

May 20, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY LETTER NO. 23-91E

The purpose of this errata is to revise instructions for the CalWORKs Families (CW 115) and Two-Parent Families (CW 115A) Reports in All County Letter (ACL) 23-91 to reflect the expanded CalWORKs 60-month time-on-aid limit, and to correct the CALWORKs Two-Parent Family Safety Net code to read "3F."



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
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GAVIN NEWSOM
GOVERNOR

May 20, 2024

ALL COUNTY LETTER NO. 23-91E

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL COUNTY WELFARE TO WORK COORDINATORS
ALL CONSORTIUM PROJECT MANAGERS

SUBJECT: ERRATA TO REVISE INSTRUCTIONS FOR THE CHILD CARE
MONTHLY REPORT – CALWORKS FAMILIES CW 115 (12/23)
AND CHILD CARE MONTHLY REPORT – TWO-PARENT
FAMILIES CW 115A (12/23)

REFERENCE: [WELFARE AND INSTITUTIONS CODE \(WIC\) SECTION 11323.9;](#)
[ALL COUNTY LETTER \(ACL\) 15-35; ACL 06-49; ACL 20-113;](#)
[MANUAL OF POLICIES AND PROCEDURES \(MPP\) 42-763; MPP](#)
[42-302; MPP 82-833; HEALTH AND SAFETY CODE SECTION](#)
[1596.792; CALIFORNIA CODE OF REGULATIONS, TITLE V,](#)
[SECTION 18074.2; MPP 42-700; MPP 42-763; MPP 47-101.6, 47-](#)
[101.7, 47-110\(a\)\(2\), 47-110\(e\)\(2\), 47-110\(f\)\(3\); WIC 11320, et al.](#)

The purpose of this errata is to revise instructions for the CalWORKs Families (CW 115) and Two-Parent Families (CW 115A) Reports in All County Letter (ACL) 23-91 to reflect the expanded CalWORKs 60-month time-on-aid limit and correct the CalWORKs Two-Parent Families Safety Net code for the CW115A. (It was *incorrectly* listed as “K1” in ACL 23-91, but *should be* “3F”, as correctly stated in the original instructions issued with ACL 15-35.)

The original and revision language for the impacted sections are provided below. Revisions are included in **bold** (within this ACL).

The *original* language, on page 3 of the CW 115 instructions, reads:

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs 48-month time limit

and the children are still receiving cash aid. These cases for CalWORKs families are coded K1. ([MPP 42-302](#) and [MPP 82-833](#))

The *revised* language reads:

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs **60-month** time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded K1. ([ACL 20-113](#))

The *original* language on page 2 of the CW 115A instructions reads:

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs 48-month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded K1. ([ACL 20-113](#))

The *revised* language reads:

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs **60-month** time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded **3F**. ([ACL 20-113](#))

The *original* language on page 4 of the CW 115A instructions reads:

Two-Parent Families: Two-Parent Families are those whose AUs include two aided, non-disabled, natural or adoptive parents of the same aided or Supplemental Security Income/State Supplementary Payment (SSI/SSP) minor child (living in the home), unless both parents are minors and neither is the head-of-household. This includes Two-Parent AUs in which only one adult reaches the CalWORKs 48-month time limit. It also includes CalWORKs Safety Net Cases, in which all adults have reached 48-month time limit.

The *revised* language reads:

Two-Parent Families: Two-Parent Families are those whose AUs include two aided, non-disabled, natural or adoptive parents of the same aided or Supplemental Security Income/State Supplementary Payment (SSI/SSP) minor child (living in the home), unless both parents are minors and neither is the head-of-household. This includes Two-Parent AUs in which only one adult reaches the CalWORKs **60-month** time limit. It also includes CalWORKs Safety Net Cases, in which all adults have reached **60-month** time limit.

If you have any questions or need additional guidance regarding the information in this letter, contact the DAB at admchw115@dss.ca.gov.

Sincerely,

Original Document Signed By

RYAN GILLETTE
Deputy Director
Research, Automation, and Data Division

Attachments

Child Care Monthly Report
CalWORKs Families
CW 115 (12/23)

DOWNLOAD REPORT FORM FROM:
<https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>
EMAIL US FOR QUESTIONS ABOUT THE FORM OR INSTRUCTIONS:
admCW115@cdss.ca.gov

Automated Form Updated: 09/22/23

COUNTY NAME <i>Select County Name</i>	VERSION <i>Initial</i>		REPORT MONTH <i>Select Month</i>		REPORT YEAR <i>Select Year</i>	
Part A. Stage 1 Child Care Caseload	Welfare to Work	Cal-Learn	No Longer on Aid	CalWORKs Safety Net	Total	
1. Stage 1 families with child care during the month	1	2	3	4	5	0
2. Stage 1 children with child care during the month	6	7	8	9	10	0
a. Less than two years of age	11	12	13	14	15	0
b. Two through five years of age	16	17	18	19	20	0
c. School age (Six years or older)	21	22	23	24	25	0
3. Stage 1 children in the following child care settings during the month:						
a. Child Care Center	26	27	28	29	30	0
b. Family Child Care Homes	31	32	33	34	35	0
c. License Exempt	36	37	38	39	40	0
4. Stage 1 children submitted for transfer to Stage 2 during the month	41	42	43	44	45	0
5. Stage 1 children waiting to transfer to Stage 2 during the month	46	47	48	49	50	0
a. Stage 1 children who will remain in Stage 1 due to program barriers	51	52	53	54	55	0
b. Stage 1 children waiting to transfer to Stage 2, who are waiting	56	57	58	59	60	0
c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting	61	62	63	64	65	0
Part B. Stage 1 Child Care Services Not Available					Total	
6. Children whose parents were granted good causes for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month:					66	0
a. No funding available					67	
b. No provider available					68	
c. Child care not available during nontraditional hours					69	
d. Transportation to and from child care not available					70	
e. Other					71	
COMMENTS						
Item to be Explanation						
Revised Report Explanation						
CONTACT PERSON						
TELEPHONE						
EXTENSION						
JOB TITLE/CLASSIFICATION						
EMAIL						
SUPERVISOR						
TELEPHONE						
EXTENSION						
JOB TITLE/CLASSIFICATION						
EMAIL						
DATE SUBMITTED						

CHILD CARE MONTHLY REPORT – CALWORKS FAMILIES CW 115 (12/23)

INSTRUCTIONS

CONTENT

The monthly CW 115 report contains statistical information on California Work Opportunity and Responsibility to Kids (CalWORKs) families and children approved/authorized/certified to receive Stage 1 Child Care during the report month. This report includes data on the number of non-Two-Parent families and their children that are approved/authorized/certified to receive Stage 1 Child Care; transferred to Stage 2 or are waiting to transfer to Stage 2 only; and the reasons Stage 1 Child Care was not available during the month. Do not report Two-Parent Families on this form. Stage 1 Child Care for Two-Parent Families will be reported on the CW 115A.

Each county administers Stage 1 of the CalWORKs child care program. Some counties may contract with the Alternative Payment Program (APP) to administer their Stage 1 Child Care program. The APP administers Stages 2 and 3 under contract with the California Department of Education.

PURPOSE

The CW 115 meets the child care data reporting requirements of the [Welfare and Institutions Code \(WIC\) Section 11323.9](#). This report also provides county, state and federal entities with information needed to capture accurate caseload data for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from the [Research, Automation, and Data Division Report Form and Instructions Webpage](#), complete the downloaded form, and e-mail to the CDSS, Data Analytics Bureau (DAB) at admchw115@dss.ca.gov. The electronic form contains automatic computations of some cells and provides e-mail

transmission of completed forms. The website contains specific instructions and guidance.

If you have questions regarding the completion or submission of this report, contact admcw115@dss.ca.gov. The report's statewide and county specific data is available on the CDSS, [Research and Data Reports website](#). Counties are encouraged to review their data on the website each quarter to confirm the county's data matches the data on file at CDSS.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised), and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. Do not leave any items blank unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the General Comments box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DAB.

DEFINITIONS

Cal-Learn: This program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. Cal-Learn provides supportive services to assist teen parents to stay in or return to school in order to graduate. Cal-Learn eligibility is extended to 19 year olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19 and who have not graduated from high school.

NOTE: Do not include other (non-Cal-Learn) children in this column who are living in the household and are receiving Stage 1 Child Care. ([Manual of Policies and Procedures \(MPP\) 42-763](#))

CalWORKs Assistance Unit (AU): An AU is a group of related persons living in the same home who have been determined eligible for CalWORKs cash assistance.

CalWORKs Families: For purposes of this report, CalWORKs families are All Other families, Zero Parent families, Temporary Assistance for Needy Families Timed-Out families and Safety Net families. **NOTE: Two-Parent families are not included on the CW 115. All Other Family: An All Other family is one that has not been identified as either a Two-Parent or a Zero Parent family.**

DEFINITIONS (CONTINUED)

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs 60-month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded K1. ([ACL 20-113](#))

Child Care Case: A child care case that is approved / authorized / certified for CalWORKs Stage 1 Child Care benefits, after an eligibility determination is made that authorizes subsidized child care reimbursements, irrespective of receiving actual child care reimbursements.

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to [Health and Safety Code Section 1596.792](#) and that meet the requirements for participation in the APP. ([California Code of Regulations, Title V, Section 18074.2](#))

Family: For purposes of the CW 115, this is the same as the CalWORKs AU. For example, if two unmarried adults with a child in common are living together, they would be counted as an AU. **NOTE: Two unmarried adults living together with separate children and no child in common would be counted as two AUs with separate CalWORKs cases. A single parent and that parent's children would be only one AU.** ([MPP 47-110\(a\)\(2\)](#))

Family Child Care Homes: Child care provider who:

- (A) Operate licensed family child care homes; or
- (B) Operate a child care business in a home setting on tribal or federal land. ([California Code of Regulations, Title V, Section 18074.2](#))

License Exempt: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. ([MPP 47-110\(e\)\(2\)](#)) ([California Code of Regulations, Title V, Section 18074.2](#))

No Longer on Aid: The entire case or the adult in the AU is not receiving cash aid (excluding safety net cases).

Stage 1 Child Care: Stage 1 begins upon the entry of a person into the CalWORKs program. A family may receive a child care subsidy for any legal child care chosen by the client. ([MPP 47-101.6](#))

DEFINITIONS (CONTINUED)

Stage 2 Child Care: Stage 2 may begin when child care is available through a local Stage 2 program and the county determines stability or when a recipient is transitioning off of aid. ([MPP 47-101.7](#))

Unduplicated Count: For purposes of reporting on the CW 115, this represents a single count of the number of families and/or children regardless of the number of reimbursements made in the report month.

Welfare-to-Work: This program is mandated by the [WIC 11320, et. al.](#) Participation in this program may allow recipients of aid to receive child care assistance. ([MPP 42-700](#))

COLUMN DEFINITIONS

Enter the unduplicated number of families and their children who received Stage 1 Child Care in one of the following categories in the report month.

Column (A) Welfare-to-Work: [MPP 42-700](#) and [WIC 11320, et. al.](#)

Column (B) Cal-Learn: [MPP 42-763](#).

Column (C) No Longer on Aid: [MPP 47-110\(f\)\(3\)](#).

Column (D) CalWORKs Safety Net: [MPP 42-302](#) and [MPP 82-833](#).

Column (E) Total: Enter the sum of columns (A), (B), (C) and (D) for Items 1 through 5.

ITEM INSTRUCTIONS

PART A. STAGE 1 CHILD CARE CASELOAD

1. Stage 1 families with child care during the month: Enter the unduplicated number of families approved/authorized/certified for Stage 1 Child Care in the report month. Include families whose children are waiting to transfer into Stage 2, families whose children have transferred back from Stage 2 and children who are remaining in Stage 1. **Cell 5 Total (E) column is automatically calculated.** [Cells 1-5]
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c): **This item is automatically calculated.** This is the sum of Items 2a through 2c. [Cells 6-10]
 - a. Less than two years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are zero up to the day before they turn two years of age. **Cell 15 Total (E) column is automatically calculated.** [Cells 11-15]

ITEM INSTRUCTIONS (CONTINUED)

- b. Two through five years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who turn two years old and are less than six years of age. **Cell 20 Total (E) is automatically calculated.** [Cells 16-20]
 - c. School age (Six years or older): Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are six years of age and older. **Cell 25 Total (E) column is automatically calculated.** [Cells 21-25]
- 3. Stage 1 children in the following child care settings during the month:
NOTE: Children may be counted in multiple settings. Numbers may be duplicated.
 - a. Child Care Center: Enter the number of Stage 1 children receiving child care using either:
 - 1) Operate licensed centers; or
 - 2) Are public or private schools operating extended day programs; or
 - 3) Operate centers on tribal or federal lands; or
 - 4) Operate recreation programs exempt from licensure pursuant to [Health and Safety Code Section 1596.792](#) and that meet the requirements for participation in the alternative payment program. **Cell 30 Total (E) column is automatically calculated.** [Cells 26-30]
 - b. Family Child Care Homes: Enter the number of Stage 1 children receiving child care using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 35 Total (E) column is automatically calculated.** [Cells 31-35]
 - c. License Exempt: Enter the number of Stage 1 children receiving child care using all other providers that are not included in the child care center or family child care homes definition and not required to be licensed. **Cell 40 Total (E) column is automatically calculated.** [Cells 36-40]
- 4. Stage 1 children submitted for transfer to Stage 2 during the month: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified to be submitted for transfer to Stage 2 during the report month. Include children that were reimbursed in Stage 1 child care on the last day of the previous month and submitted for transfer to Stage 2 on the first day of the report month. **Cell 45 Total (E) column is automatically calculated.** [Cells 41-45]

ITEM INSTRUCTIONS (CONTINUED)

5. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 5a through 5c): **This item is automatically calculated.** This is the sum of Items 5a through 5c. **Cell 50 Total (E) column is automatically calculated.**
[Cell 46-50]
- a. Stage 1 children who will remain in Stage 1 due to program barriers: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who will not transfer to Stage 2 and will remain in Stage 1 Child Care due to program barriers during the month (e.g. in-home license exempt providers, issues, and concerns). **Cell 55 Total (E) column is automatically calculated.** [Cells 51-55]
- b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who cannot yet transfer to Stage 2 due to Stage 2 funding issues. **Cell 60 Total (E) column is automatically calculated.** [Cell 56-60]
- c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues: Enter the unduplicated number of Stage 1 children approved/authorized/certified eligible and waiting to transfer to Stage 2 due to agency staffing issues. Agency staffing issues could either be CWD or APP issues. **Cell 65 Total (E) column is automatically calculated.** [Cell 61-65]

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

Children reported in Part B because child care services were not available should not be reported in Part A. **NOTE: The data in this section is a subset of Part C, Item 32 (Cell 38), “Good cause for not participating in WTW,” on the WTW 25 (10/06), CalWORKs Welfare-to-Work Monthly Activity Report – All (Other) Families.**

6. Children whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month. The primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 6a through 6e): **This item is automatically calculated.** This is the sum of Item 6a through 6e.
[Cell 66]
- a. No funding available: Enter the unduplicated number of children for whom child care was not available due to a lack of child care funding. [Cell 67]

ITEM INSTRUCTIONS (CONTINUED)

- b. No provider available: Enter the unduplicated number of children for whom no child care providers were available. [Cell 68]
- c. Child care not available during nontraditional hours: Enter the unduplicated number of children for whom there were no child care providers offering care during nontraditional hours. [Cell 69]
- d. Transportation to and from child care not available: Enter the unduplicated number of children who did not receive child care because neither public nor private transportation was available to transport the child between his or her home and the provider. [Cell 70]
- e. Other (e.g. Special needs; sick care not available, etc., explain in Item 6e Explanation box): Enter the unduplicated number of children for whom child care was not available due to circumstances not noted in Items 6a through 6d above. For example, no provider available to provide child care services to children with special needs or an ill child. [Cell 71]

COMMENTS

Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in this section and specify the items and specific programs (columns provided) for which these agencies are responsible. This information is only requested so that DAB can contact the appropriate party or individual for further information if necessary, on the data reported.

Use the Comments section to:

- In the General Comments box, explain any major fluctuations in data.
- In the General Comments box, provide any comments the county determines necessary, including major changes in procedures, programming, or staffing that have affected the data.
- In the General Comments box, explain any “0” data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data
- In the Revised Report Explanation box, explain the reason for a revised report.
- In the Item 6e Explanation box, explain the “other” reason(s) child care was not received.

CHILD CARE MONTHLY REPORT – CALWORKS FAMILIES CW 115 (12/23)

VALIDATION RULES AND EDITS

CELLS Each data cell in this report must be a whole number equal to or greater than zero (0). Enter no decimals. No data cells should be left blank.
1 – 71

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If Revised is selected, enter the reasons for the revision in the Revised Report Explanation box.

PART A. STAGE 1 CHILD CARE CASELOAD

Item 1 must be less than or equal to Item 2

- Cell 1 must be less than or equal to Cell 6
- Cell 2 must be less than or equal to Cell 7
- Cell 3 must be less than or equal to Cell 8
- Cell 4 must be less than or equal to Cell 9
- Cell 5 must be less than or equal to Cell 10

Item 1 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 5 must be equal to (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4)

Item 2 must be greater than or equal to Item 1

- Cell 6 must be greater than or equal to Cell 1
- Cell 7 must be greater than or equal to Cell 2
- Cell 8 must be greater than or equal to Cell 3
- Cell 9 must be greater than or equal to Cell 4
- Cell 10 must be greater than or equal to Cell 5

Item 2 must be equal to (Item 2a plus Item 2b plus Item 2c)

- Cell 6 must be equal to (Cell 11 plus Cell 16 plus Cell 21)
- Cell 7 must be equal to (Cell 12 plus Cell 17 plus Cell 22)
- Cell 8 must be equal to (Cell 13 plus Cell 18 plus Cell 23)
- Cell 9 must be equal to (Cell 14 plus Cell 19 plus Cell 24)
- Cell 10 must be equal to (Cell 15 plus Cell 20 plus Cell 25)

Item 2 must be greater than or equal to (Item 4 plus Item 5)

- Cell 6 must be greater than or equal to (Cell 41 plus Cell 46)
- Cell 7 must be greater than or equal to (Cell 42 plus Cell 47)
- Cell 8 must be greater than or equal to (Cell 43 plus Cell 48)

- Cell 9 must be greater than or equal to (Cell 44 plus Cell 49)
- Cell 10 must be greater than or equal to (Cell 45 plus Cell 50)

Item 2 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 10 must be equal to (Cell 6 plus Cell 7 plus Cell 8 plus Cell 9)

Item 2a Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 15 must be equal to (Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)

Item 2b Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 20 must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)

Item 2c Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 25 must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24)

Item 3a must be less than or equal to Item 2

- Cell 26 must be less than or equal to Cell 6
- Cell 27 must be less than or equal to Cell 7
- Cell 28 must be less than or equal to Cell 8
- Cell 29 must be less than or equal to Cell 9
- Cell 30 must be less than or equal to Cell 10

Item 3a Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 30 must be equal to (Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)

Item 3b must be less than or equal to Item 2

- Cell 31 must be less than or equal to Cell 6
- Cell 32 must be less than or equal to Cell 7
- Cell 33 must be less than or equal to Cell 8
- Cell 34 must be less than or equal to Cell 9
- Cell 35 must be less than or equal to Cell 10

Item 3b Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 35 must be equal to (Cell 31 plus Cell 32 plus Cell 33 plus Cell 34)

Item 3c must be less than or equal to Item 2

- Cell 36 must be less than or equal to Cell 6

- Cell 37 must be less than or equal to Cell 7
- Cell 38 must be less than or equal to Cell 8
- Cell 39 must be less than or equal to Cell 9
- Cell 40 must be less than or equal to Cell 10

Item 3c Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 40 must be equal to (Cell 36 plus Cell 37 plus Cell 38 plus Cell 39)

Item 4 must be less than or equal to Item 2

- Cell 41 must be less than or equal to Cell 6
- Cell 42 must be less than or equal to Cell 7
- Cell 43 must be less than or equal to Cell 8
- Cell 44 must be less than or equal to Cell 9
- Cell 45 must be less than or equal to Cell 10

Item 4 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 45 must be equal to (Cell 41 plus Cell 42 plus Cell 43 plus Cell 44)

Item 5 must be less than or equal to Item 2

- Cell 46 must be less than or equal to Cell 6
- Cell 47 must be less than or equal to Cell 7
- Cell 48 must be less than or equal to Cell 8
- Cell 49 must be less than or equal to Cell 9
- Cell 50 must be less than or equal to Cell 10

Item 5 Total must be equal to (Item 5a plus Item 5b plus Item 5c)

- Cell 46 must be equal to (Cell 51 plus Cell 56 plus Cell 61)
- Cell 47 must be equal to (Cell 52 plus Cell 57 plus Cell 62)
- Cell 48 must be equal to (Cell 53 plus Cell 58 plus Cell 63)
- Cell 49 must be equal to (Cell 54 plus Cell 59 plus Cell 64)
- Cell 50 must be equal to (Cell 55 plus Cell 60 plus Cell 65)

Item 5 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 50 must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)

Item 5a Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 55 must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54)

Item 5b Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 60 must be equal to (Cell 56 plus Cell 57 plus Cell 58 plus Cell 59)

Item 5c Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 65 must be equal to (Cell 61 plus Cell 62 plus Cell 63 plus Cell 64)

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

Item 6 Total must be equal to (Item 6a plus Item 6b plus Item 6c plus Item 6d plus Item 6e)

- Cell 66 must be equal to (Cell 67 plus Cell 68 plus Cell 69 plus Cell 70 plus Cell 71)

Child Care Monthly Report
Two Parent Families
CW 115A (12/23)

DOWNLOAD REPORT FORM FROM:
<https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>
EMAIL US FOR QUESTIONS ABOUT THE FORM OR INSTRUCTIONS:
adm@cw115.cdss.ca.gov

Automated Form Updated: 09/22/23

COUNTY NAME <small>Select County Name</small>	VERSION <small>Initial</small>		REPORT MONTH <small>Select Month</small>				REPORT YEAR <small>Select Year</small>	
Part A. Stage 1 Child Care Caseload	Welfare to Work	Cal-Learn	No Longer on Aid	CalWORKs Safety Net	Total			
1. Stage 1 families with child care during the month	1	2	3	4	5	0		
2. Stage 1 children with child care during the month	6	7	8	9	10	0		
a. Less than two years of age	11	12	13	14	15	0		
b. Two through five years of age	16	17	18	19	20	0		
c. School age (Six years or older)	21	22	23	24	25	0		
3. Stage 1 children in the following child care settings during the month:								
a. Child Care Center	26	27	28	29	30	0		
b. Family Child Care Homes	31	32	33	34	35	0		
c. License Exempt	36	37	38	39	40	0		
4. Stage 1 children submitted for transfer to Stage 2 during the month	41	42	43	44	45	0		
5. Stage 1 children waiting to transfer to Stage 2 during the month	46	47	48	49	50	0		
a. Stage 1 children who will remain in Stage 1 due to program barriers	51	52	53	54	55	0		
b. Stage 1 children waiting to transfer to Stage 2, who are waiting	56	57	58	59	60	0		
c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting	61	62	63	64	65	0		
Part B. Stage 1 Child Care Services Not Available						Total	0	
6. Children whose parents were granted good causes for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month:						66	0	
a. No funding available						67		
b. No provider available						68		
c. Child care not available during nontraditional hours						69		
d. Transportation to and from child care not available						70		
e. Other						71		
COMMENTS								
Item 6e Explanation								
Revised Report Explanation								
CONTACT PERSON								
TELEPHONE			EXTENSION					
TITLE/CLASSIFICATION								
EMAIL								
SUPERVISOR								
TELEPHONE			EXTENSION					
TITLE/CLASSIFICATION								
EMAIL								
DATE SUBMITTED								

CHILD CARE MONTHLY REPORT – CALWORKS FAMILIES CW 115A (12/23)

INSTRUCTIONS

CONTENT

The monthly CW 115A report contains statistical information on California Work Opportunity and Responsibility to Kids (CalWORKs) families and children approved/authorized/certified to receive Stage 1 Child Care during the report month. This report includes data on the number of Two-Parent families and their children that are approved/authorized/certified to receive Stage 1 Child Care; transferred to Stage 2 or are waiting to transfer to Stage 2 only; and the reasons Stage 1 Child Care was not available during the month. Do not report non Two-Parent Families on this form. Stage 1 Child Care for non Two-Parent Families will be reported on the CW 115.

Each county administers Stage 1 of the CalWORKs child care program. Some counties may contract with the Alternative Payment Program (APP) to administer their Stage 1 Child Care program. The APP administers Stages 2 and 3 under contract with the California Department of Education.

PURPOSE

The CW 115A meets the child care data reporting requirements of the [Welfare and Institutions Code \(WIC\) Section 11323.9](#). This report also provides county, state and federal entities with information needed to capture accurate caseload data for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 20th calendar day of the month following the report month. If the report's due date is on a Saturday, Sunday or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s). The California Department of Social Services (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed.

Download an Excel version of the report form from the [Research, Automation, and Data Division Report Form and Instructions Webpage](#), complete the downloaded form, and e-mail to the CDSS, Data Analytics Bureau (DAB) at admwcw115@dss.ca.gov. The electronic form contains automatic computations of some cells and provides e-mail

transmission of completed forms. The website contains specific instructions and guidance.

If you have questions regarding the completion or submission of this report, contact admcw115@dss.ca.gov. The report's statewide and county specific data is available on the CDSS, [Research and Data Reports website](#). Counties are encouraged to review their data on the website each quarter to confirm the county's data matches the data on file at CDSS.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised) and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter "0" if there is nothing to report for an item. Do not leave any items blank unless otherwise noted. If your county is unable to collect or track a particular service/activity, enter "0" and explain in the General Comments box.

Enter in the boxes at the bottom of the form the contact name, job title or classification, telephone number, extension, fax number and e-mail address of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report is submitted. This is the date when the report is e-mailed to DAB.

DEFINITIONS

Cal-Learn: This program serves pregnant or custodial teen parents under the age of 19 who have not obtained a high school diploma and are receiving aid. Cal-Learn provides supportive services to assist teen parents to stay in or return to school in order to graduate. Cal-Learn eligibility is extended to 19-year-olds who volunteer for Cal-Learn, are in Cal-Learn prior to turning 19 and who have not graduated from high school.

NOTE: Do not include other (non-Cal-Learn) children in this column who are living in the household and are receiving Stage 1 Child Care. ([Manual of Policies and Procedures \(MPP\) 42-763](#))

CalWORKs Assistance Unit (AU): An AU is a group of related persons living in the same home who have been determined eligible for CalWORKs cash assistance.

CalWORKs Safety Net: Families in which all adults have been discontinued from cash aid and removed from the AU as a result of reaching the CalWORKs 60-month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded 3F. ([ACL 20-113](#))

DEFINITIONS (CONTINUED)

Child Care Case: A child care case that is approved / authorized / certified for CalWORKs Stage 1 Child Care benefits, after an eligibility determination is made that authorizes subsidized child care reimbursements, irrespective of receiving actual child care reimbursements.

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to [Health and Safety Code Section 1596.792](#) and that meet the requirements for participation in the APP. ([California Code of Regulations, Title V, Section 18074.2](#))

Family: For purposes of the CW 115A, this is the same as the CalWORKs AU. For example, if two unmarried adults with a child in common are living together, they would be counted as an AU. **NOTE: Two unmarried adults living together with separate children and no child in common would be counted as two AUs with separate CalWORKs cases. A single parent and that parent's children would be only one AU.** ([MPP 47-110\(a\)\(2\)](#))

Family Child Care Homes: Child care provider who:

- (A) Operate licensed family child care homes; or
- (B) Operate a child care business in a home setting on tribal or federal land. ([California Code of Regulations, Title V, Section 18074.2](#))

License Exempt: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. ([MPP 47-110\(e\)\(2\)](#)) ([California Code of Regulations, Title V, Section 18074.2](#))

No Longer on Aid: The entire case or the adult in the AU is not receiving cash aid (excluding safety net cases).

Stage 1 Child Care: Stage 1 begins upon the entry of a person into the CalWORKs program. A family may receive a child care subsidy for any legal child care chosen by the client. ([MPP 47-101.6](#))

Stage 2 Child Care: Stage 2 may begin when child care is available through a local Stage 2 program and the county determines stability or when a recipient is transitioning off of aid. ([MPP 47-101.7](#))

DEFINITIONS (CONTINUED)

Two-Parent Families: Two-Parent Families are those whose AUs include two aided, non-disabled, natural or adoptive parents of the same aided or Supplemental Security Income/State Supplementary Payment (SSI/SSP) minor child (living in the home), unless both parents are minors and neither is the head-of-household. This includes Two-Parent AUs in which only one adult reaches the CalWORKs 60-month time limit. It also includes CalWORKs Safety Net Cases, in which all adults have reached 60-month time limit.

Unduplicated Count: For purposes of reporting on the CW 115A, this represents a single count of the number of families and/or children regardless of the number of reimbursements made in the report month.

Welfare-to-Work: This program is mandated by the [WIC 11320, et. al.](#) Participation in this program may allow recipients of aid to receive child care assistance. ([MPP 42-700](#))

COLUMN DEFINITIONS

Enter the unduplicated number of families and their children who received Stage 1 Child Care in one of the following categories in the report month.

Column (A) **Welfare-to-Work:** [MPP 42-700](#) and [WIC 11320, et. al.](#)

Column (B) **Cal-Learn:** [MPP 42-763](#).

Column (C) **No Longer on Aid:** [MPP 47-110\(f\)\(3\)](#).

Column (D) **CalWORKs Safety Net:** [MPP 42-302](#) and [MPP 82-833](#).

Column (E) **Total:** Enter the sum of columns (A), (B), (C) and (D) for Items 1 through 5.

ITEM INSTRUCTIONS

PART A. STAGE 1 CHILD CARE CASELOAD

1. **Stage 1 families with child care during the month:** Enter the unduplicated number of families approved/authorized/certified for Stage 1 Child Care in the report month. Include families whose children are waiting to transfer into Stage 2, families whose children have transferred back from Stage 2 and children who are remaining in Stage 1. **Cell 5 Total (E) column is automatically calculated.**
[Cells 1-5]
2. **Stage 1 children with child care during the month (Sum of Items 2a through 2c):** **This item is automatically calculated.** This is the sum of Items 2a through 2c.
[Cells 6-10]

ITEM INSTRUCTIONS (CONTINUED)

- a. Less than two years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are zero up to the day before they turn two years of age. **Cell 15 Total (E) column is automatically calculated.** [Cells 11-15]
 - b. Two through five years of age: Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who turn two years old and are less than six years of age. **Cell 20 Total (E) is automatically calculated.** [Cells 16-20]
 - c. School age (Six years or older): Enter the unduplicated number of children approved/authorized/certified for Stage 1 Child Care who are six years of age and older. **Cell 25 Total (E) column is automatically calculated.** [Cells 21-25]
3. Stage 1 children in the following child care settings during the month:
NOTE: Children may be counted in multiple settings. Numbers may be duplicated.
- a. Child Care Center: Enter the number of Stage 1 children receiving child care using either:
 - 1) Operate licensed centers; or
 - 2) Are public or private schools operating extended day programs; or
 - 3) Operate centers on tribal or federal lands; or
 - 4) Operate recreation programs exempt from licensure pursuant to [Health and Safety Code Section 1596.792](#) and that meet the requirements for participation in the alternative payment program. **Cell 30 Total (E) column is automatically calculated.** [Cells 26-30]
 - b. Family Child Care Homes: Enter the number of Stage 1 children receiving child care using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 35 Total (E) column is automatically calculated.** [Cells 31-35]
 - c. License Exempt: Enter the number of Stage 1 children receiving child care using all other providers that are not included in the child care center or family child care homes definition and not required to be licensed. **Cell 40 Total (E) column is automatically calculated.** [Cells 36-40]

ITEM INSTRUCTIONS (CONTINUED)

4. Stage 1 children submitted for transfer to Stage 2 during the month: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified to be submitted for transfer to Stage 2 during the report month. Include children that were reimbursed in Stage 1 child care on the last day of the previous month and submitted for transfer to Stage 2 on the first day of the report month. **Cell 45 Total (E) column is automatically calculated.** [Cells 41-45]
5. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 5a through 5c): **This Item is automatically calculated.** This is the sum of Items 5a through 5c. **Cell 50 Total (E) column is automatically calculated.** [Cell 46-50]
 - a. Stage 1 children who will remain in Stage 1 due to program barriers: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who will not transfer to Stage 2 and will remain in Stage 1 Child Care due to program barriers during the month (e.g. in-home license exempt providers, issues, and concerns). **Cell 55 Total (E) column is automatically calculated.** [Cells 51-55]
 - b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues: Enter the unduplicated number of eligible Stage 1 children approved/authorized/certified who cannot yet transfer to Stage 2 due to Stage 2 funding issues. **Cell 60 Total (E) column is automatically calculated.** [Cell 56-60]
 - c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues: Enter the unduplicated number of Stage 1 children approved/authorized/certified eligible and waiting to transfer to Stage 2 due to agency staffing issues. Agency staffing issues could either be CWD or APP issues. **Cell 65 Total (E) column is automatically calculated.** [Cell 61-65]

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

Children reported in Part B because child care services were not available should not be reported in Part A. **NOTE: The data in this section is a subset of Part C, Item 32 (Cell 38), "Good cause for not participating in WTW," on the WTW 25A (10/06), CalWORKs Welfare-to-Work Monthly Activity Report – Two-Parent Families.**

6. Children whose parents were granted good cause for not participating in Welfare-to-Work activities due to the unavailability of Stage 1 Child Care during the month. The primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 6a through 6e):

ITEM INSTRUCTIONS (CONTINUED)

This Item is automatically calculated. This is the sum of Item 6a through 6e.
[Cell 66]

- a. No funding available: Enter the unduplicated number of children for whom child care was not available due to a lack of child care funding. [Cell 67]
- b. No provider available: Enter the unduplicated number of children for whom no child care providers were available. [Cell 68]
- c. Child care not available during nontraditional hours: Enter the unduplicated number of children for whom there were no child care providers offering care during nontraditional hours. [Cell 69]
- d. Transportation to and from child care not available: Enter the unduplicated number of children who did not receive child care because neither public nor private transportation was available to transport the child between his or her home and the provider. [Cell 70]
- e. Other (e.g. Special needs; sick care not available, etc., explain in Item 6e Explanation box): Enter the unduplicated number of children for whom child care was not available due to circumstances not noted in Items 6a through 6d above. For example, no provider available to provide child care services to children with special needs or an ill child. [Cell 71]

COMMENTS

Those counties who have contracts with APPs are requested to add the APP contacts and phone numbers in this section and specify the items and specific programs (columns provided) for which these agencies are responsible. This information is only requested so that DAB can contact the appropriate party or individual for further information if necessary, on the data reported.

Use the Comments section to:

- In the General Comments box, explain any major fluctuations in data.
- In the General Comments box, provide any comments the county determines necessary, including major changes in procedures, programming, or staffing that have affected the data.
- In the General Comments box, explain any “0” data entry for an item if the county does not provide the service/activity or if the county is unable to collect or track the data
- In the Revised Report Explanation box, explain the reason for a revised report.
- In the Item 6e Explanation box, explain the “other” reason(s) child care was not received.

CHILD CARE MONTHLY REPORT – TWO-PARENT FAMILIES CW 115A (12/23)

VALIDATION RULES AND EDITS

CELLS Each data cell in this report must be a whole number equal to or greater than zero (0). Enter no decimals. No data cells should be left blank.
1 – 71

Initial reports: If "Initial" is selected, the "Revised Report Explanation" box near the bottom of the report form must be left blank.

Revised reports: If Revised is selected, enter the reasons for the revision in the Revised Report Explanation box.

PART A. STAGE 1 CHILD CARE CASELOAD

Item 1 must be less than or equal to Item 2

- Cell 1 must be less than or equal to Cell 6
- Cell 2 must be less than or equal to Cell 7
- Cell 3 must be less than or equal to Cell 8
- Cell 4 must be less than or equal to Cell 9
- Cell 5 must be less than or equal to Cell 10

Item 1 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 5 must be equal to (Cell 1 plus Cell 2 plus Cell 3 plus Cell 4)

Item 2 must be greater than or equal to Item 1

- Cell 6 must be greater than or equal to Cell 1
- Cell 7 must be greater than or equal to Cell 2
- Cell 8 must be greater than or equal to Cell 3
- Cell 9 must be greater than or equal to Cell 4
- Cell 10 must be greater than or equal to Cell 5

Item 2 must be equal to (Item 2a plus Item 2b plus Item 2c)

- Cell 6 must be equal to (Cell 11 plus Cell 16 plus Cell 21)
- Cell 7 must be equal to (Cell 12 plus Cell 17 plus Cell 22)
- Cell 8 must be equal to (Cell 13 plus Cell 18 plus Cell 23)
- Cell 9 must be equal to (Cell 14 plus Cell 19 plus Cell 24)
- Cell 10 must be equal to (Cell 15 plus Cell 20 plus Cell 25)

Item 2 must be greater than or equal to (Item 4 plus Item 5)

- Cell 6 must be greater than or equal to (Cell 41 plus Cell 46)
- Cell 7 must be greater than or equal to (Cell 42 plus Cell 47)
- Cell 8 must be greater than or equal to (Cell 43 plus Cell 48)

- Cell 9 must be greater than or equal to (Cell 44 plus Cell 49)
- Cell 10 must be greater than or equal to (Cell 45 plus Cell 50)

Item 2 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 10 must be equal to (Cell 6 plus Cell 7 plus Cell 8 plus Cell 9)

Item 2a Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 15 must be equal to (Cell 11 plus Cell 12 plus Cell 13 plus Cell 14)

Item 2b Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 20 must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)

Item 2c Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 25 must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24)

Item 3a must be less than or equal to Item 2

- Cell 26 must be less than or equal to Cell 6
- Cell 27 must be less than or equal to Cell 7
- Cell 28 must be less than or equal to Cell 8
- Cell 29 must be less than or equal to Cell 9
- Cell 30 must be less than or equal to Cell 10

Item 3a Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 30 must be equal to (Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)

Item 3b must be less than or equal to Item 2

- Cell 31 must be less than or equal to Cell 6
- Cell 32 must be less than or equal to Cell 7
- Cell 33 must be less than or equal to Cell 8
- Cell 34 must be less than or equal to Cell 9
- Cell 35 must be less than or equal to Cell 10

Item 3b Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 35 must be equal to (Cell 31 plus Cell 32 plus Cell 33 plus Cell 34)

Item 3c must be less than or equal to Item 2

- Cell 36 must be less than or equal to Cell 6
- Cell 37 must be less than or equal to Cell 7

- Cell 38 must be less than or equal to Cell 8
- Cell 39 must be less than or equal to Cell 9
- Cell 40 must be less than or equal to Cell 10

Item 3c Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 40 must be equal to (Cell 36 plus Cell 37 plus Cell 38 plus Cell 39)

Item 4 must be less than or equal to Item 2

- Cell 41 must be less than or equal to Cell 6
- Cell 42 must be less than or equal to Cell 7
- Cell 43 must be less than or equal to Cell 8
- Cell 44 must be less than or equal to Cell 9
- Cell 45 must be less than or equal to Cell 10

Item 4 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 45 must be equal to (Cell 41 plus Cell 42 plus Cell 43 plus Cell 44)

Item 5 must be less than or equal to Item 2

- Cell 46 must be less than or equal to Cell 6
- Cell 47 must be less than or equal to Cell 7
- Cell 48 must be less than or equal to Cell 8
- Cell 49 must be less than or equal to Cell 9
- Cell 50 must be less than or equal to Cell 10

Item 5 Total must be equal to (Item 5a plus Item 5b plus Item 5c)

- Cell 46 must be equal to (Cell 51 plus Cell 56 plus Cell 61)
- Cell 47 must be equal to (Cell 52 plus Cell 57 plus Cell 62)
- Cell 48 must be equal to (Cell 53 plus Cell 58 plus Cell 63)
- Cell 49 must be equal to (Cell 54 plus Cell 59 plus Cell 64)
- Cell 50 must be equal to (Cell 55 plus Cell 60 plus Cell 65)

Item 5 Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 50 must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)

Item 5a Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 55 must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54)

Item 5b Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 60 must be equal to (Cell 56 plus Cell 57 plus Cell 58 plus Cell 59)

Item 5c Total must be equal to Column A plus column B plus Column C plus Column D

- Cell 65 must be equal to (Cell 61 plus Cell 62 plus Cell 63 plus Cell 64)

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

Item 6 Total must be equal to (Item 6a plus Item 6b plus Item 6c plus Item 6d plus Item 6e)

- Cell 66 must be equal to (Cell 67 plus Cell 68 plus Cell 69 plus Cell 70 plus Cell 71)