



CDSS

JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

June 2, 2010

Ms. Beverly Beasley Johnson, J.D. Director  
San Mateo County Human Services Agency  
550 Quarry Road  
San Carlos, California 94070

Dear *Beverly* Ms. Johnson:

SUBJECT: COUNTY CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY  
TO KIDS (CaWORKs) PLAN CERTIFICATION

I am writing to inform you that the California Department of Social Services (CDSS) has certified San Mateo County's CaWORKs plan amendment request that was submitted on February 10, 2010 (see enclosed). The amendment revises the Child Care section within the county's CaWORKs County Plan.

If you have any questions about this matter, please call me at (916) 657-3546, or your staff can contact Elisabeth Nobriga at (916) 651-2048.

Sincerely,

*Charr Lee  
Metsker*

CHARR LEE METSKER  
Deputy Director  
Welfare to Work Division

Enclosure

c: J. Rogers  
S. Speak  
E. Dawson

## **G. Child Care**

HSA directly administers Stage I of the CalWORKs child care program. HSA has been directly administering child care programs for over 25 years and is an Alternative Payment Program contractor with the California Department of Education, and previously provided child care services under the GAIN program.

A Child Care Specialist (CCS) is part of the SUCCESS team in each service center and gives a presentation about child care at each SUCCESS orientation. The presentation includes information on the variety of child care options, health and safety in child care and how the HSA child care program operates. Each participant is given a packet which includes a brochure explaining the child care program, a brochure from the local Resource and Referral Agency on choosing child care, and a Subsidy Directory which lists all subsidized child care programs in the County.

At the end of each orientation the CCS meets individually with all clients who need child care services to answer questions and assist them in setting up a child care plan. If the parent has a provider in mind the CCS contacts the provider to determine a start date, rates to be paid and the schedule of care. If the parent does not have a provider in mind they are immediately referred to the resource and referral program, the Child Care Coordinating Council of San Mateo County (The Council). The parent is given sufficient time to locate and visit suitable child care programs prior to beginning the workshop. Parents who choose family members or friends as child care providers are assisted with the Trustline process.

The CCS works with the family to assure that their child care needs are met for the durations of their participation in the program. As parents move from the workshop to employment or training they will be served by the same CCS. Each CCS will also work directly with each child care provider. Provider bills will be sent directly to the CCS who will make a timely payment each month.

Stage II child care funding is shared by two Alternative Payment Program agencies: the Council and PACE, Professional Association for Childhood Education. The Council and PACE accepts families into Stage II programs providing a seamless transfer from Stage I. Eligible parents may be transitioned (transferred) to Stage II after they have been in an approved activity for a minimum of three (3) continuous months. Eligible parents who are on cash aid can only enter Stage II as a seamless transfer.

HSA does not operate a Stage III program. Its CCDBG Expansion Contract that is the basis for Stage III funding is administered by The Council. The Council and PACE will operate Stage III childcare as well as other subsidized programs for working poor families and will transition Stage II families into Stage III slots as they become available.