

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



January 15, 2008

ALL COUNTY LETTER NO. 08-04

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
ALL COUNTY CHILD CARE COORDINATORS
ALL COUNTY WELFARE TO WORK COORDINATORS
STAGE ONE ALTERNATIVE PAYMENT PROGRAM PROVIDERS

SUBJECT: NEW REGULATIONS FOR TRUSTLINE REGISTRY AND
REQUIREMENTS FOR LICENSE-EXEMPT CHILD CARE
PROVIDERS

REFERENCE: HEALTH AND SAFETY CODE (HSC) SECTION 1596.67 (a)

ALL COUNTY LETTER (ACL) 98-08, DATED
FEBRUARY 18, 1998, CHILD CARE PROVIDERS EXEMPT FROM
HEALTH AND SAFETY CERTIFICATION AND TRUSTLINE
REQUIREMENTS

ACL 98-52, DATED JULY 9, 1998, REGULATIONS FOR
TRUSTLINE REGISTRY AND HEALTH AND SAFETY
REQUIREMENTS FOR LICENSE-EXEMPT CHILD CARE
PROVIDERS

MANUAL OF POLICY AND PROCEDURES (MPP) SECTIONS
47-110, 47-260, 47-301, 47-430, 47-601, 47-602, 47-620 and
47-630

The purpose of this letter is to inform counties of the new Trustline requirements and to provide the necessary forms related to these requirements. Health and Safety Code section 1596.67 (a) currently requires certain providers who receive compensation under Stage One of the California Work Opportunity and Responsibility to Kids (CalWORKs) Child Care program to be Trustline registered in order to receive compensation. On November 28, 2007, the Office of Administrative Law (OAL) approved the regulation changes to require Trustline registration before payments can be made.

These new regulation changes bring current practices in line with statutory requirements, support program improvements, and place the safety of California's children as the Department's highest priority.

Effective February 1, 2008, in order to be reimbursed for child care services using CalWORKs Stage One child care funds, license-exempt child care providers must complete the Trustline registration process before child care payments may be issued. In order to support the opportunities for CalWORKs families to comply with their welfare to work plans and facilitate a continuum of child care services, the new regulations allow for a 120-day retroactive payment period. This means that a provider who becomes Trustline registered may be retroactively paid for his/her services from the time services were both requested and provided through the date he/she is Trustline registered. The total amount of retroactive time that will be paid will not exceed 120 days. To ensure these new requirements do not disrupt recipients' ability to participate in the welfare-to-work program, counties may need to assist participants in finding alternative child care if/when their chosen provider does not clear within the retroactive timeframe.

In addition, current statute authorizes only aunts, uncles, and grandparents by blood, marriage, or court decree, of the child(ren) in care to be exempt from both the Health and Safety Self-Certification requirements and the Trustline registration process. Therefore, great grandparents, great aunts, and great uncles will no longer be exempt from the Trustline registration process and the Health and Safety Self-Certification requirements. However, great grandparents, great aunts, and great uncles that are currently either providing care or in the application process before February 1, 2008, are exempt from the Trustline registration process and the Health and Safety Self-Certification requirements. If the family changes child care providers and/or if the provider serves children of no relation on or after February 1, 2008, the provider must meet both the Trustline registration and the Health and Safety Self-Certification requirements before payments will be made.

In addition to the great grandparents, great aunts, and great uncles, license-exempt providers who submit a completed Trustline application on or before January 31, 2008, fall under the current regulations. Therefore, these providers can be paid while their Trustline application is in process. Again, if the family changes child care providers on or after February 1, 2008, the provider must meet both the Trustline registration and the Health and Safety Self-Certification requirements before payments will be made.

The attached forms have been modified to reflect the new Trustline registration requirements and Health and Safety Self-Certification exemptions. Both the Declaration of Exemption from Trustline Registration and Health and Safety Self-Certification (CCP 1) and the Health and Safety Self-Certification (for license-exempt providers) (CCP 4) delete the reference to great grandparents, great aunts, and great uncles. The CalWORKs Stage One Child Care Request Form and Payment Rules (CCP 7) add the 120 day retroactive payment period language. Finally, the Notice of Actions (NA 832, NA 833, NA 834 and NA 835) include the retroactive timeframe language and

incorporate the new regulations into the rules section.

Camera-ready copies of all child care program forms are available from the California Department of Social Services (CDSS) in Spanish, Chinese, Vietnamese, Cambodian, and Russian. Asian and Russian translations may be ordered from the CDSS Language Services Bureau at (916) 654-1282. Spanish forms can be obtained from the Department's Forms Management Office by calling (916) 657-1907. Many of the translated forms can also be retrieved via the Internet by accessing the CDSS website at http://www.dss.cahwnet.gov/cdssweb/FormsandPu_271.htm

In addition to this ACL, an All County Information Notice (ACIN) as well as a educational brochure will be developed to be distributed to all County Welfare Directors, County Child Care Coordinators, and Stage One Alternative Payment Program Providers. The ACIN will address frequently asked questions and answers relating to the Trustline implementation that may help counties with the transition. The brochure will encompass information regarding Trustline that may be distributed to CalWORKs families or their child care providers to help them understand the new requirements for child care payments.

If you have any questions regarding this letter, please call Ms. McCaulie Reich, Policy Analyst, at (916) 657-2144.

Sincerely,

Original Document Signed By:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Attachments

c: CWDA