



CDSS

WILL LIGHTBOURNE
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES



EDMUND G. BROWN JR.
GOVERNOR

October 27, 2017

ALL COUNTY LETTER NO. 17-109

TO: ALL COUNTY BOARDS OF SUPERVISORS
ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD WELFARE DIRECTORS
ALL CHILD WELFARE SERVICES NEW SYSTEM
ALL JUDICIAL COUNCIL STAFF
ALL FOSTER FAMILY AGENCY DIRECTORS
ALL COUNTY CHIEF PROBATION OFFICERS
ALL TITLE IV-E AGREEMENT TRIBES
ALL COUNTY CHILD CARE COORDINATORS
ALL FOSTER CARE MANAGERS
ALL CHILD WELFARE SERVICE PROGRAM MANAGERS

SUBJECT: EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN
(BRIDGE PROGRAM)

REFERENCE: SENATE BILL (SB) [89](#), (CHAPTER 24, STATUTES OF 2017); WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS [309](#); [361.45](#), [11461.6](#) and [16519.5](#); HEALTH AND SAFETY CODE (H&SC) SECTIONS [1517](#) AND EDUCATION CODE (EDC) SECTIONS [8208](#); [8212](#); [8250\(d\)\(2\)](#); AND 45 CODE OF FEDERAL REGULATIONS (CFR) [1356.60](#); MANUAL OF POLICIES AND PROCEDURES (MPP) [47-260.3](#); (ACL) NO. [04-32](#); AND COUNTY FISCAL LETTER (CFL) [16-17-75](#).

The purpose of this All County Letter is to provide guidance to counties on the county option to administer the Emergency Child Care Bridge Program for Foster Children (Bridge Program). The Bridge Program aims to increase the number of foster children successfully placed in home-based family care settings, increase capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families.

Background

One of the primary barriers for potential families seeking to take in a foster child is the lack of access to child care immediately following the removal of the child. With the passage of SB 89, resource families and families that have a child placed with them in an emergency or for a compelling reason, licensed foster family homes or certified family homes, approved homes of relatives or nonrelative extended family members, and parents under the jurisdiction of juvenile court, including, but not limited to, non-minor dependent parents who have their child placed with them (hereinafter referred to as "eligible families") are eligible to receive a time-limited monthly payment or voucher for child care and a child care navigator. Child care programs and providers serving children in the Bridge Program shall be provided with trauma-informed care

REASON FOR THIS TRANSMITTAL

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

training and coaching. Senate Bill (SB) 89 allocates \$15.5 million in Fiscal Year (FY) 2017-18 for the Bridge Program commencing January 1, 2018.

California's Child Care Infrastructure

Child Care Resource and Referral Programs (R&R) provide information to all parents and the community about the availability of child care in their area. The programs assist potential child care providers in the licensing process; offer direct services, including training; and coordinate community resources for the benefit of parents and local child care providers. These services are available in all 58 California counties. Alternative Payment Programs (APPs), funded with state and federal funds, offer an array of child care arrangements for parents, such as in-home care, family child care, and center-based care. The APP helps families arrange child care services and makes payment for those services directly to the child care provider selected by the family. The APP is intended to increase parental choice and accommodate the individual needs of the family. The APP processes the families' application to receive subsidized child care services.

The Bridge Program consists of three components:

1. **Emergency child care voucher or payment:** Eligible families may receive a time-limited child care voucher or payment to help pay for child care costs for foster children birth through age 12, children with exceptional needs, and severely disabled children up to age 21. Counties are authorized to disburse child care payments either directly to the family or to the child care provider. All vouchers and payments, whether paid directly to the family or child care provider, must be in accordance with the Regional Market Rate (RMR) ceilings for subsidized child care payment rates. The California Code of Regulations, Title 5, Division 1, Chapter 19, Subchapter 2.5, Sections 18074 to 18076.3 provide guidance regarding the use of the RMR ceilings. The ceilings for subsidized child care payment rates are available at: <http://www3.cde.ca.gov/rcsc/>.
2. **Child care navigator:** The local R&R will provide a child care navigator to eligible families. The navigator will assist with finding a child care provider, securing a subsidized child care placement if eligible, completing child care program applications, and developing a plan for long-term child care appropriate to the child's age and needs. Eligibility for navigator services shall not be contingent on a child's receipt of a child care payment or voucher.
3. **Trauma-informed care training and coaching:** Child care programs participating in the Bridge Program will receive access to trauma-informed care training. The training includes, but is not limited to, infant and toddler development and research-based, trauma-informed best care practices. Child care providers will also receive access to coaching to assist them in applying training curriculum and learn strategies for working with children in foster care.

Child Care Vouchers or Payments

Participating counties shall determine eligibility of a child for the Bridge Program using the criteria outlined below. Families eligible for a child care Bridge Program payment include:

- Resource families and families that have a child placed with them in an emergency or for a compelling reason;
- Licensed foster family homes or certified family homes;

- Approved homes of relatives or nonrelative extended family members; and
- Parents under the jurisdiction of the juvenile court, including, but not limited to non-minor dependent parents.

These families may receive a payment or voucher when work or school responsibilities preclude the eligible families from being at home when the foster child is not in school or for periods when the family is required to participate, without the child, in activities associated with parenting a child that are beyond the scope of ordinary parental duties, including but not limited to, attendance at administrative or judicial reviews, case conferences, and family training.

Counties may establish additional eligibility criteria based on local priorities for the populations who are eligible for Bridge Program funding. Child care providers that are otherwise eligible for a child care subsidy are eligible for Bridge Program funds. Eligible families shall have choice in selecting child care providers.

Time-Limited Payments: A payment or voucher may be provided for up to six months until the child is successfully enrolled into long-term, subsidized child care. Eligibility may be extended an additional six-months, not to exceed 12 months, at the discretion of the county, if the family is unable to secure long-term, subsidized child care during the initial six-month period. While enrolled in the Bridge Program, if the family secures a subsidized child care placement prior to the completion of the initial six-months period (or in the case of an extension for up to the 12 month period), the voucher or payment provided via the Bridge Program shall be terminated.

Child Care Navigator

The child care navigator, employed by a local R&R, works with the eligible family, child welfare worker, social worker or probation officer, and child and family team to assess child care opportunities and provide consumer education to the family based on the child's age and needs. The child care navigator may be co-located at the local child welfare office in order to facilitate collaboration between the child welfare staff and the child and family team as well as build connections to resources for the child. Eligibility for navigator services shall not be contingent on a child's receipt of a child care payment or voucher.

The child care navigator will:

- Assist the family, child welfare worker, social worker or probation officer, and other child and family team members with accessing child care at the time of placement as well as identifying child care options appropriate to the child's age and needs;
- Connect the family to information and resources about school readiness and child care to empower families and improve their ability to access resources and make informed decisions about the child care needs of the child;
- Assist the family in identifying potential opportunities for an ongoing child care subsidy if eligible;
- Assist the family in completing appropriate child care program applications and enrolling into a child care program; and
- Develop an overall, long-term child care plan for the child, including plans, where possible, to minimize child care transitions or disruptions for the child.

Trauma-Informed Care Training and Coaching

The R&R in receipt of funding pursuant to SB 89 is required to provide trauma-informed care training and coaching to child care providers working with children, and children of parenting youth, in the foster care system. The California Child Care Resource and Referral Network (Network) will develop and coordinate the training content to be used by all participating local R&Rs. Training will include, but is not limited to, infant and toddler development and research-based, trauma-informed best care practices for children in the child welfare system. Child care providers shall receive coaching to assist them in applying the training curriculum and learn strategies for working with children in foster care.

Counties Participating in the Bridge Program shall:

- Ensure collaboration between the child welfare services program and CalWORKs child care program administrators in the county to share information, identify priorities, and plan for the implementation of the Bridge Program;
- Develop and enter into an agreement with the local R&R(s) to provide a child care navigator for families receiving a monthly child care payment or voucher and other eligible children referred. Attachment C provides guidance and sample language to develop an agreement between the county child welfare agency and the R&R to provide child care navigator and trauma-informed care training services;
- Determine eligibility and establish local priorities and program parameters for children accessing the Bridge Program to increase placement stability for foster children placed with eligible families;
- Distribute the voucher payment directly to the eligible family or child care provider. Counties may elect to contract with a local APP to administer the child care voucher payment. Attachment D provides guidance and sample language for counties that elect to contract out the voucher services. The contract shall not displace or result in the reduction of any existing contract with a current APP;
- Ensure the payment or voucher is in an amount commensurate with the RMR ceiling payment rates;
- Take the necessary steps to maximize funding from local, state, and federal sources. Counties are reminded of responsibilities related to monitoring the use of Title IV-E and other federal funds in County Fiscal Letter (CFL) No. [16/17-75](#), dated June 20, 2017; and
- Collect and submit quarterly data and outcomes to the California Department of Social Services (CDSS) program as noted in the Data Collection section below.

It is important to understand that not all activities are eligible for federal Title IV-E funds. For additional guidance on reimbursable and non-reimbursable Title IV-E administrative activities, please see ACL No. [04-32](#).

Additionally, as a condition of receiving funds, each R&R must develop and enter into a memorandum of understanding, contract, or other formal agreement with the county child welfare agency in order to facilitate interagency communication and, to the maximum extent possible, to leverage federal Title IV-E funding, including administrative funding, available to Title IV-E of the federal Social Security Act, to enhance the navigation and training supports authorized by SB 89.

If the R&R does not enter into a formal agreement with the county child welfare agency, the R&R must explain, in writing, why entering in to a formal agreement is not practical nor feasible.

Instructions for County Participation:

Counties that intend to participate in the Bridge Program starting January 1, 2018, through June 30, 2018, must complete and submit the plan included as Attachment B. The plan must include the following:

- County contact information;
- Number of children, by age, projected to be served with a child care voucher;
- Number of children projected to be served by a child care navigator;
- Projected ratio of federally to non-federally eligible children;
- Number of child care programs projected to receive training-informed care training;
- Number of child care providers projected to receive trauma-informed care training and coaching;
- Timeline for implementation of the program, including the phased implementation of numbers served;
- Any additional eligibility criteria/local priorities for the Bridge Program;
- APP and/or R&R plan approval signature; and
- The director's certification.

The completed plan must be submitted to the Child Care Programs Bureau by November 30, 2017.

Please e-mail, or mail completed plans to:
Family Engagement and Empowerment Division
Attn: Child Care Programs Bureau
California Department of Social Services
744 P Street, MS 8-8-139
Sacramento, CA 95814
ChildCareBridge@dss.ca.gov

Attachment A displays the minimum funding allocation for counties that opt to participate in the Bridge Program. The child care navigator and training allocations were calculated by determining each county's percentage of eligible caseload to the statewide total eligible caseload. The voucher allocation was calculated utilizing the eligible caseload multiplied by the RMR for the appropriate category to develop each county's percentage of the total statewide allocation. These funds are limited, and may not meet the needs of every foster child otherwise eligible and in need of child care in the county. Therefore, counties should determine local priorities for children and families to be served, and consider options to leverage funding. SB 89 requires counties to use Bridge Program funding to complement county child welfare agency efforts to recruit, retain, and support eligible families and to supplement, not supplant, any existing funding already used to provide child care to children in home-based foster care placements.

After approval of submitted plans, CDSS will distribute any unallocated Bridge Program funds among participating counties. Final allocations for January 1, 2018 through June 30, 2018 and claiming instructions will be included in a forthcoming CFLs. A county's participation in the FY 2017-18 Bridge Program does not obligate the county to participate in FY 2018-19. Please be advised that allocations are likely to change in future years as the number of counties that choose to participate may fluctuate. Attachment C provides guidance to complete the agreement between the county child welfare agency and R&R. This document is included as a resource only; counties should use their own language when developing the agreement.

Data Collection

Counties that choose to participate in the Bridge Program will also be required to submit data and outcomes in order to demonstrate that the program is meeting intended results. Potential collection of data elements may include, but are not limited to:

- Number of children birth through 12 currently being served in child welfare system, both in and out-of-home;
- Projected number of children to be served;
- Net change in population served;
- Number of eligible families available in the report period;
- Length of time to process and issue the voucher to eligible families;
- Type of child care setting selected;
- Number and average duration of vouchers disbursed;
- Length of time (or number of months) child received the payment or voucher;
- Number of referrals to child care navigators;
- Number of families served by navigators;
- Number of children enrolled in Bridge subsidized child care;
- Number of children enrolled in non-Bridge subsidized care;
- Number of children transitioning from Bridge to non-Bridge subsidized care;
- Length of time to transition from Bridge to non-Bridge subsidized care;
- Number of trauma-informed care trainings held;
- Number of child care providers attending trauma-informed care trainings;
- Number of coaching sessions held;
- Number of child programs and child care providers served; and
- Other funding and sources used to support/supplement the program, if applicable.

Counties opting in will be consulted in the development of data collections forms.

Optional Program:

The Child Care Bridge Program is an opt-in program with capped funding. Counties are encouraged to leverage other local and federal funding sources, if allowable.

Additional guidance will be forthcoming for participating counties. If you have any questions, please contact the Child Care Programs Bureau at (916) 657-2144.

Sincerely,

Original Document Signed By:

TODD BLAND, Deputy Director
Family Engagement and Empowerment Division

Original Document Signed By:

GREGORY E. ROSE, Deputy Director
Children and Family Services Division

Attachments

c: County Welfare Directors Association
Chief Probation Officers of California
Judicial Council of California

Emergency Child Care Bridge for Foster Children
Minimum Allocations
Fiscal Year 2017-2018

County	Voucher Allocation	Navigator Allocation	Training Allocation	Total Allocation
Alameda	\$ 271,445	\$ 72,603	\$ 33,075	\$ 377,123
Alpine	\$ 5,000	\$ 16,250	\$ 500	\$ 21,750
Amador	\$ 10,000	\$ 16,534	\$ 1,838	\$ 28,371
Butte	\$ 104,641	\$ 30,028	\$ 18,008	\$ 152,677
Calaveras	\$ 10,000	\$ 16,534	\$ 1,838	\$ 28,371
Colusa	\$ 10,103	\$ 16,665	\$ 1,995	\$ 28,762
Contra Costa	\$ 205,757	\$ 37,389	\$ 26,828	\$ 269,974
Del Norte	\$ 10,000	\$ 16,490	\$ 1,785	\$ 28,275
El Dorado	\$ 50,134	\$ 21,923	\$ 8,295	\$ 80,352
Fresno	\$ 313,565	\$ 62,495	\$ 56,910	\$ 432,971
Glenn	\$ 12,415	\$ 17,059	\$ 2,468	\$ 31,942
Humboldt	\$ 66,000	\$ 24,552	\$ 11,445	\$ 101,996
Imperial	\$ 63,536	\$ 24,508	\$ 11,393	\$ 99,437
Inyo	\$ 5,000	\$ 16,250	\$ 500	\$ 21,750
Kern	\$ 279,172	\$ 57,851	\$ 51,345	\$ 388,368
Kings	\$ 53,625	\$ 23,062	\$ 9,660	\$ 86,347
Lake	\$ 25,925	\$ 19,075	\$ 4,883	\$ 49,883
Lassen	\$ 10,000	\$ 16,490	\$ 1,785	\$ 28,275
Los Angeles	\$ 4,183,812	\$ 662,470	\$ 650,007	\$ 5,496,289
Madera	\$ 57,059	\$ 24,639	\$ 11,550	\$ 93,249
Marin	\$ 16,172	\$ 16,358	\$ 1,628	\$ 34,157
Mariposa	\$ 10,000	\$ 16,250	\$ 1,050	\$ 27,300
Mendocino	\$ 40,110	\$ 21,046	\$ 7,245	\$ 68,401
Merced	\$ 71,684	\$ 26,348	\$ 13,598	\$ 111,630
Modoc	\$ 5,000	\$ 16,250	\$ 788	\$ 22,038
Mono	\$ 5,000	\$ 16,250	\$ 500	\$ 21,750
Monterey	\$ 76,065	\$ 26,129	\$ 13,335	\$ 115,529
Napa	\$ 21,039	\$ 17,760	\$ 3,308	\$ 42,106
Nevada	\$ 10,000	\$ 16,250	\$ 1,470	\$ 27,720
Orange	\$ 447,535	\$ 67,052	\$ 62,370	\$ 576,957
Placer	\$ 25,740	\$ 18,374	\$ 4,043	\$ 48,156
Plumas	\$ 10,000	\$ 16,250	\$ 1,260	\$ 27,510
Riverside	\$ 647,485	\$ 108,939	\$ 112,561	\$ 868,985
Sacramento	\$ 390,090	\$ 68,980	\$ 64,680	\$ 523,750
San Benito	\$ 10,725	\$ 16,534	\$ 1,838	\$ 29,096
San Bernardino	\$ 1,150,604	\$ 181,102	\$ 199,029	\$ 1,530,735
San Diego	\$ 554,780	\$ 84,446	\$ 83,213	\$ 722,440
San Francisco	\$ 179,007	\$ 45,248	\$ 18,270	\$ 242,524
San Joaquin	\$ 229,884	\$ 48,474	\$ 40,110	\$ 318,469
San Luis Obispo	\$ 56,656	\$ 22,930	\$ 9,503	\$ 89,090
San Mateo	\$ 46,080	\$ 19,294	\$ 5,145	\$ 70,519
Santa Barbara	\$ 70,975	\$ 23,938	\$ 10,710	\$ 105,624
Santa Clara	\$ 237,222	\$ 38,134	\$ 27,720	\$ 303,076
Santa Cruz	\$ 40,935	\$ 19,995	\$ 5,985	\$ 66,915
Shasta	\$ 82,976	\$ 27,531	\$ 15,015	\$ 125,523
Sierra	\$ 5,000	\$ 16,250	\$ 500	\$ 21,750
Siskiyou	\$ 15,160	\$ 17,410	\$ 2,888	\$ 35,458
Solano	\$ 72,917	\$ 25,165	\$ 12,180	\$ 110,262
Sonoma	\$ 71,146	\$ 39,113	\$ 10,920	\$ 121,180
Stanislaus	\$ 114,818	\$ 32,745	\$ 21,263	\$ 168,826
Sutter	\$ 28,873	\$ 19,294	\$ 5,145	\$ 53,312
Tehama	\$ 37,660	\$ 21,178	\$ 7,403	\$ 66,240
Trinity	\$ 10,000	\$ 16,490	\$ 1,785	\$ 28,275
Tulare	\$ 163,940	\$ 41,157	\$ 31,343	\$ 236,440
Tuolumne	\$ 17,505	\$ 17,585	\$ 3,098	\$ 38,188
Ventura	\$ 167,101	\$ 36,031	\$ 25,200	\$ 228,332
Yolo	\$ 80,534	\$ 24,858	\$ 11,813	\$ 117,205
Yuba	\$ 32,392	\$ 19,995	\$ 5,985	\$ 58,372
Total	\$ 11,000,000	\$ 2,500,000	\$ 1,750,000	\$ 15,250,000

* The minimum allocation is based on county foster care caseload and the local RMR rates as of April 2017.

* Counties with smaller caseload size receive a minimum floor of \$5,000.00.

* A forthcoming County Fiscal Letter will be provided to redistribute un-allocated funds from counties not participating in the Bridge Program effective January 1, 2018.

* The appropriated funds must be used to supplement and not supplant resources already dedicated to activities for this purpose.

Emergency Child Care Bridge Program for Foster Children (Bridge Program)
January 1, 2018 through June 30, 2018

I. PROGRAM CONTACT

Please identify the appropriate county contact(s) for the Bridge application and program implementation and complete the sections in the tables below. A secondary contact should be used for day-to-day correspondence or as an alternate in the event the primary contact is unavailable.

County:	Department:
Contact Name:	Title:
Address:	
Email:	Phone:
Secondary Contact Name:	Title:
Address:	
Email:	Phone:

II. PROGRAM ADMINISTRATION AND OUTCOMES

Voucher Distribution	<input type="checkbox"/> County <input type="checkbox"/> Alternative Payment Program	Contact name: Phone: E-mail:
Child Care Navigator	Child Care Resource & Referral Agency	Contact name: Phone: E-mail:
Trauma-Informed Care Training	Child Care Resource & Referral Agency	Contact name: Phone: E-mail:

Child Care Voucher (include ages of children and projected number of emergency placements and compelling reason placements)	Total Vouchers by age	Emergency Placements	Compelling Reason
	0-2 _____	0-2 _____	0-2 _____
	3-5 _____	3-5 _____	3-5 _____
	6-12 _____	6-12 _____	6-12 _____
	Total:	Total:	Total:
Child Care Navigator:			
Child care programs served (training):			
Child care providers served (training and coaching):			

Bridge Program Eligibility Component for FY 2017-18	
Will the county child welfare agency establish additional eligibility criteria/local priorities for the Bridge Program? Please provide additional eligibility criteria or local priorities (i.e. prioritizing the 0-5 population).	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe.

Attachment B – Directors Certification

Timeline for implementation of the program, including the phased implementation of numbers served.	
----------------------------------------------------------------------------------------------------	--

III. ALTERNATIVE PAYMENT PROGRAM SIGNATURE (The APP signature is only required if county is contracting with the APP for the child care voucher payment.)

Agency Representative's Name - print

Date:

Title:

Signature:

IV. RESOURCE AND REFERRAL AGENCY SIGNATURE (The R&R signature is only required if the R&R has not opted out of the program.)

Agency Representative's Name - print

Date:

Title:

Signature:

V. COUNTY DIRECTOR'S CERTIFICATION

I certify that the county will administer the Emergency Child Care Bridge Program for Foster Children pursuant to the conditions set forth by the California Department of Social Services. I certify that the county will, to the maximum extent, leverage federal available pursuant to Title IV-E of the federal Social Security Act. I certify the information completed above and attached is true and correct.

Director's Name - print

Date:

Title:

Signature:

**Guidance for Agreement Between the County Child Welfare Agency
and
The Child Care Resource and Referral Program to provide Child Care Navigator
and Trauma-Informed Care Training Services**

This agreement is entered into, by, and between the County Child Welfare Agency and the local Child Care Resource and Referral (R&R) Program. The County Child Welfare Agency and R&R may be referred to herein as Party and collectively as Parties.

I. PURPOSE - *State the purpose of the agreement. Include statements that explain how the collaborative relationship enhances or benefits the applicant's program.*

The purpose of this agreement is to set forth the terms and conditions for the County Child Welfare Agency and the R&R to increase the number of foster children successfully placed in home-based family care, increase capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families. This agreement identifies the roles and responsibilities of the County Child Welfare Agency and R&R in efforts to recruit, retain, and support eligible families with subsidized child care, child care navigator, and child care providers to receive trauma-informed care training and coaching for foster children in their care.

II. BACKGROUND AND AUTHORITY - *State the background and authority for this agreement.*

The lack of access to child care for potential foster families seeking to take in a foster child is one of the top barriers to placing young foster children with families. The passage of Senate Bill (SB) 89, established the Emergency Child Care Bridge Program for Foster Children (Bridge Program). The Bridge Program provides a monthly payment or voucher for child care for up to six months and a child care navigator. Trauma-informed care training and coaching is also provided to child care providers who care for children in foster care.

III. COUNTY CHILD WELFARE AGENCY RESPONSIBILITIES - *Clearly describe and delineate the agreed upon roles and responsibilities of the county to ensure project success. The roles and responsibilities should align with project goals, objective, and target outputs. Ensure that any Title IV-E claiming, to the extent that Title IV-E funds are available to supplement Bridge Program funds, is consistent with claimable expenditures under Title IV-E of the federal Social Security Act.*

IV. R&R RESPONSIBILITIES - *Clearly describe and delineate the agreed upon roles and responsibilities of the R&R to ensure project success. The roles and responsibilities should align with project goals, objective, and target outputs.*

Additionally, the child care navigator description should include specific information regarding their knowledge of the entire child care subsidy system.

V. TERM - *Clearly state the time period that this agreement will be in effect.*

This agreement will commence on _____ and will expire on _____.

VI. FUNDING - *Describe local funding and funding allocations for this program along with the intent to leverage federal, state, and local funds for this program.*

As a condition of receiving Bridge Program Funds, the parties shall, to the maximum extent possible, leverage federal funding, including administrative funding, available pursuant to Title IV-E of the federal Social Security Act. For additional guidance on reimbursable and non-reimbursable Title IV-E administrative activities please see ACL No. 04-32.

VII. REPORTING REQUIREMENTS - *Describe who will be responsible for collecting, analyzing, and submitting data about the Bridge Program.*

VIII. CONFIDENTIALITY - *To ensure the safety of client information, describe the confidentiality expectations of both parties participating in the Bridge Program. The designated lead agency should accept full responsibility for the performance of the R&R. Both Parties and their officers, employees, and agents shall comply with WIC section 10850, 45 Code of Federal Regulations (CFR) section 205.50 and all other applicable provisions of law which provide for the confidentiality of records and prohibit records from being opened for examination for any purpose not directly connected with the administration of public social services. Confidential information gained by access to any records from contact with foster children and their caregivers shall be used only in connection with the conduct of the program under this agreement or as otherwise permitted by law.*

IX. CONTACTS - *Please list the name, title, email address, and phone number for each party authorized to sign on behalf of the agency.*

X. GENERAL PROVISIONS - *The general provisions may include some of the following components:*

1. **AMENDMENTS.** *This agreement may be amended in writing at any time by written mutual consent of the Parties.*
2. **TERMINATION.**

- a. Termination without cause. *This agreement may be terminated by either Party without cause upon thirty (30) days written notice.*
 - b. Termination with cause. *This agreement may be terminated immediately by either Party if the terms of this agreement are violated in any manner.*
 - c. Other grounds for termination. *In the event that any other contract, or agreement, as being related to or necessary for the performance of this contract, terminates or expires, this agreement may be terminated upon the effective date of the termination of that MOU, informal agreement or contract, even if such termination will occur with less than thirty (30) days written notice.*
3. DISPUTE RESOLUTION PROCESS. *If a dispute arises between the County Child Welfare Agency and R&R, describe the resolution process below:*

XI. AUTHORIZED REPRESENTATIVES.

By signing below, the individual certifies that it is acting as the representative of the Party named below and possesses the authority to enter into this agreement on behalf of that Party and that the Party possesses the legal authority to enter into this agreement.

For COUNTY CHILD WELFARE AGENCY

County Representative Name, Title
Department Name
Department Address
County Representative Phone Number
County Representative Email Address

Signature: _____
County Representative's Name and Title

Date: _____

For RESOURCE AND REFERRAL AGENCY

Agency Representative Name, Title
Agency Name
Agency Address
Agency Representative Phone Number
Agency Representative Email Address

Signature: _____
Agency Representative's Name and Title

Date: _____

**Guidance for Agreement Between the County Welfare Department
and
The Child Care Resource and Referral Program and the Alternative Payment
Program**

This agreement is entered into by and between the County Welfare Department (CWD) and the local Child Care Resource and Referral Program (R&R) and the local Alternative Payment Program (APP). The CWD, R&R, and APP may be referred to herein as Party and collectively as Parties.

I. PURPOSE - *State the purpose of the agreement. Include statements that explain how the collaborative relationship enhances or benefits the applicants program.*

The purpose of this agreement is to set forth the terms and conditions for the county CWD, R&R and the APP to identify the roles and responsibilities of the CWD, R&R and APP in efforts to recruit, retain, and support eligible families with voucher payments for subsidized child care, child care navigator, and trauma-informed care training and coaching for child care providers participating in the Bridge Program.

II. BACKGROUND AND AUTHORITY - *State the background and authority for this agreement.*

The lack of access to child care for potential eligible families seeking to take in a foster child is one of the top barriers to placing young foster children with families. The passage of Senate Bill (SB) 89, established the Emergency Child Care Bridge Program for Foster Children (Bridge Program). The Bridge Program provides a six-month payment or voucher for child care and a child care navigator to eligible relative caregivers, eligible families or parenting youth in foster care. Trauma-informed care training and coaching is also provided to child care providers who care for children in foster care.

III. CWD RESPONSIBILITIES - *Clearly describe and delineate the agreed upon roles and responsibilities of the CWD to ensure project success. The roles and responsibilities should align with project goals, objective, and target outputs. Ensure that any Title IV-E claiming, to the extent that Title IV-E funds are available to supplement Bridge Program funds, is consistent with the claimable expenditures under Title IV-E of the federal Social Security Act.*

IV. APP RESPONSIBILITIES - *Clearly describe and delineate the agreed upon roles and responsibilities of the APP to ensure project success. The roles and responsibilities should align with project goals, objective, and target outputs.*

- V. R&R RESPONSIBILITIES** - *Clearly describe and delineate the agreed upon roles of the responsibilities of the R&R to ensure project success. The roles and responsibilities should align with project goals, objective and target outputs.*
- VI. TERM** - *Clearly state the time period that this agreement will be in effect.*

This agreement will commence on _____ and will expire on _____.

- VII. FUNDING** - *Describe local funding and funding allocations for this program along with the intent to leverage federal, state, and local funds for this program.*

As a condition of receiving Bridge Program Funds, the parties shall, to the maximum extent possible, leverage federal funding, available pursuant to Title IV-E of the federal Social Security Act, to maximize state and local funding for child care. For additional guidance on reimbursable and non-reimbursable Title IV-E administrative activities please see ACL No. 04-32.

- VIII. REPORTING REQUIREMENTS** - *Describe who will be responsible for collecting, analyzing, and submitting data about the Bridge Program.*

- IX. CONFIDENTIALITY** - *To ensure the safety of client information, describe the confidentiality expectations of both parties participating in the Bridge Program. The designated lead agency should accept full responsibility for the performance of the R&R and APP. Both Parties and their officers, employees, and agents shall comply with WIC section 10850, 45 Code of Federal Regulations (CFR) section 205.50 and all other applicable provisions of law which provide for the confidentiality of records and prohibit records from being opened for examination for any purpose not directly connected with the administration of public social services. Confidential information gained by access to any records and from contact with foster children and their caregivers shall be used only in connection with the conduct of the program under this agreement or as otherwise permitted by law.*

- X. CONTACTS** - *List the name, title, email address, and phone number for each party authorized to sign on behalf of the agency.*

- XI. GENERAL PROVISIONS** - *The general provisions may include some of the following components:*

1. **AMENDMENTS.** *This agreement may be amended in writing at any time by written mutual consent of the Parties.*
2. **TERMINATION.**

- a. Termination without cause. *This agreement may be terminated by either Party without cause upon thirty (30) days written notice.*
 - b. Termination with cause. *This agreement may be terminated immediately by either Party if the terms of this agreement are violated in any manner.*
 - c. Other grounds for termination. *In the event that any other contract, or agreement, as being related to or necessary for the performance of this contract, terminates or expires, this agreement may be terminated upon the effective date of the termination of that MOU, informal agreement or contract, even if such termination will occur with less than thirty (30) days written notice.*
3. DISPUTE RESOLUTION PROCESS. *If a dispute arises between the CWD, R&R and APP, describe the resolution process below:*

XII. AUTHORIZED REPRESENTATIVES.

By signing below, the individual certifies that it is acting as the representative of the Party named below and possesses the authority to enter into this agreement on behalf of that Party and that the Party possesses the legal authority to enter into this agreement.

For COUNTY WELFARE DEPARTMENT

County Representative Name, Title
Department Name
Department Address
County Representative Phone Number
County Representative Email Address

Signature: _____
County Representative's Name and Title

Date: _____

For RESOURCE AND REFERRAL AGENCY

Agency Representative Name, Title
Agency Name
Agency Address
Agency Representative Phone Number
Agency Representative Email Address

Signature: _____
Agency Representative's Name and Title

Date: _____

For ALTERNATIVE PAYMENT PROGRAM

Agency Representative Name, Title

Agency Name

Agency Address

Agency Representative Phone Number

Agency Representative Email Address

Signature: _____

Agency Representative's Name and Title

Date: _____