

CDSS Child Care and Development Division Direct Deposit Frequently Asked Questions

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Eligibility

- 1. Which child care and development programs are eligible to receive direct deposit from the California Department of Social Services (CDSS) via the Foundation for California Community Colleges (FoundationCCC)?**

Answer: The following child care programs are eligible:

- Alternative Payment Programs (CAPP)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stages Two and Three (C2AP, C3AP)
- Migrant Alternative Payment Programs (CMAP)
- General Child Care and Development Programs (CCTR)
- Migrant Child Care and Development Programs (CMIG)
- Family Child Care Home Education Networks (CFCC)
- Child Care and Development Services for Children with Special Needs (CHAN)
- Child Care Resource and Referral Programs (CRRP)
- Child Health and Safety Training Activities (CHST)
- Child Care Initiative Project (CCIP)
- Migrant Special Services Program (CMSS)
- Local Child Care and Development Planning Councils (CLPC)
- Child and Adult Care Food Program (CACFP)

Direct Deposit

- 2. If our agency selects direct deposit, will the timeline for receiving the funds stay the same or expedite the process?**

Answer: If you choose direct deposit, this will expedite the process. From the date of initiation of payment, the child care and development contractor will receive payment within three business days.

- 3. If we registered for the per license stipend, and verified our account, and received the disbursement, will we need to go through that process again since it was completed through the same program, FoundationCCC?**

Answer: If you have indicated on your previous JotForm that you prefer direct deposit, you are not required to complete a new JotForm to receive direct deposit payments.

Contractor Information

- 4. How can we get the CDSS vendor number?**

Answer: Please contact your [CDSS-CDNFS Fiscal Analyst](#) for that information.

- 5. What other proof do you require if a voided check is not available?**

Answer: You can submit a bank letter which validates the information submitted.

- 6. Our ACH information is different than our check information. Will this be an issue?**

Answer: You may submit a bank letter with your JotForm to verify the account details submitted rather than a voided check.

- 7. Can contractors submit an ACH letter with the details on letterhead instead of a voided check?**

Answer: Yes. This will work if the letter is from the bank.

- 8. What if the account does not have checks? Can you submit a bank form with routing and account number?**

Answer: You can submit a bank letter which will validate the information submitted.

JotForm

9. Who can fill out the form? Is it only the executive director?

Answer: The executive director may designate an authorized representative within the organization to fill out the form.

10. Who should sign the JotForm?

Answer: An authorized representative of your organization can complete and sign the JotForm.

11. Will additional information be provided on how to designate a different person to complete the JotForm?

Answer: You can share the link with the individual you would like to fill the JotForm out for your organization.

12. How do we get the link to register for direct deposit?

Answer: The JotForm link will be sent from cdsspayments@foundationccc.org to program and executive directors.

13. When will the JotForm be sent out?

Answer: FoundationCCC will provide a link to the JotForm no later than November 17th, 2021. If you do not have the link, you can contact cdsspayments@foundationccc.org.

14. Do you only need to submit the JotForm once at the agency level or at the center location level?

Answer: Please submit only once at the agency level. Payments will continue to be made at the agency level, by contract.

15. Does the signature need to match the signature on the W-9? We have our district accountant sign the W-9; however, the director is filling out the form.

Answer: No. The signatures do not need to match. The person signing the W-9 can be different from the person filling out the form if they are authorized.

16. If we already have the ACH payment with FoundationCCC, do we need to submit again for the direct deposit contract?

Answer: No. You will not need to complete a new JotForm.

17. On the address listing for the JotForm, can we use P.O. Box and street address?

Answer: Yes. A P.O. Box is valid.

Reporting

18. Will we have enough information to post the payments correctly?

Answer: The remittance advice will have information that identifies what the payment is for. Additionally, payment information, including a breakdown of the payment by contract and project cost account (PCA), will continue to be posted in CPARIS.

19. Will contractors still use CPARIS for all quarterly reporting submissions?

Answer: Yes, reporting submissions will not change because of the implementation of direct deposit.

20. Will this change the account details on CPARIS, or will we still have access?

Answer: No, this will remain unchanged. If you currently have access, you will still have access.

21. What funding SACS resource/revenue codes will be used to report funds received?

Answer: This process is unchanged; you will continue to use the same codes to report funds as you did prior to direct deposit implementation.

Paper Checks

22. How can you 'opt out' of direct deposit and continue to receive paper checks?

Answer: When you complete the required JotForm, you will indicate your preference for either direct deposit or paper check.

Automated Clearing House (ACH)

23. What do you do with the penny test amount received?

Answer: That is at the discretion of the contractor's accounting department. Penny test funds are not to be returned.

24. Will this be a one-time process submitting the form and penny test?

Answer: Yes. This is a one-time process. Once your organization is set up in the FoundationCCC system for ACH payments, no further test transactions are required unless your banking information changes.