

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814



July 31, 1995

ALL-COUNTY LETTER NO. 95-38

REASON FOR THIS TRANSMITTAL

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

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY GAIN COORDINATORS
ALL COUNTY CAL-LEARN COORDINATORS
ALL COUNTY NET COORDINATORS
ALL COUNTY SCC COORDINATORS
ALL COUNTY CAAP COORDINATORS
ALL COUNTY TCC COORDINATORS

SUBJECT: IMPLEMENTATION OF TRUSTLINE REGISTRY SYSTEM

REFERENCE: ENACTMENT OF AB 2560, CHAPTER 1268, STATUTES OF 1994

The purpose of this letter is to provide information regarding the implementation of the Trustline registry system for families receiving Title IV-A child care as required by the enactment of AB 2560, (Chapter 1268, Statutes of 1994). This letter also transmits revised forms and Notices Of Action (NOA's) for use in implementing the Trustline registry system. The forms and NOA's in this All County Letter (ACL) replace those released by previous ACL's or All-County Information Notices. Regulations implementing the Trustline Registration system are being filed on an emergency basis and will be effective September 1, 1995 (See Attachment A).

All license exempt child care providers serving families that receive child care assistance from the following programs must apply for Trustline registration: Greater Avenues for Independence (GAIN), Cal-Learn, Non-GAIN Education & Training (NET), California Alternative Assistance Program (CAAP), Transitional Child Care (TCC), Supplemental Child Care (SCC) and the At-Risk Child Care Program (ARCCP). The Trustline requirements do not apply to providers who are providing child care to AFDC recipients receiving only the child care income disregard. However, if the family receives the child care income disregard and SCC, then the provider is required to register.

The Trustline system is a registry of license exempt child care providers who have had their backgrounds checked by the California Department of Justice (DOJ) to ensure they do not have disqualifying criminal convictions and/or records of substantiated child abuse. To initiate the Trustline registry, a child care provider supplies the local Resource and Referral agency (R&R) with an application packet which includes fingerprints and other identifying information. The local R&R then forwards this information to the DOJ who conducts a search of the California Criminal History file and the Child Abuse Central Index using this identifying data. Once an individual is cleared by DOJ, they are placed on the Trustline Registry which is a data base that is maintained and updated by DOJ.

Enactment of AB 2560 requires new procedures for license exempt child care providers. These procedures require that all license exempt child care providers be Trustline registered in order to be eligible for payment (either directly or through reimbursement to the parent) if they care for the children of a Title IV-A eligible family. Providers who are the aunts, uncles or grandparents of the child in care are exempt from the Trustline requirement; however, they are required to sign a certification as to their relationship to the child. Public or private schools or recreation programs, as defined in Health and Safety Code Section 15965.792, are also exempt from the Trustline requirement.

PHASE-IN

Only new providers who begin to provide child care funded through Title IV-A after August 31, 1995 are required to register. Current providers are "grandfathered-in" and are not required to be Trustline registered unless they begin caring for children from another Title IV-A family or there has been a break in child care of 30 days or more for the Title IV-A family for which they are currently providing child care services. Trustline became operational in the ARCCP on May 1, 1995. All other Title IV-A programs will implement Trustline on September 1, 1995.

AT-RISK CHILD CARE PROGRAM

The Trustline program was implemented in the At-Risk Child Care Program in May 1995. This program is operated by Alternative Payment Programs that currently require Trustline clearance for license exempt providers who are funded by the California Department of Education (CDE).

WORKER RESPONSIBILITIES

For Title IV-A programs other than ARCCP, the county staff will be the initial point of contact and will need to provide information and guidance to families who choose child care providers who must register with Trustline. Trustline Registration procedures which describe the participation of each involved agency are attached (see Attachment C). The CWD will need to stock Trustline applications, appropriate fingerprint cards, and informational notices for Title IV-A families, unless the county makes arrangements with the local R&R to perform these activities. Each CWD will need to work closely with the local R&R and ensure that families are directing their providers to the R&R to submit their Trustline applications. In order to continue child care payments, the CWD will also need to verify that a Trustline application has been delivered to the local R&R by the provider within 30 days of the date they provided the application to the parent. Furthermore, when DOJ sends a notice to the CWD indicating that a Trustline application has been denied, a case file has been closed, or a provider has had their Trustline registration revoked, the CWD will need to inform the recipient and stop the child care payment after 10 calendar days.

TRAINING

The California Department of Social Services (CDSS), with the assistance of the California Child Care Resource and Referral Network (CCCRRN), has completed statewide training in five different locations. These training seminars provided information about the Trustline process and the roles of the counties, the local R&Rs, and the CCCRRN. Counties may schedule additional training sessions on an as-needed basis.

IMPLEMENTATION GUIDELINES

Attached are implementation guidelines, forms, notices, instructions and a draft of the emergency regulations for implementing Trustline. The regulations are in the process of being filed with the Office of Administrative Law and will be effective on September 1, 1995.

The CDSS recommends that counties designate a contact person to facilitate the coordination and smooth flow of information between the agencies involved. After selection of a coordinator, please provide that person's name to Mr. Michael Fishel at:

California Department of Social Services
Employment Programs Bureau
Child Care Programs/Cal-Learn Section
744 P Street, M.S. 6-140
Sacramento, CA 95814
(916)s 654-3825 (voice)s
(916)s 654-1516 (fax)s

FISCAL CLAIMING INSTRUCTIONS

Counties will receive an allocation and instructions for fiscal claiming of administrative costs associated with the Trustline registration process. Detailed time study and claiming instructions will be issued in a separate County Fiscal Letter. CWD fiscal staff may address any fiscal related questions to the Fiscal Policy Bureau at (916) 657-3440.



BRUCE WAGSTAFF
Acting Deputy Director
Welfare Programs Division

Attachments