

ACL NO. 19-99

October 4, 2019

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 19-99

This letter informs and instructs County Welfare Departments on the implementation and expectations for CalWORKs Stage One Child Care immediate and continuous eligibility policy.



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DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
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GAVIN NEWSOM
GOVERNOR

October 4, 2019

ALL COUNTY LETTER (ACL) NO. 19-99

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL WELFARE TO WORK COORDINATORS
ALL COUNTY ELIGIBILITY WORKERS
ALL CONSORTIA REPRESENTATIVES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CalWORKs) STAGE ONE CHILD CARE: IMMEDIATE AND
CONTINUOUS ELIGIBILITY

REFERENCE: [SENATE BILL \(SB\) 80 \(CHAPTER 27, STATUTES OF 2019\)](#);
[WELFARE AND INSTITUTIONS CODE \(WIC\) SECTIONS 11266.5](#);
[WIC 11320.3\(f\)](#); [WIC 11323.2](#), [WIC 11323.3](#), [WIC 11323.4](#); [WIC](#)
[11327.5](#); [EDUCATION CODE \(EDC\) SECTIONS 8350](#); [EDC 8351\(c\)](#);
[EDC 8353\(a\)](#); [EDC 8353\(c\)](#); [EDC 8363.1\(b\)](#); [CALIFORNIA](#)
[DEPARTMENT OF EDUCATION \(CDE\) MANAGEMENT BULLETIN](#)
[\(MB\) 17-14](#); [CDE MB 18-05](#); [ALL COUNTY INFORMATION NOTICE](#)
[\(ACIN\) NO. I-19-17](#); [CDSS MANUAL OF POLICIES AND](#)
[PROCEDURES \(MPP\) 42-711.6](#); [MPP 42-713](#); [MPP 42-721](#); [MPP](#)
[42-750](#); [MPP 47-220.2](#); [MPP 47-220.22](#); [MPP 47-230](#); [MPP 47-230.2](#)
; [MPP 47-260](#); [MPP 47-260.1](#); [MPP 47- 260.2](#); [MPP 47-301.5](#); [MPP](#)
[47-310](#); [MPP 47-401.452](#); [MPP 81-215.2](#); [MPP 81-215.326](#); [TITLE 5](#)
[CALIFORNIA CODE OF REGULATIONS \(CCR\) SECTIONS CCR](#)
[18075](#); [CCR 18406](#); [CCR 18407](#); [CCR 18409](#)

This All County Letter (ACL) provides direction to County Welfare Departments (CWDs) on the implementation of [Senate Bill \(SB\) 80 \(Chapter 27, Statutes of 2019\)](#), signed by the Governor on June 27, 2019, pending forthcoming regulations. SB 80 increases access to child care services for CalWORKs participants by authorizing CalWORKs Stage One Child Care immediately upon CalWORKs cash aid approval and continuously for 12 months or until the participants are transferred to Stage Two. This

ACL supersedes any regulations or ACLs governing Stage One Child Care to the extent they are inconsistent with SB 80 and this ACL.

EXISTING RULES

Three Stages of CalWORKs Child Care

The CalWORKs Stage One Child Care program provides child care to CalWORKs families when they first engage in the program. Early engagement is critical for family stabilization, participation in barrier removal services, and to initiate Welfare-to-Work (WTW) or work activities. The California Department of Social Services (CDSS) administers Stage One Child Care through CWDs.

CalWORKs families move to Stage Two when they are discontinued from cash aid or when the CWD determines they are “stable.” Families may remain in Stage Two until they have been off cash aid for two years. The California Department of Education (CDE) administers Stage Two through contracts with Alternative Payment Program (APP) agencies.

Families that have exhausted their two years of CalWORKs Stage Two Child Care enter Stage Three. This program provides child care as long as funding is available, and the family is eligible. CDE contracts with APP agencies which also administer Stage Three.

CalWORKs Child Care Regulations

Prior to the implementation of immediate and continuous child care eligibility through [SB 80](#), the CalWORKs Stage One Child Care authorization was closely tied to a participant’s WTW plan. Breaks or changes in the WTW plan caused a break in Stage One Child Care as parents were required to recertify their need ([MPP 47-220.2](#)). CalWORKs recipients who received short-term, activity-specific approvals reportedly encountered difficulties accessing and keeping child care services they need to work, prepare for work, or engage in the range of WTW activities. Disruptions were potentially detrimental to both parents and children and created significant administrative burden for CWDs.

Existing CalWORKs Child Care regulations state that a participant be served by Stage One for a maximum of six months or until the county determines the participant is stable, or if child care is not available in Stage Two or Stage Three ([EDC Section 8351\(c\)](#)). A former CalWORKs cash aid recipient meeting the requirements of [Sections 18406 and 18407 of Title 5 of the California Code of Regulations \(CCR\)](#) is eligible to receive child care services in Stage One and/or Two for 24 months after the adult is no longer receiving CalWORKs cash aid. The 24-month time limit begins the first day of the month immediately following the month the adult is no longer receiving CalWORKs cash aid, or was determined eligible for diversion ([CDE MB 17-14](#)). CWDs should refer to [MPP 42-750](#) when authorizing other supportive services.

PURPOSE OF IMMEDIATE AND CONTINUOUS CHILD CARE ELIGIBILITY

Immediate and continuous child care eligibility is part of a two-generational approach to disrupt the cycle of poverty by simultaneously focusing on the needs of parents and children. Recent research has shown that workforce development and child care assistance programs paired together increase the value of both services and lead to better outcomes for families.¹ Pairing workforce programs with child care or early education programs helps parents improve life opportunities while supporting the developmental needs of their children—both essential to ending intergenerational poverty.²

Low income families face a multitude of poverty stressors, which are exacerbated by the uncertainty of being able to access basic necessities such as housing, food, health care, education, and child care. In addition, scarcity potentially limits an individual's capacity to employ core capabilities necessary for strong decision-making and self-regulation. Circumstances leading a family to engage in CalWORKs, compounded by any challenge to access necessary services, may unintentionally reinforce the defeating narrative that families cannot improve their own lives.³

Immediate and continuous child care is intended to ensure that access to stable child care is never a barrier to fully engaging in the CalWORKs program. Immediate and continuous child care is good for children, maximizes parental choice, promotes child care continuity, and provides stability to vulnerable families starting on the path to economic mobility.

Benefit to Parents

Immediate and continuous child care alleviates potential instability caused by frequent changes to WTW activities or other circumstances that required multiple child care authorizations during early CalWORKs engagement. By authorizing child care for 12 months, and not for a single WTW activity, families will not experience breaks in their child care services. As a result, even if parents' activities change, parents can be assured that consistent child care will be provided for their children.

In addition to lessening parents' administrative obstacles, immediate and continuous child care allows additional time and resources for parents to focus on family stability, educational opportunities, job training, or employment, while knowing their children are safe. In turn, this reduces parents' stress and encourages positive steps toward economic mobility.⁴ Lastly, parents who are promptly afforded 12 months of continuous child care are less likely to be sanctioned.

¹ [*Two Generation Approaches to Addressing Poverty*, National Conference for State Legislatures, July 2018,](#)

² [*Two Generation Approaches to Addressing Poverty*, National Conference for State Legislatures, July 2018,](#)

³ [*How Poverty Changes the Brain*, Tara Garcia Mathewson, The Atlantic. April 19, 2017.](#)

⁴ [*How Poverty Changes the Brain*, Tara Garcia Mathewson, The Atlantic. April 19, 2017.](#)

Benefit to Children

In addition to benefitting parents, immediate and continuous child care provides numerous benefits to children. Children in poverty are most in need of quality, stable early care and education to achieve their full potential. Research demonstrates that providing early care and education opportunities ameliorates some effects of poverty and addresses inequities while minimizing achievement gaps.

Children benefit from consistent and uninterrupted child care and these conditions allow them to grow and achieve their full potential. Immediate and continuous child care provides continuity of care for children and is especially valuable when care is provided in a high-quality early learning setting. Providing full-time care authorizations improves parents' ability to access the full array of child care options.

Alignment Across Systems

Immediate and continuous child care aligns Stage One Child Care eligibility periods with all other statewide child care and development subsidy programs. This alignment benefits not only families who may touch other parts of the child care system, but also child care providers and the state and local agencies that administer various child care programs.

Immediate and continuous child care also aligns with the [Assembly Bill \(AB\) 104 Direct Service Payment Program Stakeholder Group's final recommendations](#). The AB 104 stakeholder group provided recommendations to streamline data and other reporting requirements for child care and early learning providers. The group emphasized the importance of continuity of care and recommended that a lead agency re-certify a child's eligibility for child care services no sooner than 12 months following the initial certification or most recent re-certification, subject to limited exceptions.

POLICY IMPLEMENTATION

Immediate and Continuous Child Care for 12 Months

Effective October 1, 2019, CWDs shall begin authorizing immediate and continuous Stage One Child Care for 12 months or until CalWORKs recipients are transferred to Stage Two. The term "immediate child care" is defined as the concurrent approval of CalWORKs cash aid and authorization for full-time CalWORKs Stage One Child Care services. Immediate and continuous Stage One Child Care begins the date the child care authorization is provided or the first day child care is used, whichever is later.

Child care shall be authorized full-time unless the recipient specifically requests part-time care. Full-time care is defined as care provided 30 or more hours per week ([5 CCR Section 18075\(d\)](#)). Part-time care is defined as care provided less than 30 hours per week. Once child care is authorized, the county should connect the recipient to a child care education specialist (e.g., the local Resource and Referral agency or

Alternative Payment Program). Regardless of the CWD's definition of stable or the date of transfer to Stage Two, the initial child care authorization shall be for 12 months.

With this new policy, Stage One Child Care recipients do not need to recertify child care eligibility more frequently than once every 12 months unless: the recipient indicates that their child care needs have increased, they have a new child who needs care, they have changed child care providers, or the eligible child becomes ineligible. If the recipient initially utilizes a partial month of child care, it shall count as the first month of the 12-month eligibility period.

Beginning on October 1, 2019, CalWORKs recipients already authorized for Stage One Child Care shall receive an authorization for 12 months of immediate and continuous child care. This authorization will last for 12 months, or until they become otherwise ineligible or the Stage Two administrator confirms that their transfer to Stage Two is complete.

Implementation for CalWORKs Applicants and Newly Approved Recipients

CalWORKs applicants will have access to immediate and continuous child care upon being approved for cash aid. Once an applicant family is determined eligible for CalWORKs, they will receive a 12-month Stage One Child Care authorization **except** in the following circumstances:

- Families with no aided adults:
 - Adult(s) receiving SSI benefits
 - Ineligible noncitizen adults
 - Non-needy caretaker relatives
 - Timed out adult(s) (Note: timed out adults who have received cash aid within the past 24 months are to be referred to Stage Two).
- At application, newly approved recipients who are determined to have a WTW exemption and who do *not* indicate a desire to volunteer for any program activity. Please note, an exempt WTW participant who in the future indicates an intent to participate in a program activity and signs a WTW plan will be eligible for immediate and continuous child care.

Counties may continue their current processes for obtaining the required provider information as listed in [MPP 47-260](#).

Early and Ongoing Welfare-to-Work Engagement

CalWORKs recipients who are expected to be referred to WTW or who are required to participate or are participating in WTW shall receive an immediate and continuous child care authorization.

Program activities for which full-time immediate and continuous Stage One Child Care should be authorized include, but are not limited to: any WTW activity, orientation, appraisal, assessment, job search, job club, domestic violence services, court

appearances, housing searches and classes, homeless support programs, shelter participation requirements, eviction proceedings, mental health services, including therapy or personal counseling, home visiting, drug and substance abuse services, parenting classes, and medical or education-related appointments for the participant or their dependents ([WIC Section 11323.2\(c\)](#)). This expanded list of program activities applies to recipients expected to be referred to WTW, mandated participants, exempt volunteers, and sanctioned individuals.

If a mandatory WTW participant stops participating in their activity, child care services will continue for the remainder of the authorization period or until the child care authorization is discontinued (see Page 9 for additional information on discontinuances). Exempt volunteers who do not subsequently sign a WTW plan will have their child care authorization discontinued until they become mandatory participants or sign a WTW plan. CWDs are encouraged to utilize their existing reengagement practices to provide support to the recipient.

Recipients with a domestic violence waiver will remain eligible to continuous child care regardless of their participation in WTW.

Two-Parent Families

Immediate and continuous child care eligibility shall not be granted for two-parent families in which one parent is able and available to provide care for the children. A parent is considered available to provide care unless they are working (or sleeping after working), going to school, participating in a county-approved WTW activity or program activity, or has a condition that prevents them from caring for the child(ren) ([MPP 47-220.22](#)). If both parents are participating in activities, are working, or are otherwise unavailable to care for their children, immediate and continuous child care will be made available to them.

WTW Sanctioned Participants

CalWORKs participants subject to WTW who do not participate in required activities are subject to non-compliance and financial sanction, in accordance with [MPP 42-721](#). WTW participants who were sanctioned before October 1, 2019, including those in long-term sanction, and have received aid in the past 24 months are considered former CalWORKs recipients and are therefore eligible for Stage Two child care services ([MPP 47-230](#); [EDC 8353\(c\)](#)).

If WTW participants become sanctioned after being authorized for 12 months of immediate and continuous child care, they shall continue in Stage One until the 12-month period has concluded or until they are transferred to Stage Two.

Sanctioned participants who indicate an intent to cure their sanction are eligible to receive Stage One Child Care services immediately and continuously for 12 months, effective at the time the client communicates their intent to cure. An intent to cure a sanction takes place when the participant requests to cure their sanction ([MPP 42-721](#)). However, if the participant is already receiving child care in Stage Two or Stage Three, they may continue to work with the Stage Two or Stage Three administrator to have their child care needs met. The CWD does not need to transfer the participant back into Stage One if their child care needs are being met in Stage Two or Stage Three.

Good Cause for Non-Participation

A participant shall be excused from participation for good cause when the CWD determines there is a condition or other circumstance that temporarily prevents or significantly impairs the participant's ability to be regularly employed or to participate in WTW activities. Conditions that may be considered good cause include lack of necessary supportive services, such as suitable child care for each of their children. The term "suitable child care" means a child care arrangement that is deemed appropriate by the parent. If a participant is unable to secure suitable child care, the participant has good cause for non-participation ([WIC 11320.3\(f\)](#); [MPP 42-713](#)).

Verification of Child Care Prior to Mandating Program Activities

CWDs must verify that suitable child care has been both authorized and secured before mandating participation in any activities, and before initiating any sanction or non-compliance process. The term "authorized" means that the county has authorized 12 months of Stage One Child Care services for the participant. Child care shall be reimbursed upon approval of the participant's child care provider in accordance with [MPP 47-260.1](#). The term "secured" means that the participant has found a child care provider who has enrolled their child and that can provide appropriate care during the hours needed by the parent to participate in activities.

CWDs may work with participants to schedule activities such as orientation and appraisal prior to the verification that child care has been secured but cannot mandate attendance at those activities if child care has not been secured before the scheduled activity takes place. A participant who has made efforts to obtain child care without success shall not be required to attend any mandated activity. Such efforts include, but are not limited to, working with the local Resource and Referral program to locate suitable child care providers, calling or meeting with any providers, and asking family or friends if they can care for the child(ren).

CWDs shall provide written notice to participants informing them that they have up to 30 days to confirm that child care has been secured before a county makes participation in

early engagement activities mandatory. The notice should also include information on how to get help finding child care. If the CWD is not informed that child care has been secured after 15 days, the CWD shall contact the participant reminding them of supports available to help secure child care and to confirm that child care has been secured. The CWD shall contact the participant every 15 days thereafter until confirmation of child care has been secured, the participant indicates that they need additional time to locate suitable child care, or until 30 days passes without a response from the participant. The CWD shall follow their current processes for determining good cause.

If the CWD is unable to confirm that child care has been secured or does not receive communication from the participant that additional time is needed to find child care following 30 days from the date child care is authorized, the CWD shall determine that child care is no longer a barrier to participation and may send a notice to the participant scheduling mandatory activities. Following this notice, sanctions and other appropriate actions may be taken by the CWD to conform to compliance standards for WTW participant engagement. This determination may also be made if the CWD determines that the participant is not making a good faith effort to acquire child care after the first 30 days.

The participant, the child care contractor, or the child care provider may verify that child care has been secured through an e-mail, text message, phone calls, or other communication to the CWD. Once child care has been obtained, the CWD shall obtain the participant's signature to confirm that child care has been secured on the Child Care Authorization Form (Attachment A). The purpose of Attachment A is to ensure that the participant has secured child care and allows the participant to provide information about their child care provider and their children. A participant is not considered required to participate for the purposes of the time limits detailed in [MPP 42-711.6](#) until child care has been secured.

Child Care Payment

Payment for child care is directly related to child care usage. For example, if full-time child care is authorized and the child attends child care part-time, only part-time child care will be reimbursed unless the agreement between the participant and child care provider dictates otherwise. Specifically, payment for absences may be made to the child care provider who has a policy that child care is on a fixed schedule, whether the child attends or not ([MPP 47-401.452](#)).

Retroactive Payments to License-Exempt Child Care Providers

License-exempt child care is a valid parental choice. Parents and caregivers select license-exempt care for a variety of reasons. If a participant chooses a license-exempt child care provider who is not exempt from TrustLine Registry as specified in [MPP 47-260.2](#), the license-exempt child care provider shall not receive a subsidized payment until TrustLine registration has occurred. Once TrustLine registration has

occurred, license-exempt child care providers are entitled to receive retroactive child care payments for up to 120 calendar days from the date CalWORKs child care services were requested or child care services were provided, whichever is later. If TrustLine registration is denied, the license-exempt child care provider shall not receive a subsidized payment.

Child Care Discontinuance

Immediate and continuous child care in CalWORKs Stage One can be discontinued under any of the following circumstances:

- The participant is transferred to Stage Two and the CWD receives confirmation from the Stage Two contractor of enrollment in Stage Two or that the family is ineligible
- The participant exceeds income eligibility outlined in [EDC Section 8263.1\(b\)](#) of 85 percent of the state median income for their family size ([MPP 47-230.2](#))
- If an exempt participant initially volunteers to participate, but later decides not to participate and does not sign a WTW plan

Diversion

CWDs are reminded that Diversion services are available for CalWORKs applicants who are apparently eligible for CalWORKs cash aid. Diversion services are cash or noncash payments or services provided to a CalWORKs applicant with the intent of diverting the applicant from long-term aid. At the time of application, CWDs shall inform applicants of the availability of Diversion per [MPP 81-215.2](#). Apparent eligibility means that the evidence presented by the applicant or that is otherwise available to the CWD, along with the information provided on the application, indicate that the family would be CalWORKs eligible if the information were verified.

In determining eligibility for Diversion, the CWD shall also consider the adequacy of the applicant's child care arrangements per [MPP 81-215.326](#). Noncash services do not require the assignment of child support rights or a referral to the local child support agency.

Stage Two Child Care may be provided to a family who is determined eligible for Diversion under [WIC Section 11266.5](#) when a funded space is not immediately available for the family in Stage Three ([EDC 8353\(a\)](#)).

INFORMING NOTICES

CWDs shall provide written notice to participants of the availability of paid child care at several times throughout their time in CalWORKs. The intent of these notices is to ensure that participants, especially participants who are not utilizing CalWORKs Stage One, are fully informed of the child care options available to them. The revised CCP7 form is attached to this ACL and will be available in additional languages in the coming months.

The notice shall inform participants of the following:

- Paid child care is available to allow them to be employed or participate in WTW activities or program activities, as defined in [WIC Section 11323.2](#)
- The name and contact information for the local child care resource and referral program
- Assistance in finding and choosing a child care provider is available
- The participant is required to inform the CWD of the participant's need for paid child care as soon as that need arises
- The participant is required to request a child care subsidy from the county within 30 days from the first day child care services are received from each different provider, to be fully reimbursed for child care services, dependent on provider eligibility.

Currently, CWDs must give participants a written notice of availability of paid child care at the following times:

- The time of application/when they enroll in CalWORKs
- At later times when they express a need for child care
- When signing an original or amended WTW plan

Once automation is operational to provide these notices, CWDs shall also give participants a written notice of availability of paid child care at the following times:

- Orientation
- When the participant is assigned to a program activity
- When the participant reports new or increased participation in a program activity
- When the participant reports new earned income or employment

CWDs shall ask an applicant for, or recipient of, CalWORKs benefits to sign a copy of the written notice acknowledging that they have been informed of and received the notice. CWDs must ensure that notice is provided in the participant's primary language. CWDs shall retain the signed notice in the participant's file and give a signed original or copy to the participant.

When automation is operational to provide these notices, CWDs shall send a notice to former participants who are not currently receiving Stage Two or Three Child Care that their eligibility for Stage Two Child Care will expire by the end of the 24th month from the day the participant last received cash aid. CWDs shall send this reminder notice 18 months after the date that the former participant last received cash aid. The notice shall be sent via mail to the last known address, text message, or email and shall describe how to obtain Stage Two Child Care. A forthcoming ACL will provide additional guidance regarding required Notices of Action relating to the CalWORKs Stage One Child Care program.

CWDs may reference the CalWORKs Child Care Request Form and Child Care Payment Rules Form (Attachment B). The purpose of Attachment B is to ensure that CalWORKs participants are aware of their child care rights, informs them how to ask for and find child care, provides details about TrustLine, and asks the participant to initial certifications.

CWDs may utilize the Immediate and Continuous Child Care Outreach Flyer (Attachment C) to inform participants about the availability of Stage One Child Care.

TRANSITION FROM STAGE ONE TO STAGE TWO

CWDs shall continue to establish and update their definition of stable to meet the needs of the CalWORKs participants in their counties. CWDs are required to manage a participant's transition from Stage One to Stage Two so that participants do not experience a break in their child care services as they move between the stages of CalWORKs child care services ([EDC 8350](#), [MPP 47-301.5](#)). A participant's child care shall continue in Stage One until confirmation is received from the Stage Two administrator that child care is provided in Stage Two, unless the family is otherwise ineligible. Practices that improve the transfer process between Stages One and Two include, but are not limited to:

- Ongoing communication between Stage One and Stage Two program administrators: CWDs are encouraged to have ongoing regular meetings between the Stage One and Stage Two program administrators. In doing so, CWDs will have opportunities to discuss current issues and proposed resolutions.
- Confirmation of transfer before Stage One is discontinued: CWDs are required to manage a participant's transition from Stage One to Stage Two in order to provide uninterrupted child care services. CWDs shall receive confirmation from the Stage Two administrator that participants are enrolled Stage Two prior to terminating the participant from Stage One, unless the Stage Two contractor determines they are ineligible. CWDs may work with their Stage Two administrators to identify, on a regular basis, participants who are ready to transfer out of Stage One. CWDs shall confirm participants' transition into Stage Two before sending a Notice of Action terminating them from the Stage One Child Care Program.
- Transferring the Data Elements: Current statutory authority found in [WIC Section 11323.4\(f\)](#) requires CWDs to share data necessary for the administration of the three stages of CalWORKs Child Care ([CDE MB 18-05](#)). It is the responsibility of the Stage One administrator to provide the required documentation to the Stage Two administrator. CWDs that have the ability to do so may use existing technology to share this data by allowing the Stage Two administrator access to their State Automated Welfare System (SAWS) database. An additional forthcoming ACL will provide further details regarding this process.

Once the receiving Stage Two contractor receives all nine data elements from the CWD or Stage One administrator and has notified the transferring contractor in writing or by email that the nine data elements are complete, the family's enrollment is considered transferred as stated in [5 CCR Section 18409](#). The date the data elements have been received and confirmed as complete is the date the 12-month eligibility period begins in Stage Two ([CDE MB 18-05](#)).

In addition to the nine data elements outlined in [Title 5 CCR Section 18409\(a\)](#) to be provided by the county to the Stage Two administrator, counties may choose to transfer additional data such as the WTW plan and the last date that the participant received cash aid or was determined eligible for diversion services. Families that are former CalWORKs cash aid recipients that meet eligibility requirements are eligible to receive child care services in Stage One and/or Two for 24 months after the parent is no longer receiving cash aid or diversion.

The California Department of Education will release additional guidance on the transfer process between the stages for Stage Two and Stage Three contractors in a forthcoming Management Bulletin.

AUTOMATION

State Automated Welfare System (SAWS) Access

Beginning no later than January 1, 2021, CWDs shall provide limited, read-only, online access through SAWS databases to local administrators providing CalWORKs Stage Two and Three Child Care services. Access shall include a single summary page that contains current individual family data needed to enroll a family in CalWORKs child care services or transfer a family between stages. The data shall at a minimum, include the following items, if applicable:

- All of the information required in [subdivision \(a\) of Section 18409 of Title 5 of the California Code of Regulations](#), or any successor regulation thereto; and
- If the parent or caretaker relative is no longer receiving CalWORKs cash aid, the date that the parent or caretaker relative last received CalWORKs cash aid

The above paragraph does not supersede any agreement between a county and a CalWORKs child care contractor that was in effect on January 1, 2020 and provides for online access to the data described in the paragraph above.

Monthly Report

Beginning no later than January 1, 2021, CWDs shall provide to Stage Two contractors a monthly report of all families for which:

- The parent's cash aid has been discontinued,
- The parent has not received aid in the last 30 days, and

- The parent has children in the home who are potentially eligible for child care services.

The report shall include the parent's most up-to-date contact information. A workgroup consisting of representatives from CDSS, the County Welfare Directors Association of California, and Parent Voices, in consultation with CWDs and SAWS, will design the report. The CWD may provide training on security protocols and confidentiality of individual family data to a contractor who is given access to data pursuant to this report. Additional guidance will be released regarding the monthly report.

CalWORKs STAGE ONE CHILD CARE FUNDING

The CalWORKs Stage One Child Care Program is funded with Temporary Assistance to Needy Families (TANF) and General Fund (GF). Actual spending of TANF and GF shall be in accordance with the eligibility of the families being served.

The Budget Act of 2019 allocates \$52.2 million federal TANF funds and GF to update the eligibility requirements for Stage One Child Care and development programs and establish that a family determined to be eligible for a subsidy remains eligible for 12 months, regardless of change in need or income, unless income exceeds 85 percent of the current state median income. For FY 2019-20, this funding will be included in the CalWORKs Single Allocation, which will be issued in an upcoming County Fiscal Letter (CFL).

If you have any additional questions regarding this guidance, please contact the Child Care and Intergenerational Services Bureau at CCPB@dss.ca.gov.

Sincerely,

Original Document Signed By:

ALICIA SUTTON
Acting Deputy Director
Family Engagement and Empowerment Division

ATTACHMENTS

CALWORKS STAGE ONE CHILD CARE AUTHORIZATION FORM

NOTICE: You are authorized for CalWORKs Stage One Child Care. Please complete and return this form when you have found someone to take care of your child(ren).

CHILD CARE AUTHORIZATION

You have been authorized for: Full-time child care _____ Part-time child care _____

Child Care Authorization Start Date: _____ End Date: _____

CHILD CARE PROVIDER INFORMATION

Please complete the following information about your child care provider:

Child Care Provider Name: _____ Telephone: (____) _____

Address: _____

My child will start care on: _____

My child care provider is: ☐ Licensed ☐ License-exempt

If your child care provider is license-exempt, they may have to go through the TrustLine finger printing and background check process. Please see **TrustLine** section below.

If you have more than one child care provider, please complete the following information for your additional provider:

Child Care Provider Name: _____ Telephone: (____) _____

Address: _____

My child will start care on: _____

My child care provider is: ☐ Licensed ☐ License-exempt

If your child care provider is license-exempt, they may have to go through the TrustLine finger printing and background check process. Please see **TrustLine** section below.

CHILD INFORMATION

Please complete the following information about your child(ren) needing care:

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

HOW DO I CHANGE MY CHILD CARE PROVIDER?

You can change child care providers at any time by talking to your county worker. You must inform your worker within 30 days of when you change providers. Your county worker can be reached at:

The local Child Care Resource and Referral Agency (R&R) can help you find child care options for your family. You can visit or contact them using the information below, or you can call the California Resource and Referral Network at: **1-800-KIDS-793**.

R&R Agency Name: _____ Telephone: (____) _____

Address: _____ Website: _____

CHILD CARE RULES: TRUSTLINE

Your child care provider must be eligible before they can get paid. An eligible provider is a licensed child care provider, a provider who has cleared the TrustLine fingerprinting and background check process, or a provider who doesn't have to get TrustLine registered. If you choose a child care provider who is required to be TrustLine registered, the county will only pay your provider if they clear TrustLine. Once your child care provider is TrustLine registered, the county will pay for child care for up to 120 days from the date you asked for child care or when the child care began, whichever is later. A grandparent, aunt, or uncle of the child(ren) does not need to be TrustLine registered but must turn in a form called a Declaration of Exemption from TrustLine Registration and Health and Safety Self-Certification (CCP1).

Case Name	Case No.
Client Signature	Date
Case Worker Name	Phone

CALWORKS CHILD CARE REQUEST FORM AND CHILD CARE PAYMENT RULES**NOTICE: You may be eligible for CalWORKs Stage One Child Care**

The county pays for child care for children under age 13, and for children up to age 21 with disabilities.

MY CHILD CARE RIGHTS

- I have a right to receive child care services to help meet my family's needs. For example: housing search, domestic violence or mental health counseling, court and medical appointments, or other similar activities.
- I have a right to child care so that I can go to any Welfare-to-Work (WTW) activity or work.
- My child care will be authorized for 12 months, so that my children get stable, reliable care.
- I have the right to have child care in place before I need to show up for required activities or appointments.
- I have a right to full-time child care, unless I choose part-time care.
- I have a right to child care as a WTW volunteer, if I choose to participate in activities but don't have to.
- If I don't want child care now, I can ask for it later.

WHO CAN BE MY CHILD CARE PROVIDER?

You can choose who will take care of your child(ren). You can choose a child care center, a licensed family child care provider, or a family member, friend or neighbor. If you choose a family member, friend or neighbor, they may need to get fingerprinted. Please see the **TrustLine** section on the back of this form.

HOW DO I ASK FOR CHILD CARE?

You can get child care by asking your county worker, at your On-line CalWORKs Appraisal Tool (OCAT) assessment, or by submitting this form or any request in writing. You should ask for child care as soon as you know you will need it. Child care will be approved when you get approved for cash aid.

HOW DO I FIND CHILD CARE?

The local Child Care Resource and Referral Agency (R&R) can help you find the best child care option for your family. You can visit or contact them using the information below, or you can call the California Resource and Referral Network at: **1-800-KIDS-793**.

R&R Agency Name: _____ Telephone: (_____) _____

Address: _____ Website: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Do you want child care for any of your children now? ☐ Yes ☐ No
2. You are eligible for full-time child care (30 or more hours per week). Would you rather have part-time child care? ☐ Yes ☐ No
3. Will you need child care if you start working, going to school, training, job search, counseling, housing search, or other activity? ☐ Yes ☐ No

If you answered **No** to **questions 1, 2, or 3** above:

4. Is somebody watching your children who does not want to get paid? ☐ Yes ☐ No
5. Are all of your children in Head Start, another free or low-cost child care program, or school?
☐ Yes ☐ No

Even if you don't need child care now, you can ask for child care at any time.

CHILD CARE RULES: TRUSTLINE

Your child care provider must be eligible before they can get paid. An eligible provider is a licensed child care provider, a provider who has cleared the TrustLine fingerprinting and background check process, or a provider who doesn't have to get TrustLine registered. If you choose a child care provider who is required to be TrustLine registered, the county will only pay your provider if they clear TrustLine. Once your child care provider is TrustLine registered, the county will pay for child care for up to 120 days from the date you asked for child care or when the child care began, whichever is later. A grandparent, aunt, or uncle of the child(ren) does not need to be TrustLine registered but must turn in a form called a Declaration of Exemption from TrustLine Registration and Health and Safety Self-Certification (CCP1).

TWO-PARENT FAMILIES

In two-parent families, if one parent is able and available to care for the child(ren), the county will not pay for child care. A parent is considered available to provide care unless they are working (or sleeping after working), doing a county-approved WTW activity, or have a condition verified by a doctor, that prevents them from caring for the child(ren).

CERTIFICATIONS Please initial the below certifications.

_____ I understand that if I choose a child care provider who is required to be TrustLine registered, the provider is not eligible for any reimbursement if they do not get TrustLine registered.

_____ I understand that I do not have to go to any Welfare-to-Work (WTW) appointment or activity unless I have found child care that will accept child care payment from the County.

_____ I understand that I must tell my worker as soon as I need child care. I understand that I need to ask for child care within 30 calendar days from the first day I received child care services for my provider to get fully paid.

_____ I have read this notice, or had it read to me in _____. If I have any questions or need additional information about this notice, I can ask my worker.

My worker can be reached at: _____.

Case Name	Case No.
Client Signature	Date
Case Worker Name	Phone

CALWORKS CHILD CARE REQUEST FORM AND CHILD CARE PAYMENT RULES

NOTICE: You may be eligible for CalWORKs Stage One Child Care

The county pays for child care for children under age 13, and for children up to age 21 with disabilities.

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R&R Agency Name: _____ Telephone: (____) _____

Address: _____ Website: _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Do you want child care for any of your children now? ☐ Yes ☐ No
2. You are eligible for full-time child care (30 or more hours per week). Would you rather have part-time child care? ☐ Yes ☐ No
3. Will you need child care if you start working, going to school, training, job search, counseling, housing search, or other activity? ☐ Yes ☐ No

If you answered **No** to **questions 1, 2, or 3** above:

4. Is somebody watching your children who does not want to get paid? ☐ Yes ☐ No
5. Are all of your children in Head Start, another free or low-cost child care program, or school?
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_____ I have read this notice, or had it read to me in _____. If I have any questions or need additional information about this notice, I can ask my worker.

My worker can be reached at: _____.

Case Name	Case No.
Client Signature	Date
Case Worker Name	Phone

CALWORKS STAGE ONE CHILD CARE AUTHORIZATION FORM

NOTICE: You are authorized for CalWORKs Stage One Child Care. Please complete and return this form when you have found someone to take care of your child(ren).

CHILD CARE AUTHORIZATION

You have been authorized for: Full-time child care _____ Part-time child care _____

Child Care Authorization Start Date: _____ End Date: _____

CHILD CARE PROVIDER INFORMATION

Please complete the following information about your child care provider:

Child Care Provider Name: _____ Telephone: (____) _____

Address: _____

My child will start care on: _____

My child care provider is: ☐ Licensed ☐ License-exempt

If your child care provider is license-exempt, they may have to go through the TrustLine finger printing and background check process. Please see **TrustLine** section below.

If you have more than one child care provider, please complete the following information for your additional provider:

Child Care Provider Name: _____ Telephone: (____) _____

Address: _____

My child will start care on: _____

My child care provider is: ☐ Licensed ☐ License-exempt

If your child care provider is license-exempt, they may have to go through the TrustLine finger printing and background check process. Please see **TrustLine** section below.

CHILD INFORMATION

Please complete the following information about your child(ren) needing care:

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

Name: _____ Birth Date: _____

HOW DO I CHANGE MY CHILD CARE PROVIDER?

You can change child care providers at any time by talking to your county worker. You must inform your worker within 30 days of when you change providers. Your county worker can be reached at:

_____ .


The local Child Care Resource and Referral Agency (R&R) can help you find child care options for your family. You can visit or contact them using the information below, or you can call the California Resource and Referral Network at: **1-800-KIDS-793**.

R&R Agency Name: _____ Telephone: (____) _____
Address: _____ Website: _____

CHILD CARE RULES: TRUSTLINE

Your child care provider must be eligible before they can get paid. An eligible provider is a licensed child care provider, a provider who has cleared the TrustLine fingerprinting and background check process, or a provider who doesn't have to get TrustLine registered. If you choose a child care provider who is required to be TrustLine registered, the county will only pay your provider if they clear TrustLine. Once your child care provider is TrustLine registered, the county will pay for child care for up to 120 days from the date you asked for child care or when the child care began, whichever is later. A grandparent, aunt, or uncle of the child(ren) does not need to be TrustLine registered but must turn in a form called a Declaration of Exemption from TrustLine Registration and Health and Safety Self-Certification (CCP1).

Case Name	Case No.
Client Signature	Date
Case Worker Name	Phone



**You may be
eligible for
12 months
of child care.**

**Quality child care
helps children
and parents.**

CHILDREN LEARN THROUGH
INTERACTIONS AND PLAY.
CHILDREN ARE BETTER
PREPARED FOR SCHOOL.
PARENTS CAN WORK OR GO
TO SCHOOL.

**ASK YOUR WORKER ABOUT
CHILD CARE. SIGN UP TODAY!**