

March 30, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**ALL COUNTY WELFARE DIRECTORS LETTER (ACWDL)**

The purpose of this All County Welfare Directors Letter (ACWDL) is to provide guidance to County Welfare Departments (CWDs) regarding the passing of Senate Bill (SB) 117. SB 117 includes provisions to ensure continuity of payments for state-subsidized child care programs during the Coronavirus Disease (COVID-19) or Novel Coronavirus emergency through June 30, 2020.



**KIM JOHNSON**  
DIRECTOR

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

March 30, 2020

ALL COUNTY WELFARE DIRECTORS LETTER

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division

SUBJECT: CORONAVIRUS DISEASE 2019 (COVID-19 OR NOVEL  
CORONAVIRUS) GUIDANCE ON THE UPDATED ATTENDANCE  
AND REPORTING REQUIREMENTS FOR CALIFORNIA WORK  
OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS)  
STAGE ONE CHILD CARE; CALIFORNIA DEPARTMENT OF  
EDUCATION MANAGEMENT BULLETIN 20-04

REFERENCE: [SENATE BILL \(SB\) 117, \(CHAPTER 3, STATUTES 2020\)](#);  
CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT  
BULLETIN 20-04

The purpose of this All County Welfare Directors Letter (ACWDL) is to provide guidance to County Welfare Departments (CWD) regarding the passing of Senate Bill (SB) 117. SB 117 includes provisions to ensure the continuity of payments for state-subsidized child care programs during the Coronavirus Disease or (COVID-19 or Novel Coronavirus) emergency.

**Policy**

SB 117 waives specific attendance and reporting requirements for state-subsidized early learning and care programs, including the California Department of Social Services (CDSS) managed California Work and Responsibility to Kids (CalWORKs) Stage One Child Care due to the impact of the COVID-19 emergency, through June 30, 2020. This letter also waives these requirements for the Emergency Child Care Bridge Program for Foster Children (Bridge Program). These requirements will apply until June 30, 2020, unless nullified or changed by the Legislature.

SB 117 specifies that early learning and care programs, including CalWORKs Stage One, must be reimbursed using the most recent monthly attendance record or invoice.

Providers are required to utilize the CalWORKs Stage One Child Care Reimbursement Report, [CCP 2145](#) to receive payment. The form is completed by the child care provider and includes the hours of care, rates, and signatures of both the child care provider and client. The form is then submitted to the CWD for payment, except when the child care is provided in the home of the client. The payment would then be paid directly to the client as the employer.

The California Department of Education (CDE) released Management Bulletin (MB) 20-04, that provides additional guidance on temporary updated reimbursement processes for the remainder of FY 2019-20. Upcoming fiscal and attendance reporting requirements are being temporarily delayed. State-subsidized early learning and care programs shall be reimbursed as provided in the directive below.

In addition, the CDSS encourages state-subsidized early learning and care contractors to collaborate with their local public health departments and refer to guidance from the Center for Disease Control (CDC) and the California Department of Public Health. Some counties have determined that child care is an essential service when providing care for parents who are providing essential services. Please refer to your local public health department for their definition of essential services.

### **Provider Reimbursement**

Providers serving families utilizing CalWORKs Stages One, Two, and Three must be reimbursed using the most recent monthly attendance record or invoice. Provider reimbursement processes vary as described below:

Providers who are closed due to COVID-19 and are not able to submit their monthly attendance record or invoice shall be reimbursed based on the total certified authorizations, either part-time or full-time. License-exempt providers shall also be reimbursed based on the maximum authorized hours of care. For families authorized for alternative schedules, pay the maximum authorized hours of care.

Contractors must reimburse providers that have closed due to the response to COVID-19 and are not providing services for up to 30 days after closure.

Providers who are remaining open:

- These providers shall submit attendance records or invoices in accordance with current reporting policies. Providers may submit an invoice or attendance record without the parent signature if the parent is unavailable to sign due to the response to COVID-19.
  - Regardless of attendance, these providers shall be reimbursed based on the child-care authorizations.

- Providers that are unable to submit an attendance record or invoice, should contact their Alternative Payment Program (APP) or CWD. The APP or CWD must reimburse based on the maximum child care authorization.
- For license-exempt providers reimbursement shall be made for the maximum authorized hours.
- Providers reimbursed by APPs or Counties for the Bridge Program are reimbursed using the most recent monthly attendance record or invoice. Providers unable to submit monthly attendance records will be reimbursed based on maximum authorized hours of need. Otherwise, Bridge Program provider processes shall vary in the manner described above.

Families who still need services, but whose usual provider is closed, can select an alternate provider that will be paid. In situations in which parents must obtain an alternate provider to meet the child-care need, those licensed and license-exempt alternative providers shall be reimbursed for time that services are provided, even when the regular provider has a paid day of non-operation.

The APP and CWDs should work with providers to determine the best way to receive attendance and/or invoice records while ensuring local public health department guidelines are being met. This may include, but is not limited to, submitting electronic records, including digital signatures, or access to a drop box outside of the building.

### **Data Reporting Requirements for Alternative Payment Contractors and County Welfare Departments**

The CDE and the California Department of Social Services (CDSS) will be asking that APPs and CWDs collect information and report data on any dual provider payments for the time period of March 16, 2020 through June 30, 2020. The CDE and CDSS will jointly issue further guidance on reporting instructions next week. Collection of the data above will assist us in mitigating cost pressures associated with this temporary change.

If you have any questions or need additional guidance regarding the information in this letter, contact the Child Care Intergenerational Services Bureau at (916) 657-2144 or at [CCPB@dss.ca.gov](mailto:CCPB@dss.ca.gov) .

Sincerely,

### ***Original Document Signed By***

JENNIFER HERNANDEZ, Deputy Director  
Family Engagement and Empowerment Division