage 1 Child Care expenditures paid during the month (Item 5a plus Item 5b): Enter the total net expenditures actually paid for children receiving CalWORKs Stage 1 Child Care, regardless of when the child care services were provided. [Cells 21 – 25]

**NOTE: Includes Stage 1 Child Care multiple back payments made in the same report month. (Exclude administrative costs and report whole numbers only. For values of \$.50 and above, round up to the next whole number.)**

- a. License Exempt: Enter the expenditures actually paid in the report month for Stage 1 Child Care services provided by License Exempt providers. [Cells 26 – 30]
- b. Licensed: Enter the expenditures actually paid in the report month for Stage 1 Child Care services provided by Licensed providers. [Cells 31 – 35]
6. Stage 1 children who will remain in Stage 1 Child Care due to program barriers: Enter the unduplicated number of eligible Stage 1 children for whom child care payments were made who will not transfer to Stage 2 and will remain in Stage 1 Child Care due to program barriers during the month (e.g. in-home license exempt providers, issues, and concerns). [Cells 36 – 40]

**NOTE: Item 6 is a subset of Item 2 and the families of these children are also reported in Item 1.**

7. Stage 1 children submitted for transfer to Stage 2 during the month: Enter the unduplicated number of Stage 1 children who were eligible and submitted for transfer to Stage 2 during the report month. Include children that were paid in Stage 1 Child Care on the last day of the previous month and submitted for transfer to Stage 2 on the first day of the report month. [Cells 41 – 45]

**NOTE: Data from Item 7 is not included in Items 9, 9a or 9b.**

8. Stage 1 children submitted for transfer to Stage 3 during the month: Enter the unduplicated number of Stage 1 children who were eligible and submitted for transfer to Stage 3 during the report month. Include children that were paid in Stage 1 Child Care on the last day of the previous month and submitted for transfer to Stage 3 on the first day of the report month. [Cells 46 – 50]

**NOTE: Data from Item 8 is related to Stage 3 only and should not be reported in any of the other items in the same report month.**

9. Stage 1 children waiting to transfer to Stage 2 during the month (Item 9a plus Item 9b): Enter the unduplicated number of eligible Stage 1 children for whom child care payments were made and who were eligible to transfer into Stage 2, but are still waiting to transfer at the end of the report month. *Do not report children whose parent(s) received a lump-sum diversion payment for child care (MPP 47-220.34).* The reported information is used to measure the unmet need for Stage 2 Child Care services. [Cells 51 – 55]

**NOTE: The number of Stage 1 children reported in the total of Item 9 should be equal to or less than the number of children reported in Item 2. Item 9 is a subset of Item 2 and is also the sum of Item 9a and 9b. The families of these children are also reported in Item 1.**

**For Items 9a and 9b, enter the number of unduplicated children in the appropriate primary reason Stage 2 services were not available.**

**ITEM INSTRUCTIONS (Continued)**

- a. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues: Enter the unduplicated number of eligible Stage 1 children for whom child care payments were made who cannot yet transfer to Stage 2 due to Stage 2 funding issues. [Cells 56 – 60]
  - b. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues: Enter the unduplicated number of Stage 1 children, eligible and waiting, for whom child care payments were made who cannot yet transfer to Stage 2 due to agency staffing issues. Agency staffing issues could either be CWD or APP issues. [Cells 61 – 65]
10. Stage 2 children moved back to Stage 1: Enter the unduplicated number of Stage 2 children who, in the report month, returned to Stage 1. These children must have received Stage 2 payments in the previous month. [Cells 66 – 70]

**NOTE: The data from Item 10 should stand alone and is not necessarily a subset of any other data elements within the same report.**

**Part B. Stage 1 Child Care Services Not Available**

There were no child care payments made (Part A) for these children because child care services were not available. This data should not be reported in Part A.

**NOTE: The data in this section is a subset of Part C, Item 32 (Cell 38), “Good cause for not participating in WTW,” on the WTW 25A (10/06), CalWORKs Welfare-to-Work Monthly Activity Report – Two-Parent Families.**

11. Children ages 0 – 10 years whose parents were granted good cause for not participating in welfare-to-work activities due to the unavailability of Stage 1 Child Care during the month: This must be an unduplicated count of children ages 0 - 10 years who did not receive child care services for the report month. **Do not include children ages 11 and 12 in this total.** [Cell 71]

**NOTE: Cell 71 equals Cell 72.**

12. Primary reason Stage 1 Child Care was not received during the month (Item 12a through 12e): In the appropriate age column, enter the unduplicated number of children by the primary reason that Stage 1 Child Care was not received in the report month. [Cells 72 – 73]

**NOTE: For children ages 0 – 10 years old, Cell 72 equals the sum of Cells 74, 76, 77, 79, 81 and 83. For children ages 11 – 12 years old, Cell 73 equals the sum of Cells 75, 78, 80, 82 and 84.**

- a. No funding available: Enter the number of children for whom child care was not available due to a lack of child care funding. [Cells 74 - 75]
- b. No provider available:
  - 1) For children under 2 years of age: Enter the number of children under 2 years of age for whom no child care providers were available. [Cell 76]
  - 2) For children ages 2 - 10: Enter the number of children from ages 2 up to and including age 10 for whom no child care providers were available. [Cell 77]
  - 3) For children ages 11 - 12: Enter the number of children ages 11 and 12 for whom no child care providers were available. [Cell 78]
- c. Child care not available during nontraditional hours: Enter the number of children for whom there were no child care providers offering care during nontraditional hours. [Cells 79 - 80]
- d. Transportation to and from child care not available: Enter the number of children who did not receive child care because neither public nor private transportation was available to transport the child between his or her home and the provider. [Cells 81 - 82]

**ITEM INSTRUCTIONS (Continued)**

- e. Other (e.g. Special needs; sick care not available, etc.): Enter the number of children for whom Stage 1 child care was not available due to circumstances not noted in Items 12a through 12d above. For example, no provider available to provide child care services to children with special needs, or an ill child. *[Cells 83 - 84]*

**NOTE: For each child in Item 12e, specify the reason child care was not received and include the child's age group (0-10 or 11-12) in the 12e Other Category Reason(s) section.**

**COMMENTS**

Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in this section and specify the items and specific programs (columns provided) for which these agencies are responsible. This information is only requested so that Data Systems and Survey Design Bureau can contact the appropriate party or individual for further information, if necessary, on the data reported.

Also use the Comments section to:

- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide information as directed in the report instructions.
- Provide any other comments the county determines necessary.



# Child Care Monthly Report

## CalWORKs Families & Two-Parent Families (CW 115/CW 115A)

### VALIDATION RULES AND EDITS

#### PART A. STAGE 1 CHILD CARE PAYMENTS MADE

- CELL 1: Cell 1 must be less than or equal to Cell 6  
Cell 1 must be greater than "0", if (Cell 6 and Cell 21) are greater than "0"
- CELL 2: Cell 2 must be less than or equal to Cell 7  
Cell 2 must be greater than "0", if (Cell 7 and Cell 22) are greater than "0"
- CELL 3: Cell 3 must be less than or equal to Cell 8  
Cell 3 must be greater than "0", if (Cell 8 and Cell 23) are greater than "0"
- CELL 4: Cell 4 must be less than or equal to Cell 9  
Cell 4 must be greater than "0", if (Cell 9 and Cell 24) are greater than "0"
- CELL 5: Cell 5 must equal (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4)  
Cell 5 must be greater than "0", if (Cell 10 and Cell 25) are greater than "0"
- CELL 6: Cell 6 must be greater or equal to Cell 1  
Cell 6 must be greater than "0", if (Cell 1 and Cell 21) are greater than "0"  
Cell 6 must be less than or equal to (Cell 11 plus Cell 16)  
Cell 6 must be greater than or equal to (Cell 36 plus Cell 51)
- CELL 7: Cell 7 must be greater or equal to Cell 2  
Cell 7 must be greater than "0", if (Cell 2 and Cell 22) are greater than "0"  
Cell 7 must be less than or equal to (Cell 12 plus Cell 17)  
Cell 7 must be greater than or equal to (Cell 37 plus Cell 52)
- CELL 8: Cell 8 must be greater or equal to Cell 3  
Cell 8 must be greater than "0", if (Cell 3 and Cell 23) are greater than "0"  
Cell 8 must be less than or equal to (Cell 13 plus Cell 18)  
Cell 8 must be greater than or equal to (Cell 38 plus Cell 53)
- CELL 9: Cell 9 must be greater or equal to Cell 4  
Cell 9 must be greater than "0", if (Cell 4 and Cell 24) are greater than "0"  
Cell 9 must be less than or equal to (Cell 14 plus Cell 19)  
Cell 9 must be greater than or equal to (Cell 39 plus Cell 54)
- CELL 10: Cell 10 must be greater than or equal to Cell 5  
Cell 10 must be greater than "0", if (Cell 5 and Cell 25) are greater than "0"  
Cell 10 must equal (Cell 6 plus Cell 7 plus Cell 8 plus Cell 9)  
Cell 10 must be less than or equal to (Cell 15 plus Cell 20) Cell 10 must be greater than or equal to (Cell 40 plus Cell 55)
- CELL 11: Cell 11 must be greater or equal to (Cell 6 minus Cell 16)  
Cell 11 must be greater than "0" if Cell 26 is greater than "0"
- CELL 12: Cell 12 must be greater or equal to (Cell 7 minus Cell 17)  
Cell 12 must be greater than "0" if Cell 27 is greater than "0"
- CELL 13: Cell 13 must be greater or equal to (Cell 8 minus Cell 18)  
Cell 13 must be greater than "0" if Cell 28 is greater than "0"
- CELL 14: Cell 14 must be greater or equal to (Cell 9 minus Cell 19)  
Cell 14 must be greater than "0" if Cell 29 is greater than "0"
- CELL 15: Cell 15 must equal (Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)  
Cell 15 must be greater or equal to (Cell 10 minus Cell 20)  
Cell 15 must be greater than "0" if Cell 30 is greater than "0"
- CELL 16: Cell 16 must be greater or equal to (Cell 6 minus Cell 11)  
Cell 16 must be greater than "0" if Cell 31 is greater than "0"

**PART A. STAGE 1 CHILD CARE PAYMENTS MADE (Continued)**

- CELL 17: Cell 17 must be greater or equal to (Cell 7 minus Cell 12)  
Cell 17 must be greater than "0" if Cell 32 is greater than "0"
- CELL 18: Cell 18 must be greater or equal to (Cell 8 minus Cell 13)  
Cell 18 must be greater than "0" if Cell 33 is greater than "0"
- CELL 19: Cell 19 must be greater or equal to (Cell 9 minus Cell 14)  
Cell 19 must be greater than "0" if Cell 34 is greater than "0"
- CELL 20: Cell 20 must equal (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)  
Cell 20 must be greater or equal to (Cell 10 minus Cell 15)
- CELL 21: Cell 21 must equal (Cell 26 plus Cell 31)  
Cell 21 must be greater than "0", if (Cell 1 and Cell 6) are greater than "0"
- CELL 22: Cell 22 must equal (Cell 27 plus Cell 32)  
Cell 22 must be greater than "0", if (Cell 2 and Cell 7) are greater than "0"
- CELL 23: Cell 23 must equal (Cell 28 plus Cell 33)  
Cell 23 must be greater than "0", if (Cell 3 and Cell 8) are greater than "0"
- CELL 24: Cell 24 must equal (Cell 29 plus Cell 34)  
Cell 24 must be greater than "0", if (Cell 4 and Cell 9) are greater than "0"
- CELL 25: Cell 25 must equal (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24)  
Cell 25 must equal (Cell 30 plus Cell 35)
- CELL 26: Cell 26 must be greater than "0" if Cell 11 is greater than "0"
- CELL 27: Cell 27 must be greater than "0" if Cell 12 is greater than "0"
- CELL 28: Cell 28 must be greater than "0" if Cell 13 is greater than "0"
- CELL 29: Cell 29 must equal (Cell 24 minus Cell 34)  
Cell 29 must be greater than "0" if Cell 14 is greater than "0"
- CELL 30: Cell 30 must equal (Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)  
Cell 30 must be greater than "0" if Cell 15 is greater than "0"
- CELL 31: Cell 31 must be greater than 0,  
if Cell 16 is greater "0"
- CELL 32: Cell 32 must be greater than 0, if Cell 17 is greater "0"
- CELL 33: Cell 33 must be greater than 0, if Cell 18 is greater "0"
- CELL 34: Cell 34 must be greater than 0, if Cell 19 is greater "0"
- CELL 35: Cell 35 must equal (Cell 31 plus Cell 32 plus Cell 33 plus Cell 34)  
Cell 35 must be greater than 0, if Cell 20 is greater "0"
- CELL 36: Cell 36 must be less than or equal to  
(Cell 6 minus Cell 51)
- CELL 37: Cell 37 must be less than or equal to (Cell 7 minus Cell 52)
- CELL 38: Cell 38 must be less than or equal to (Cell 8 minus Cell 53)
- CELL 39: Cell 39 must be less than or  
equal to (Cell 9 minus Cell 54)
- CELL 40: Cell 40 must equal (Cell 36 plus Cell 37 plus Cell 38 plus Cell 39)  
Cell 40 must be less than or equal to (Cell 10 minus Cell 55)
- CELL 45: Cell 45 must equal (Cell 41 plus Cell 42 plus Cell 43 plus Cell 44)
- CELL 50: Cell 50 must equal (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)
- CELL 51: Cell 51 must equal (Cell 56 plus Cell 61)  
Cell 51 must be less than or equal to (Cell 6 minus Cell 36)
- CELL 52: Cell 52 must equal (Cell 57 plus Cell 62)  
Cell 52 must be less than or equal to (Cell 7 minus Cell 37)
- CELL 53: Cell 53 must equal (Cell 58 plus Cell 63)  
Cell 53 must be less than or equal to (Cell 8 minus Cell 38)
- CELL 54: Cell 54 must equal (Cell 59 plus Cell 64)  
Cell 54 must be less than or equal to (Cell 9 minus Cell 39)
- CELL 55: Cell 55 must equal (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54)  
Cell 55 must equal (Cell 60 plus Cell 65)  
Cell 55 must be less than or equal to (Cell 10 minus Cell 40)
- CELL 60: Cell 60 must equal (Cell 56 plus Cell 57 plus Cell 58 plus Cell 59)

**PART A. STAGE 1 CHILD CARE PAYMENTS MADE (Continued)**

CELL 65: Cell 65 must equal (Cell 61 plus Cell 62 plus Cell 63 plus Cell 64)

CELL 70: Cell 70 must equal (Cell 66 plus Cell 67 plus Cell 68 plus Cell 69)

**PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE**

CELL 71: Cell 71 must equal Cell 72

CELL 72: Cell 72 must equal Cell 71

Cell 72 must equal (Cell 74 plus Cell 76 plus Cell 77 plus Cell 79 plus Cell 81 plus Cell 83)

CELL 73: Cell 73 must equal (Cell 75 plus Cell 78 plus Cell 80 plus Cell 82 plus Cell 84)

CELL 83: If Cell 83 is greater than "0", A reason must be provided in Section 12e.

CELL 84: If Cell 84 is greater than "0", A reason must be provided in Section 12e.