



CDSS

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DEPARTMENT OF SOCIAL SERVICES

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EDMUND G. BROWN JR.
GOVERNOR

April 1, 2015

ALL COUNTY LETTER (ACL) NO. 15-35

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

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

SUBJECT: CHILD CARE MONTHLY REPORT – CALWORKS FAMILIES
CW 115 (7/15) AND CHILD CARE MONTHLY REPORT –
TWO-PARENT FAMILIES CW 115A (7/15)

REFERENCE: [ACL NO. 06-49](#) DATED OCTOBER 18, 2006, CHANGE OF
REPORT NAME FROM “CHILD CARE MONTHLY REPORT,
CalWORKs TWO-PARENT *SEPARATE STATE PROGRAM*”
[CW 115A (1/03)] TO “CalWORKs TWO-PARENT *FAMILIES*”
[CW 115A (10/06)]

This letter informs counties of the revised CalWORKs Child Care Monthly Reports, CalWORKs Families (CW 115) and Two-Parent Families (CW 115A) that are required to be submitted monthly.

Background

The CW 115 and CW 115A reports collect Stage One Child Care data and meet the data reporting requirements of the Welfare and Institutions Code Section 11323.9. These reports also provide county, state and federal entities with information needed to capture accurate caseload data for budgeting, staffing, program planning, and other purposes.

In late 2013, the California Department of Social Services (CDSS) along with the counties and consortia engaged in a workgroup to revise the Child Care Monthly Reports, resulting in simplified versions of the CW 115 and CW 115A reports that more accurately capture caseload data. The attached CW 115 and CW 115A reports, instructions and validations are the result of this workgroup.

Summary of Changes

Below is an overview of the major changes that have been made to the CW 115 and CW 115A reports.

Part A. Stage 1 Child Care Caseload:

- Focus changed from child care payments made to children receiving child care during the month.
- Added age breakouts of the children receiving child care during the month.
- Separated the licensed child care settings: Child Care Center and Family Child Care Homes.
- Expenditures identified as reimbursements.

Part B. Stage 1 Child Care Services Not Available:

- Removed all references to children's ages.

The revised CW 115 and CW 115A reports will be effective with the July 2015 report month. The reports are due on or before the 20th calendar day of the month following the report month. For example, the July 2015 reports are due by August 20, 2015. Policy changes should be automated into the consortia systems by the effective date or a process must be put in place to meet the requirements of the policy change until necessary automation changes are completed.

To complete the electronic forms, counties are to download a copy of the combined CW 115 and CW 115A forms, which include links to the forms' instructions and validations from the Data Systems and Survey Design Bureau (DSSDB) website at <http://www.cdss.ca.gov/dssdb/>. All counties are required to submit the report via e-mail to DSSDB at adm115@dss.ca.gov. The CW 115 and CW 115A forms, instructions and validations are attached in PDF format as reference material.

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Page Three

If you have any questions regarding the completion of these reports, please contact DSSDB at (916) 651-8269. Program related questions should be directed to the Child Care Programs Bureau at (916) 657-2144.

Sincerely,

Original Document Signed By:

M. AKHTAR KHAN, Chief
Research Services Branch
Administration Division

Attachments

**Child Care Monthly Report
CalWORKs Families
CW 115**

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
EMAIL COMPLETED REPORT FORM TO:
admchw115@dss.ca.gov

COUNTY NAME	VERSION <input type="checkbox"/> INITIAL <input type="checkbox"/> REVISED		REPORT MONTH	REPORT YEAR			
PART A. STAGE 1 CHILD CARE CASELOAD			Welfare to Work (A)	Cal-Learn (B)	No Longer on Aid (C)	CalWORKs Safety Net (D)	TOTAL (E)
1. Stage 1 families with child care during the month.....	1	2	3	4	5		
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c).....	6	7	8	9	10		
a. Less than two years of age.....	11	12	13	14	15		
b. Two through five years of age.....	16	17	18	19	20		
c. School age (Six years or older).....	21	22	23	24	25		
3. Stage 1 children in the following child care settings during the month:							
a. Child Care Center.....	26	27	28	29	30		
b. Family Child Care Homes.....	31	32	33	34	35		
c. License Exempt.....	36	37	38	39	40		
4. Stage 1 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c).....	41	42	43	44	45		
a. Child Care Center.....	46	47	48	49	50		
b. Family Child Care Homes.....	51	52	53	54	55		
c. License Exempt.....	56	57	58	59	60		
5. Stage 1 children submitted for transfer to Stage 2 during the month.....	61	62	63	64	65		
6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c).....	66	67	68	69	70		
a. Stage 1 children who will remain in Stage 1 due to program barriers.....	71	72	73	74	75		
b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues.....	76	77	78	79	80		
c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues.....	81	82	83	84	85		
PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE							Total
7. 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. Primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 7a - 7e).....						86	
a. No funding available.....						87	
b. No provider available.....						88	
c. Child care not available during nontraditional hours.....						89	
d. Transportation to and from child care not available.....						90	
e. Other (e.g. Special needs; sick care not available, etc., explain in Item 7e Explanation box).....						91	
COMMENTS							
General Comments							
Item 7e Explanation							
Revised Report Explanation							
CONTACT PERSON			TELEPHONE		EXTENSION	FAX	
JOB TITLE/CLASSIFICATION			E-MAIL			DATE SUBMITTED	

**CHILD CARE MONTHLY REPORT – CalWORKs FAMILIES
CW 115 (7/15)****INSTRUCTIONS****CONTENT**

The monthly CW 115 report contains statistical information on 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 (W&I) 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 <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form, and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at adm115@dss.ca.gov. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. 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. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at <http://www.cdss.ca.gov/research/>.

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 DSSDB.

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. (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 (TANF) 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.**

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 82-833)

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.
(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) and 80-301(a)(9)]

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. (Title V, Section 18074.2)

DEFINITIONS (Continued)

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)] (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)

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 DEFINITION

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 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]
 - 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]

ITEM INSTRUCTIONS (Continued)

- 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 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c): **This item is automatically calculated.** This is the sum of Items 4a through 4c. **Cell 45 Total (E) column is automatically calculated.** [Cell 41-45] **NOTE: The dollars displayed are subject to change. Final actual expenditures are reported to CDSS through the Quarterly County Expense Claim.**
- a. Child Care Center: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services 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 50 Total (E) column is automatically calculated.** [Cell 46-50]
- b. Family Child Care Homes: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 55 Total (E) column is automatically calculated.** [Cell 51-55]
- c. License Exempt: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using all other providers that are not included in the child care center or family child care homes definitions and not required to be licensed. **Cell 60 Total (E) column is automatically calculated.** [Cells 56-60]

ITEM INSTRUCTIONS (Continued)

5. 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 65 Total (E) column is automatically calculated.** [Cell 61-65]
6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c): **This Item is automatically calculated.** This is the sum of Items 6a through 6c. **Cell 70 Total (E) column is automatically calculated.** [Cell 66-70]
 - 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 75 Total (E) column is automatically calculated.** [Cells 71-75]
 - 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 80 Total (E) column is automatically calculated.** [Cell 76-80]
 - 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 85 Total (E) column is automatically calculated.** [Cell 81-85]

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.**

7. 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 7a through 7e): **This Item is automatically calculated.** This is the sum of Item 7a through 7e. [Cell 86]
 - 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 87]
 - b. No provider available: Enter the unduplicated number of children for whom no child care providers were available. [Cell 88]
 - 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 89]

ITEM INSTRUCTIONS (Continued)

- 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 90]
- 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 7a through 7d above. For example, no provider available to provide child care services to children with special needs or an ill child. [Cell 91]

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 DSSDB 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 7e Explanation box, explain the "other" reason(s) child care was not received.

Child Care Monthly Report

CalWORKs Families

CW 115

VALIDATIONS

CELLS 1 – 91 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.

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 near the bottom of the report form.

PART A. STAGE 1 CHILD CARE CASELOAD

ITEM 1 Item 1 must be less than or equal to Item 2

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

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

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

ITEM 2 Item 2 must be greater than or equal to Item 1

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

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

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

ITEM 2 Item 2 must be greater than or equal to (Item 5 plus Item 6)

CELL 6 Cell 6 must be greater than or equal to (Cell 61 plus Cell 66 plus)
 CELL 7 Cell 7 must be greater than or equal to (Cell 62 plus Cell 67)
 CELL 8 Cell 8 must be greater than or equal to (Cell 63 plus Cell 68)
 CELL 9 Cell 9 must be greater than or equal to (Cell 64 plus Cell 69)
 CELL 10 Cell 10 must be greater than or equal to (Cell 65 plus Cell 70)

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

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

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

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

ITEM 2b	Item 2b Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 20	Cell 20 must be equal to (Cell 16 plus Cell 17 plus Cell 18 plus Cell 19)
ITEM 2c	Item 2c Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 25	Cell 25 must be equal to (Cell 21 plus Cell 22 plus Cell 23 plus Cell 24)
ITEM 3a	Item 3a must be less than or equal to Item 2
CELL 26	Cell 26 must be less than or equal to Cell 6
CELL 27	Cell 27 must be less than or equal to Cell 7
CELL 28	Cell 28 must be less than or equal to Cell 8
CELL 29	Cell 29 must be less than or equal to Cell 9
CELL 30	Cell 30 must be less than or equal to Cell 10
ITEM 3a	Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 30	Cell 30 must be equal to (Cell 26 plus Cell 27 plus Cell 28 plus Cell 29)
ITEM 3b	Item 3b must be less than or equal to Item 2
CELL 31	Cell 31 must be less than or equal to Cell 6
CELL 32	Cell 32 must be less than or equal to Cell 7
CELL 33	Cell 33 must be less than or equal to Cell 8
CELL 34	Cell 34 must be less than or equal to Cell 9
CELL 35	Cell 35 must be less than or equal to Cell 10
ITEM 3b	Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 35	Cell 35 must be equal to (Cell 31 plus Cell 32 plus Cell 33 plus Cell 34)
ITEM 3c	Item 3c must be less than or equal to Item 2
CELL 36	Cell 36 must be less than or equal to Cell 6
CELL 37	Cell 37 must be less than or equal to Cell 7
CELL 38	Cell 38 must be less than or equal to Cell 8
CELL 39	Cell 39 must be less than or equal to Cell 9
CELL 40	Cell 40 must be less than or equal to Cell 10
ITEM 3c	Item 3a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 40	Cell 40 must be equal to (Cell 36 plus Cell 37 plus Cell 38 plus Cell 39)
ITEM 4	Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c)
CELL 41	Cell 41 must be equal to (Cell 46 plus Cell 51 plus Cell 56)
CELL 42	Cell 42 must be equal to (Cell 47 plus Cell 52 plus Cell 57)
CELL 43	Cell 43 must be equal to (Cell 48 plus Cell 53 plus Cell 58)
CELL 44	Cell 44 must be equal to (Cell 49 plus Cell 54 plus Cell 59)
CELL 45	Cell 45 must be equal to (Cell 50 plus Cell 55 plus Cell 60)
ITEM 4	Item 4 Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 45	Cell 45 must be equal to (Cell 41 plus Cell 42 plus Cell 43 plus Cell 44)
ITEM 4a	Item 4a Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 50	Cell 50 must be equal to (Cell 46 plus Cell 47 plus Cell 48 plus Cell 49)
ITEM 4b	Item 4b Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 55	Cell 55 must be equal to (Cell 51 plus Cell 52 plus Cell 53 plus Cell 54)
ITEM 4c	Item 4c Total must be equal to Column A plus Column B plus Column C plus Column D
CELL 60	Cell 60 must be equal to (Cell 56 plus Cell 57 plus Cell 58 plus Cell 59)
ITEM 5	Item 5 must be less than or equal to Item 2

CELL 61 **Cell 61** must be less than or equal to Cell 6
 CELL 62 **Cell 62** must be less than or equal to Cell 7
 CELL 63 **Cell 63** must be less than or equal to Cell 8
 CELL 64 **Cell 64** must be less than or equal to Cell 9
 CELL 65 **Cell 65** must be less than or equal to Cell 10

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

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

ITEM 6 Item 6 must be less than or equal to Item 2

CELL 66 **Cell 66** must be less than or equal to Cell 6
 CELL 67 **Cell 67** must be less than or equal to Cell 7
 CELL 68 **Cell 68** must be less than or equal to Cell 8
 CELL 69 **Cell 69** must be less than or equal to Cell 9
 CELL 70 **Cell 70** must be less than or equal to Cell 10

ITEM 6 Item 6 must be equal to (Item 6a plus Item 6b plus Item 6c)

CELL 66 **Cell 66** must be equal to (Cell 71 plus Cell 76 plus Cell 81)
 CELL 67 **Cell 67** must be equal to (Cell 72 plus Cell 77 plus Cell 82)
 CELL 68 **Cell 68** must be equal to (Cell 73 plus Cell 78 plus Cell 83)
 CELL 69 **Cell 69** must be equal to (Cell 74 plus Cell 79 plus Cell 84)
 CELL 70 **Cell 70** must be equal to (Cell 75 plus Cell 80 plus Cell 85)

ITEM 6 Item 6 Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 70 **Cell 70** must be equal to (Cell 66 plus Cell 67 plus Cell 68 plus Cell 69)

ITEM 6a Item 6a Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 75 **Cell 75** must be equal to (Cell 71 plus Cell 72 plus Cell 73 plus Cell 74)

ITEM 6b Item 6b Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 80 **Cell 80** must be equal to (Cell 76 plus Cell 77 plus Cell 78 plus Cell 79)

ITEM 6c Item 6c Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 85 **Cell 85** must be equal to (Cell 81 plus Cell 82 plus Cell 83 plus Cell 84)

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE

ITEM 7 Item 7 must be equal to (Item 7a plus Item 7b plus Item 7c plus Item 7d plus Item 7e)

CELL 86 **Cell 86** must be equal to (Cell 87 plus Cell 88 plus Cell 89 plus Cell 90 plus Cell 91)

Child Care Monthly Report

Two-Parent Families

CW 115A

DOWNLOAD REPORT FORM FROM:
<http://www.cdss.ca.gov/dssdb>
EMAIL COMPLETED REPORT FORM TO:
adm115@dss.ca.gov

COUNTY NAME	VERSION		REPORT MONTH	REPORT YEAR			
	<input type="checkbox"/> INITIAL	<input type="checkbox"/> REVISED					
PART A. STAGE 1 CHILD CARE CASELOAD			Welfare to Work (A)	Cal-Learn (B)	No Longer on Aid (C)	CalWORKs Safety Net (D)	TOTAL (E)
1. Stage 1 families with child care during the month.....	1	2	3	4	5		
2. Stage 1 children with child care during the month (Sum of Items 2a through 2c)...	6	7	8	9	10		
a. Less than two years of age.....	11	12	13	14	15		
b. Two through five years of age.....	16	17	18	19	20		
c. School age (Six years or older).....	21	22	23	24	25		
3. Stage 1 children in the following child care settings during the month:							
a. Child Care Center.....	26	27	28	29	30		
b. Family Child Care Homes.....	31	32	33	34	35		
c. License Exempt.....	36	37	38	39	40		
4. Stage 1 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c).....	41	42	43	44	45		
a. Child Care Center.....	46	47	48	49	50		
b. Family Child Care Homes.....	51	52	53	54	55		
c. License Exempt.....	56	57	58	59	60		
5. Stage 1 children submitted for transfer to Stage 2 during the month.....	61	62	63	64	65		
6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c).....	66	67	68	69	70		
a. Stage 1 children who will remain in Stage 1 due to program barriers.....	71	72	73	74	75		
b. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues.....	76	77	78	79	80		
c. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues.....	81	82	83	84	85		
PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE							Total
7. 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. Primary reason Stage 1 Child Care was not approved/authorized/certified during the month (Sum of Items 7a - 7e).....	86						
a. No funding available.....	87						
b. No provider available.....	88						
c. Child care not available during nontraditional hours.....	89						
d. Transportation to and from child care not available.....	90						
e. Other (e.g. Special needs; sick care not available, etc., explain in Item 7e Explanation box).....	91						
COMMENTS							
General Comments							
Item 7e Explanation							
Revised Report Explanation							
CONTACT PERSON	TELEPHONE		EXTENSION	FAX			
JOB TITLE/CLASSIFICATION	E-MAIL			DATE SUBMITTED			

**CHILD CARE MONTHLY REPORT – CalWORKs TWO-PARENT FAMILIES
CW 115A (7/15)****INSTRUCTIONS****CONTENT**

The monthly CW 115A report contains statistical information on 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 (W&I) 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 <http://www.cdss.ca.gov/dssdb/>, complete the downloaded form and e-mail to the CDSS, Data Systems and Survey Design Bureau (DSSDB) at adm115@dss.ca.gov. The electronic form contains automatic computations of some cells and provides e-mail transmission of completed forms to DSSDB. The website contains specific instructions and guidance. If you have questions regarding the completion or submission of this report, contact DSSDB at (916) 651-8269.

The report's statewide and county specific data is available on the CDSS, Research and Data Reports (RADR) website at <http://www.cdss.ca.gov/research/>. 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. For reference purposes, copies of the report form, instructions and validations can be downloaded from the RADR website at <http://www.cdss.ca.gov/research/>.

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 DSSDB.

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. (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 48 month time limit and the children are still receiving cash aid. These cases for CalWORKs families are coded 3F. (MPP 42-302 and 82-833)

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. (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) and 80-301(a)(9)]

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. (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)] (Title V, Section 18074.2)

DEFINITIONS (Continued)

No Longer on Aid: The entire case or the adult(s) 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)

Two-Parent Families: Two-Parent Families are those whose AUs include two aided, non-disabled, natural or adoptive parents of the same aided or 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.

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 DEFINITION

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 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 Child Care expenditures reimbursed during the month (Dollar amounts) (Sum of Items 4a through 4c): **This item is automatically calculated.** This is the sum of Items 4a through 4c. **Cell 45 Total (E) column is automatically calculated.** [Cell 41-45] **NOTE: The dollars displayed are subject to change. Final actual expenditures are reported to CDSS through the Quarterly County Expense Claim.**
- a. Child Care Center: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services 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 50 Total (E) column is automatically calculated.** [Cell 46-50]
- b. Family Child Care Homes: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using either (a) licensed family child care homes or (b) a child care business in a home setting on tribal or federal land. **Cell 55 Total (E) column is automatically calculated.** [Cell 51-55]
- c. License Exempt: Enter the expenditures actually reimbursed during the report month for Stage 1 Child Care services using all other providers that are not included in the child care center or family child care homes definitions and not required to be licensed. **Cell 60 Total (E) column is automatically calculated.** [Cells 56-60]

ITEM INSTRUCTIONS (Continued)

5. 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 65 Total (E) column is automatically calculated.** [Cell 61-65]
6. Stage 1 children waiting to transfer to Stage 2 during the month (Sum of Items 6a through 6c): **This Item is automatically calculated.** This is the sum of Items 6a through 6c. **Cell 70 Total (E) column is automatically calculated.** [Cell 66-70]
 - 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 75 Total (E) column is automatically calculated.** [Cells 71-75]
 - 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 80 Total (E) column is automatically calculated.** [Cell 76-80]
 - 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 85 Total (E) column is automatically calculated.** [Cell 81-85]

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.**

7. 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 7a through 7e): **This Item is automatically calculated.** This is the sum of Item 6a through 6e. [Cell 86]
 - 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 87]
 - b. No provider available: Enter the unduplicated number of children for whom no child care providers were available. [Cell 88]
 - 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 89]

ITEM INSTRUCTIONS (Continued)

- 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 90]
- 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 7a through 7d above. For example, no provider available to provide child care services to children with special needs or an ill child. [Cell 91]

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 DSSDB 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 7e Explanation box, explain the "other" reason(s) child care was not received.

Child Care Monthly Report

Two-Parent Families

CW 115A

VALIDATIONS

CELLS 1 – 91 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.

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 near the bottom of the report form.

PART A. STAGE 1 CHILD CARE CASELOAD

ITEM 1 Item 1 must be less than or equal to Item 2

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

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

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

ITEM 2 Item 2 must be greater than or equal to Item 1

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

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

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

ITEM 2 Item 2 must be greater than or equal to (Item 5 plus Item 6)

CELL 6 Cell 6 must be greater than or equal to (Cell 61 plus Cell 66 plus)
 CELL 7 Cell 7 must be greater than or equal to (Cell 62 plus Cell 67)
 CELL 8 Cell 8 must be greater than or equal to (Cell 63 plus Cell 68)
 CELL 9 Cell 9 must be greater than or equal to (Cell 64 plus Cell 69)
 CELL 10 Cell 10 must be greater than or equal to (Cell 65 plus Cell 70)

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

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

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

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

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

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

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

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

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

CELL 26 Cell 26 must be less than or equal to Cell 6

CELL 27 Cell 27 must be less than or equal to Cell 7

CELL 28 Cell 28 must be less than or equal to Cell 8

CELL 29 Cell 29 must be less than or equal to Cell 9

CELL 30 Cell 30 must be less than or equal to Cell 10

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

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

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

CELL 31 Cell 31 must be less than or equal to Cell 6

CELL 32 Cell 32 must be less than or equal to Cell 7

CELL 33 Cell 33 must be less than or equal to Cell 8

CELL 34 Cell 34 must be less than or equal to Cell 9

CELL 35 Cell 35 must be less than or equal to Cell 10

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

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

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

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

CELL 37 Cell 37 must be less than or equal to Cell 7

CELL 38 Cell 38 must be less than or equal to Cell 8

CELL 39 Cell 39 must be less than or equal to Cell 9

CELL 40 Cell 40 must be less than or equal to Cell 10

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

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

ITEM 4 Item 4 must be equal to (Item 4a plus Item 4b plus Item 4c)

CELL 41 Cell 41 must be equal to (Cell 46 plus Cell 51 plus Cell 56)

CELL 42 Cell 42 must be equal to (Cell 47 plus Cell 52 plus Cell 57)

CELL 43 Cell 43 must be equal to (Cell 48 plus Cell 53 plus Cell 58)

CELL 44 Cell 44 must be equal to (Cell 49 plus Cell 54 plus Cell 59)

CELL 45 Cell 45 must be equal to (Cell 50 plus Cell 55 plus Cell 60)

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

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

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

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

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

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

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

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

ITEM 5 Item 5 must be less than or equal to Item 2

CELL 61 **Cell 61** must be less than or equal to Cell 6
CELL 62 **Cell 62** must be less than or equal to Cell 7
CELL 63 **Cell 63** must be less than or equal to Cell 8
CELL 64 **Cell 64** must be less than or equal to Cell 9
CELL 65 **Cell 65** must be less than or equal to Cell 10

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

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

ITEM 6 Item 6 must be less than or equal to Item 2

CELL 66 **Cell 66** must be less than or equal to Cell 6
CELL 67 **Cell 67** must be less than or equal to Cell 7
CELL 68 **Cell 68** must be less than or equal to Cell 8
CELL 69 **Cell 69** must be less than or equal to Cell 9
CELL 70 **Cell 70** must be less than or equal to Cell 10

ITEM 6 Item 6 must be equal to (Item 6a plus Item 6b plus Item 6c)

CELL 66 **Cell 66** must be equal to (Cell 71 plus Cell 76 plus Cell 81)
CELL 67 **Cell 67** must be equal to (Cell 72 plus Cell 77 plus Cell 82)
CELL 68 **Cell 68** must be equal to (Cell 73 plus Cell 78 plus Cell 83)
CELL 69 **Cell 69** must be equal to (Cell 74 plus Cell 79 plus Cell 84)
CELL 70 **Cell 70** must be equal to (Cell 75 plus Cell 80 plus Cell 85)

ITEM 6 Item 6 Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 70 **Cell 70** must be equal to (Cell 66 plus Cell 67 plus Cell 68 plus Cell 69)

ITEM 6a Item 6a Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 75 **Cell 75** must be equal to (Cell 71 plus Cell 72 plus Cell 73 plus Cell 74)

ITEM 6b Item 6b Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 80 **Cell 80** must be equal to (Cell 76 plus Cell 77 plus Cell 78 plus Cell 79)

ITEM 6c Item 6c Total must be equal to Column A plus Column B plus Column C plus Column D

CELL 85 **Cell 85** must be equal to (Cell 81 plus Cell 82 plus Cell 83 plus Cell 84)

PART B. STAGE 1 CHILD CARE SERVICES NOT AVAILABLE**ITEM 7 Item 7 must be equal to (Item 7a plus Item 7b plus Item 7c plus Item 7d plus Item 7e)**

CELL 86 **Cell 86** must be equal to (Cell 87 plus Cell 88 plus Cell 89 plus Cell 90 plus Cell 91)