

September 6, 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 21-72

This letter provides information regarding the revised California Work Opportunity and Responsibility to Kids (CalWORKs) Health and Safety Self-Certification form (CCP 4).



KIM JOHNSON
DIRECTOR

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

September 6, 2021

ALL COUNTY LETTER (ACL) NO. 21-72

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL WELFARE-TO-WORK COORDINATORS
ALL CALWORKS PROGRAM SPECIALISTS
ALL CONSORTIA REPRESENTATIVES

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CALWORKS) STAGE ONE CHILD CARE – HEALTH AND
SAFETY SELF-CERTIFICATION FORM (CCP 4)

REFERENCE: [TITLE 22 OF THE CALIFORNIA CODE OF REGULATIONS \(CCR\)](#)
[SECTION 102417\(d\)\(1\)](#); [TITLE 22 CCR SECTION 102425\(a\)](#);
[TITLE 22 CCR SECTION 102425\(b\)](#); [TITLE 22 CCR SECTION](#)
[102425\(d\)](#); [TITLE 22 CCR SECTION 102425\(j\)](#); [MANUAL OF](#)
[POLICIES AND PROCEDURES \(MPP\) SECTION 21-115](#); [MPP](#)
[SECTION 21-115.2](#); [MPP SECTION 23-400.11](#); [ACL 21-02](#)

The purpose of this ACL is to provide County Welfare Departments (CWDs) with instructions regarding the revised Health and Safety Self-Certification form (CCP 4). License-exempt child care providers (sometimes called family, friend, and neighbor care providers) who are serving a family that receives subsidized child care services must complete this form and submit it to the CalWORKs Stage One administrator.

The California Department of Social Services (Department) has revised the CCP 4 to include information regarding infant safe sleep practices pursuant to [Title 22 CCR Section 102417\(d\)\(1\)](#), [Title 22 CCR Section 102425\(a\)](#), [Title 22 CCR Section 102425\(b\)](#), [Title 22 CCR Section 102425\(d\)](#), and [Title 22 CCR Section 102425\(j\)](#). The following language has been added to page 1 under Part B - Health and Safety Self-Certification Requirements:

7. When caring for infants, the child care provider must follow infant safe sleep practices. This includes, but is not limited to, placing all infants up to 12 months of age on their backs to sleep, only allowing infants to sleep in a crib or play yard

that has not been recalled by the Consumer Product Safety Commission, ensuring there is only one infant per crib or play yard and that there are no loose articles in the crib or play yard (including toys and blankets), and regularly checking on the sleeping infant for flushed skin color, increase in body temperature, and restlessness.

The CWDs shall begin utilizing the revised CCP 4 immediately for all new license-exempt child care providers and during the next recertification for existing providers. Although the Department permitted the CWDs to use approved substitutes for the prior version of the CCP 4, the revised CCP 4 is a mandatory form; substitutes are not permitted. Pursuant to [MPP Section 23-400.11](#), all forms in the Required Forms – No Substitute Permitted category may not be modified or restructured. Please refer to [ACL 21-02](#) for guidance regarding the Department's released forms.

CAMERA READY COPIES AND TRANSLATIONS

For camera-ready copies in English, contact the CDSS Forms Management Unit at fmudss@dss.ca.gov. You may also obtain this form from the CDSS webpage at: [CDSS Forms and Brochures Website](#). When translations are completed per [MPP Section 21-115.2](#), including the Spanish form, the forms will be posted on the CDSS website. Copies of the translated forms can be obtained at: [CDSS Translated Forms and Publications Website](#).

The CWDs shall ensure that effective bilingual services are provided. This requirement may be met through utilization of paid interpreters, qualified bilingual employees, and qualified employees of other agencies or community resources. These services shall be provided free of charge to the applicant/recipient. If the CDSS does not provide translations of a form, it is the county's responsibility to provide the translation if an applicant or recipient requests it. More information regarding translations can be found in [MPP Section 21-115](#).

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

Sincerely,

Original Document Signed By

DR. LUPE JAIME-MILEHAM, Deputy Director
Child Care and Development Division

ATTACHMENT

HEALTH AND SAFETY SELF-CERTIFICATION (For license-exempt providers)

INSTRUCTIONS: As a license-exempt child care provider (family, friend, or neighbor) who is serving a family that receives subsidized child care services, you must fill out this form. Please complete the form, and return it promptly to the County Welfare Department, Alternative Payment Program, or other payment agency.

COUNTY USE ONLY

Case Name	Client Case Number
Worker Name	Worker Number

PART A PROVIDER INFORMATION:

1. Name of Provider _____ Provider's Date of Birth _____
 Address _____ City _____ State _____ Zip _____
 Phone _____

The State of California requires proof that you are at least 18 years of age or older. Please attach a copy of your driver's license or other proof of age.

2. Family Receiving Care

Name of Parent/Responsible Adult _____
 Address _____ City _____ State _____ Zip _____
 Phone _____

3. Child care will be provided in (*check one*): ☐ Child's Home ☐ Provider's Home

PART B HEALTH AND SAFETY SELF-CERTIFICATION REQUIREMENTS:

The home where you provide care must meet safety requirements. The health and safety standards are listed below. It is the ongoing responsibility of the parent and the provider to see that these basic standards are met.

If the statement is correct, the parent/responsible adult and provider must put their initials to the left of it. This will certify that the home meets health and safety standards.

Parent's/ Responsible Adult's Initials	Provider's Initials	
1. _____	_____	The home where child care is provided has working smoke detectors and fire extinguishers that meet standards set by the State Fire Marshal.
2. _____	_____	The child care provider will not use corporal, harsh, or unusual punishment.
3. _____	_____	The child care provider must allow unlimited parental access to the children while in their care.
4. _____	_____	The child care provider must not have a communicable disease and must be physically and mentally capable of caring for children. The provider must show proof to the parent that they were tested in the last 12 months and are free of active tuberculosis.

Parent's/ Responsible Adult's Initials	Provider's Initials	
5. _____	_____	The home where child care is provided has yard and play areas that have been checked and are safe for children. Children are protected from dangers such as pools, hot tubs, electrical outlets, stairs, poisonous materials, medications, guns and/or ammunition, etc.
6. _____	_____	There are at least two local character references that will attest to the good character of the child care provider and their ability to provide child care in a safe environment. See Part C.
7. _____	_____	When caring for infants, the child care provider must follow infant safe sleep practices. This includes, but is not limited to, placing all infants up to 12 months of age on their backs to sleep, only allowing infants to sleep in a crib or play yard that has not been recalled by the Consumer Product Safety Commission, ensuring there is only one infant per crib or play yard and that there are no loose articles in the crib or play yard (including toys and blankets), and regularly checking on the sleeping infant for flushed skin color, increase in body temperature, and restlessness.

Information about health and safety and other basic child care training is available from the local Child Care Resource and Referral Program and other community agencies such as the American Red Cross, Community Colleges, Fire Departments, etc.

The parent and provider are encouraged to use the Health & Safety Facility Checklist (CCP 6) to ensure that the home where care is to be provided is safe for children.

PART C OTHER INFORMATION:

1. Local References

Instructions: List the information below for two local references. The references cannot be a parent of the child. The parent should contact these references to check your good character and ability to provide child care.

Name _____
Address _____
City/State _____
Phone _____

Name _____
Address _____
City/State _____
Phone _____

2. Other adults in the home where child care is provided

Instructions: Complete the information below for all other adults in the home where child care is provided.

Name _____ Related to ☐ child ☐ you Relationship _____

Name _____ Related to ☐ child ☐ you Relationship _____

Name _____ Related to ☐ child ☐ you Relationship _____

Name _____ Related to ☐ child ☐ you Relationship _____

3. Statement of Ability to Provide Child Care

Instructions: Describe your ability to provide child care and list your experience and qualifications.

PART D PROVIDER/PARENT STATEMENT**Additional important information for the parent/responsible adult/provider:**

- If you choose to have child care provided in your home (in-home care), you are considered the employer and are responsible for paying at least the state's minimum wage, social security tax, Medicare, and state worker's compensation insurance for your provider. You may also be responsible for unemployment taxes.
- You may be required to withhold federal or state income taxes from the child care provider's earnings. The provider is responsible for reporting income and payment of any federal or state income taxes.
- If you have selected a new provider who is required to register with TrustLine, this provider is not eligible for reimbursement until they are registered with TrustLine. License-exempt child care providers who are required to be TrustLine-registered can get retroactive reimbursement for up to 120 days from the date child care services were requested and provided, if the provider later becomes TrustLine-registered.
- For more information about your responsibilities as an employer, contact your local office of the Employment Development Department at (888-745-3886). For general information about the local child care resource and referral program, you may call toll free at (800-KIDS R WE) (800-543-7793).

1. PROVIDER'S STATEMENT: All information I provided on this form is true and correct to the best of my knowledge. If I am providing child care in my home, I certify that my home meets health and safety requirements listed in Part B. I understand that health and safety training information is available from the local Child Care Resource and Referral program and other community agencies. I understand that I am not an employee of the County Welfare Department, Alternative Payment Program, or other payment agency.

I declare under penalty of perjury under the laws of the State of California that the information I provided on this page is true and correct to the best of my knowledge. I understand that giving false or incomplete information can result in being charged with a crime which can include penalties of a fine, imprisonment, or both.

Signature of Provider _____

Date _____

2. PARENT/RESPONSIBLE ADULT STATEMENT: I have interviewed and approved this child care provider. I understand the statements provided on this form. I understand it is my responsibility to make sure that the child care provided to my child(ren) and the place where care is provided is safe. I also understand that the State of California, County Welfare Department, Alternative Payment Program (APP), or other payment agency did not and will not check the safety of the child care provided by this provider. If the county or APP/Agency cannot fully reimburse what my provider charges because it is over the limit set by the State, I will make a co-payment to the provider for the difference owed. I can also change to a provider that charges less.

I declare under penalty of perjury under the laws of the State of California that the information I provided on this page is true and correct to the best of my knowledge. I understand that giving false or incomplete information can result in being charged with a crime which can include penalties of a fine, imprisonment, or both.

Signature of Parent/Responsible Adult _____

Date _____

COUNTY OR APP USE ONLY

Return this form by: _____ to: