

September 9, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY WELFARE DIRECTORS LETTER

This letter serves to inform counties of the new law which requires counties and/or Alternative Payment Programs (APPs) to collect and provide to the California Department of Social Services (CDSS) specific business and personal information pertaining to individuals who operate family child care homes and license-exempt child care providers. This data collection supports future collective bargaining legislation.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

September 9, 2019

ALL COUNTY WELFARE DIRECTORS LETTER (ACWDL)

TO: ALL COUNTY WELFARE DIRECTORS

FROM: ALI SUTTON, Acting Deputy Director
Family Engagement and Empowerment Division

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) STAGE ONE CHILD CARE PROVIDER DATA
COLLECTION

PURPOSE

The purpose of this letter is to inform counties of the new law which requires counties and/or Alternative Payment Programs (APPs) to collect and provide to the California Department of Social Services (CDSS) specific business and personal information pertaining to individuals who operate family child care homes and license-exempt child care providers. This data collection supports future collective bargaining legislation. In addition, this letter will provide guidance to counties and/or APPs on the processes and timelines for collection and submission of the requisite data.

BACKGROUND

Senate Bill (SB) 75, as adopted in the omnibus trailer bill of the Budget Act of 2019, added California *Education Code (EC)* Section 8432, effective July 1, 2019, which requires the CDSS to collect and submit specific business and/or personal information of child care providers, both licensed and those exempt from licensure who serve families receiving state-funded child care subsidies, to verified provider organizations. Provider organizations can request and obtain this information for the purposes of organizing, representing, and assisting child care providers and any other purposes that fall within their scope of representation.

POLICY

County Welfare Departments (CWDs) and APPs must collect and submit to the CDSS the specific information detailed in this ACWDL for all child care providers, both licensed and exempt from licensure, that have received CalWORKs Stage One reimbursement for child care services provided between April 1, 2019 and June 30, 2019. Following the initial submission, the CWDs and APPs will submit this information on a continuous

basis for new child care providers on a monthly basis and will submit changes in child care provider information.

DIRECTIVE

Data Collection and Reporting Instructions

The CDSS will collect provider data from CWDs and APPs depending on how child care provider information is managed by the counties.

- For counties that administer the Stage One Child Care Program and store provider information in the Statewide Automated Welfare System (SAWS), the CDSS will retrieve the data via SAWS.
- For counties that administer Stage One but do not manage provider information via SAWS, the CDSS will contact those counties directly to provide instructions and technical assistance on the secure transmission of provider data.
- For counties that contract their Stage One Child Care to an APP with an existing CDE contract and Child Development Management Information System (CDMIS) credentials, those counties should instruct their contracting APPs to follow the data reporting instructions put forth in California Department of Education [Management Bulletin 19-06](#).
- For counties that contract their Stage One Child Care to an APP without an existing CDE contract or CDMIS credentials, those counties should instruct their contracting APPs to work with CDSS to submit provider reports through established secure transmission processes. The CDSS will contact those counties directly to provide instructions and technical assistance.
- **For the initial list only:** For counties that contract their Stage One Child Care to an APP, the CDSS is coordinating with those counties and APPs to provide instructions and technical assistance on the secure transmission of provider data to CDSS.

Data to Be Collected

The following data elements are required to be collected pursuant to SB 75.

1. Child Care Provider's Name;
2. Child Care Provider's Home address*;
3. Child Care Provider's Mailing address;
4. County where the family child care home provider is providing child care service;

5. Work telephone number;
6. Cellular telephone number;
7. Email address, if known;
8. Agency, contractor, subcontractor, or political subdivision of the state administering the program;
9. The date the provider began subsidy care;
10. The date the provider ended subsidy care, if applicable;
11. Whether the child care provider is licensed or exempt from licensure;
12. Unique child care provider identification number, if applicable; and
13. State Facility License Number, if known.

* Pursuant to Education Code section 8432(h), the attached notice informs those providers approved as participants in the Secretary of State's address confidentiality program, that a designated address may be provided in lieu of a home address.

Notice to Providers

Notice to child care providers of the collection of their business and personal information and the purposes and use of their data must be sent out prior to the collection and submission of data to the provider organization. The CDSS will provide notice to all providers included in the initial data pull that includes those family child care home providers who serve families that received Stage One subsidies during April, May, and June 2019. For future data pulls, CWDs will be responsible for providing notice to new providers. The notice that the CDSS will provide for the initial data pull is attached hereto as Attachment A.

Child Care Provider Opt-Out Clause Option

Upon written request to CDSS, a child care provider receiving a CalWORKs Stage One Child Care subsidy can have their business and/or personal information removed from the list shared with a provider organization.

RESOURCES

The CDSS will provide ongoing technical assistance to CWDS and APPS on the process for submitting the required data in a secure and appropriate manner. If you have any questions regarding any information in this ACWDL, please call the Child Care and Intergenerational Services Bureau at (916) 657-2144 or email ProviderDataCollection@dss.ca.gov.

Attachment



KIM JOHNSON
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GAVIN NEWSOM
GOVERNOR

September 5, 2019

TO: ALL FAMILY CHILD CARE HOME PROVIDERS WHO SERVE FAMILIES
WHO RECEIVE A CALWORKS STAGE ONE CHILD CARE SUBSIDY

FROM: *Original signed by Ali Sutton*
ALI SUTTON
Deputy Director, Acting
Family Engagement and Empowerment Division

SUBJECT: **INFORMATIONAL NOTICE**

Effective July 1, 2019, there are changes to California law regarding the sharing of your personal information. Pursuant to these changes, your personal and business contact information will be shared with specified provider organizations as defined in the law. Relevant changes can be found at sections 8431 and 8432 of the Education Code, section 6253.21 of the Government Code, and section 1596.86 of the Health and Safety Code.

If you have any questions, please contact: ProviderDataCollection@dss.ca.gov.

Frequently Asked Questions

1. Why are you collecting my information?

Family child care providers are vital to California's early care and education system.

In the passage of the 2019-20 California Budget Act, the Administration and Legislature have identified their intent to enact future legislation allowing family child care providers the right to democratically elect a provider organization that would collectively bargain with the State for improvements that impact providers' work.

California Education Code, Sections 8430-8432, requires the California Department of Social Services (CDSS) to collect information for the limited purposes of communicating an accurate list of providers who serve families receiving child care subsidies. This information includes the family child care provider's name, address, telephone numbers, and e-mail address.

2. Does my information have to be shared?

Yes, county social service agencies who administer CalWORKs Stage 1 Child Care services are required by law to submit to the CDSS information for all providers paid by Stage 1.

CDSS is only allowed to share this information with verified provider organizations recognized by the state, the Public Employees Relations Board, California Department of Human Resources (CalHR), and the California Department of Education.

3. When are you sharing my information?

CDSS may only share information with a provider organization that has providers as members, gives provider-members the right to participate in the democratic control of the organization, has one of its main purposes the representation of providers, and is not an entity that contracts with the state. Once PERB has verified a provider organization and that organization requests it, CDSS must provide information regarding providers who serve families receiving child care subsidies to them. CDSS will update this information on a monthly basis. The first provider organization was verified in July 2019.

4. How will this information be securely maintained?

The CDSS and any other government entities required to collect and provide this information must comply with confidentiality requirements that are required by state law. The verified provider organization(s) will only be allowed to use the family care provider information for the purposes of organizing, representing, and assisting family child care providers and must agree to strict confidentiality protections.