

Stanislaus County Office of Education Child & Family Services welcomes families & providers to our California Alternative Payment programs.

This **handbook** was designed to assist participants & their selected childcare provider with understanding the requirements to participate in the **California Alternative Payment Program (CAPP).** The most current Program Parent/ Provider Handbook is accessible by visiting the following webpage: https://www.findchildcarestanislaus.org/cfs-enrollment/program-orientation-ongoing-enrollment

We look forward to serving you!

Note: This guide was developed and published in whole with funds from the California Department of Social Services (CDSS), Childcare and Development Division (CCDD). Stanislaus County Office of Education is solely responsible for its content.

Board Approved 6/18/2025

Overview



Days & Hours of Operation
Office Hours Monday-Friday 8:00am-5:00pm
The office is closed: July 4th, September 1st, November 11th, 27th and 28th , December 24th ,25th, 26th and 31st
January 1st and 19th, February 16th, May 25th, and June 19th

Appointments are made in collaboration with clientele. Appointments are made at times that accommodate the needs of the clientele we serve.

We have a walk up drop box available on 14th Street; and a drive up drop box located on 13th Street. The drop boxes are checked once daily. To ensure your documentation is forwarded promptly please utilize the drop box when dropping off items outside of walk-in office hours.

Physical Location
1325 H Street
Modesto Ca 95354
Mailing Address
1100 H Street #005
Modesto Ca 95354

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We are committed to responding to emails and/or calls within 2 business days. If your call and/or email is not responded to within 2 business days call **209-238-6300** to speak with a supervisor.

Mission: CFS creates opportunities impacts lives and unites communities by educating children, supporting parents, & developing professionals

Program Overview
The California Alternative Payment Program (CAPP) serves eligible families who have a documented need for childcare services. Eligible children may participate in the program from:
- Birth through 12 years of age.
- Children with exceptional needs may be served to age 21.

This parental choice childcare subsidy program:
- Helps participants arrange childcare services.
- Providers are reimbursed for part or all of their fees.

Since this program is dependent upon funding, services are only available if the continued funding exists. Stanislaus County Office of Education (SCOE) adheres to all California Department of Social Services (CDSS) regulations governing the programs. CAPP refrains from religious instruction and worship.

Equal Access
We operate on a non-discriminatory basis, giving equal access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability.

Confidentiality
The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of CAPP. No other use of the information will be made without prior written participants consent or through a subpoena. Participants shall have access to information in their basic data file within 5 business days after CAPP receives a written request.

CAPP reserves the right to make unannounced visits to the participants and provider's home.

Program Self Evaluation
The Program Self-Evaluation process is an opportunity to strive for continuous improvement through identifying effective practices, pinpointing areas that need improvement, and developing an action plan to carry out the work. To ensure an inclusive self-evaluation process, the program will send out an annual survey to providers and families to provide feedback. The results of the survey and applicable action steps will be shared with providers and families through written notification annually.

This handbook is designed to introduce our program to you and invite you to join hands with us in making this an important experience and a happy memory for your child.

"Parent" means biological parent, adoptive parent, stepparent, foster (resource) parent, caretaker relative, legal guardian, domestic partner of the parent as defined in Family Code section 297, or any other adult living with the child who has responsibility for the care and welfare of the child.

Selection & Enrollment Process

Waiting List

The first step to access CAPP services is to be placed on our Stan Wait waiting list. Children with disabilities are encouraged to apply.



Selecting Participants

When openings are available, we access the Stan Wait waiting list and contact families based on the following program admission priorities:

- **First:** Child(ren) in active protective service situations, or at-risk of abuse, neglect or exploitation
- **Second:** Admission priority based on adjusted gross monthly income & family size

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Dual language learner is admitted second
3. Entry with the earliest wait list date is admitted third

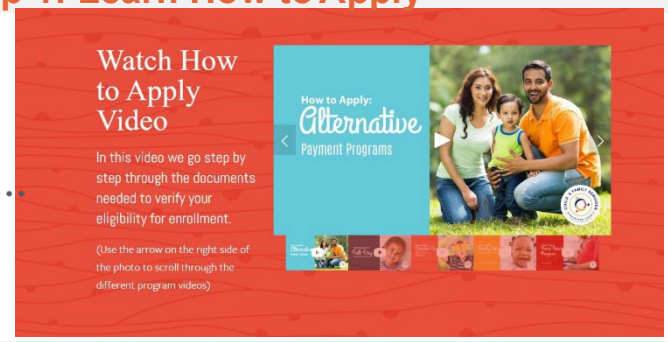
Except for situations where not all of the children in a family are certified, a family that has a child or children enrolled in a state program shall be allowed to enroll additional children provided openings are available. If it is necessary to displace families from CAPP, families will be displaced in reverse order of admission priorities.

Rank	Family Size 1 - 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6
1	$ 69	$ 77	$ 88	$ 102	$ 116
2	$ 139	$ 153	$ 175	$ 203	$ 231
3	$ 208	$ 230	$ 263	$ 305	$ 347
4	$ 277	$ 306	$ 350	$ 406	$ 462
5	$ 346	$ 383	$ 438	$ 508	$ 578
6	$ 416	$ 460	$ 525	$ 609	$ 693
7	$ 485	$ 536	$ 613	$ 711	$ 809
8	$ 554	$ 613	$ 700	$ 812	$ 925
9	$ 623	$ 689	$ 788	$ 914	$ 1,040
10	$ 693	$ 766	$ 875	$ 1,016	$ 1,156
11	$ 762	$ 843	$ 963	$ 1,117	$ 1,271
12	$ 831	$ 919	$ 1,051	$ 1,219	$ 1,387
13	$ 901	$ 996	$ 1,138	$ 1,320	$ 1,502
14	$ 970	$ 1,072	$ 1,226	$ 1,422	$ 1,618
15	$ 1,039	$ 1,149	$ 1,313	$ 1,523	$ 1,734
16	$ 1,108	$ 1,226	$ 1,401	$ 1,625	$ 1,849
17	$ 1,178	$ 1,302	$ 1,488	$ 1,726	$ 1,965
18	$ 1,247	$ 1,379	$ 1,576	$ 1,828	$ 2,080
19	$ 1,316	$ 1,455	$ 1,663	$ 1,930	$ 2,196
20	$ 1,386	$ 1,532	$ 1,751	$ 2,031	$ 2,311
21	$ 1,455	$ 1,609	$ 1,838	$ 2,133	$ 2,427

SAMPLE: this is not the entire Admission Priority Chart

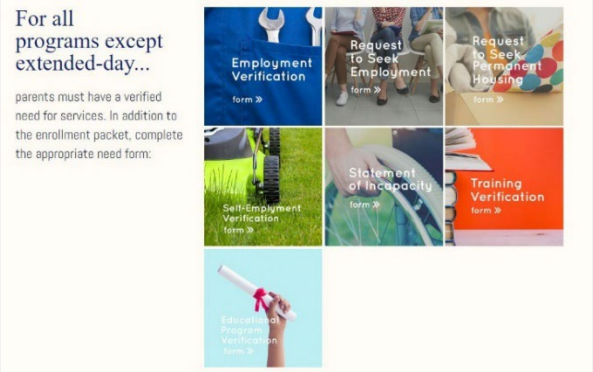
Participants screened & selected for potential enrollment from the Stan Wait waiting list, will be invited to continue with the enrollment process. The enrollment process includes the following steps: complete a how to apply session, submit documentation to verify eligibility and need for services and view the orientation video.

Step 1: Learn How to Apply

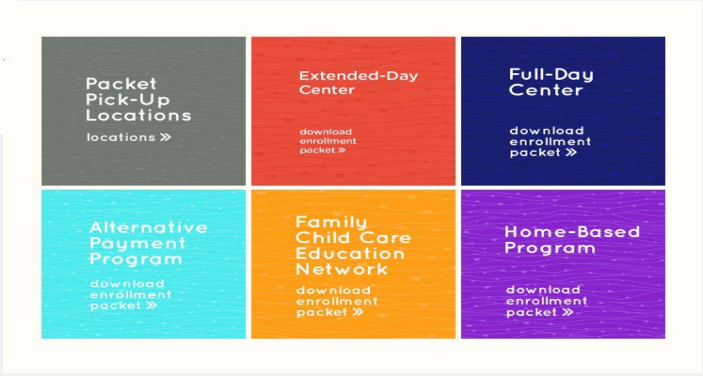


How to Apply Session:

Within a group or 1:1 session at our office located at 1325 H Street Modesto or individually online at https://www.findchildcarestanislaus.org/



Need Forms: forms provided at in person How to Apply session, placed for pick up from receptionist, printed from find childcare or mailed.



Enrollment Packet :

Packet provided at in person How to Apply session, placed for pick up from receptionist, printed from find childcare or mailed.

Step 2: Complete & Submit Documentation

Complete forms: select a childcare provider, gather documents outlined in How to Apply Session and checklist.

Submit completed packet and support documentation: Parent submits at scheduled 1:1 appointment, within the drop box at the Tom Changnon Education Center (TCEC) located at 1325 H Street Modesto, Ca, 95354 or by attaching to their Informedk12 digital application.

If you do not contact us within the timeline indicated on notification provided when completing your How to Apply Session, you will not be eligible to apply for services during that enrollment period.

Step 3: Verify Need & Eligibility & Orientation

Family Eligibility Specialist will verify Need & Eligibility documentation. Once all required documentation is submitted, an application will be shared with applicant to review and sign. Families will review and sign their application at a scheduled 1:1 appointment. Appointments can be by phone if family is completing a digital application.

Family views the Program Orientation video that outlines program participating guidelines.

Please note that your application cannot be completed with incomplete packet/information.

Participant Qualifications & Conditions

Enrollment into CAPP is determined by specific family eligibility and need criteria. In addition, a child's parent must live in California and childcare must occur in Stanislaus County. Families complete a certification process at initial enrollment and must recertify their eligibility every 24 months thereafter**, with the exception of:**

- Families who are certified as income eligible & during their certification period, their income exceeds the maximum income threshold, which is 85% of the state median income.
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.….)
- Children who are 12 years old when certified, these children will receive services for not less than 12 months.

Recertification of Eligibility

24-month eligibility starts on the date the program representative signs/approves the application for services.

Families will be notified in the final 30 days of their eligibility period of what is required to recertify and will be required to bring in documentation after the 24-month eligibility period has expired.

Program staff will make every effort to make the certification/recertification process convenient for families. A family will be disenrolled if the recertification process is not completed within the designated 50-day recertification period.



Family Data File

A family data file is maintained for each family receiving CAPP services. When a child's residence alternates between the homes of separated or divorced parents' eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4-digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child

If there is a financial impact on a provider caring for a child with exceptional needs, the file must contain the following documentation to claim the reimbursement adjustment factor (See reimbursement section for additional information):

- Individual Education Plan or Infant & Family Service Plan **and**
- Statement explaining the additional services and/or accommodations for the child creates an ongoing financial impact on the provider.

Health & Emergency Information

Participants must provide child health & current emergency information, along with current immunization records (non-school age children utilizing an exempt relative or non-relative provider) for enrolled children.

Court Order

If there is a court order that impacts childcare services, this must be included in the family data file.

Exceptional Needs Teen

A child who has exceptional needs from 13 years of age-to-age 21 years of age may be served; however, in addition to the IEP a signed statement by a legally qualified professional that includes the following is required:

- Statement that the child requires the special attention of adults in a childcare setting, **and**
- The name, address, license number, & telephone number of the legally qualified professional who is rendering the opinion.

Proof of Family Size



Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings within the household.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file indicating the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent.

Proof of Eligibility

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in **1** or more of these categories:



Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current CalWORKs)
- Categorically Eligible (Currently receiving benefits from a Governmental program)
- Income eligible (Documentation of all income from all income sources
    - **Predictable, Regular and/or Steady Income:** Total countable income from either month of the 2-month window immediately preceding certification i.e. if certifying in March income from January or February may be provided.
    - **Unpredictable, Inconsistent and/or Unsteady Income:** Total countable income for the preceding 2 to 12 months from certification.
    - **Guardian/Foster:** Documentation of monthly income (for child and their related siblings)

If enrolled under income eligibility, participant must notify our agency within 30 days if their gross monthly income at any time during their certification period exceeds the maximum income threshold for ongoing eligibility.

Stanislaus County Office of Education
Scott Kuykendall, Superintendent

Child & Family Services
Tony Jordan, Executive Director
1325 H Street • Modesto, CA 95354 • (209) 238-6300 FAX (209) 238-4217

INCOME

Reminder: You must submit full, current, and consecutive income for each adult/child counted in the family size. If any individual's income fluctuates due to commission, bonuses, or seasonal work, you must submit the past twelve months gross income.

Countable Income Sources Countable income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.	Non-Countable Income Sources Non-countable income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.
1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. CalWORKs cash aid 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support 8. Survivor (i.e. SSA) and retirement benefits 9. Rent for room within the family's residence 10. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 12. Veteran's pension 13. Pension or annuities 14. Inheritance 15. Allowances for housing or automobiles provided as part of compensation 16. Insurance or court settlements for lost wages and/or punitive damages 17. Net proceeds from the sale of real property, stocks or inherited property 18. Other enterprise for gain	1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes 4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance 5. Earned Income Tax Credit or tax refund 6. Foster care grants, payment or clothing allowances for children placed through child welfare services 7. Relative Caregiver Funding Program 8. California Guaranteed Income Pilot Program 9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 10. Adoption assistance payments 11. Non-cash assistance or gifts 12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits 13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages 14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 15. Business expenses for self-employed family members 16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay 17. Disaster relief grants or payments, except any portion for rental assistance or unemployment 18. AmeriCorps Volunteers In Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

Note: *Verified child support payments paid by the parent whose child is receiving child development services may be subtracted from family's countable income*

Proof of Need for Services

In addition to meeting the eligibility criteria, all Parent's must meet at least 1 need criteria.

Family's whose eligibility criteria is CPS or At Risk are not required to meet a need criteria.

Based on the need criteria, **see the applicable Need Form for further guidance** on what documentation is required:

- Employment Verification
- Declaration of Self-Employment
- Request & Plan to Seek Employment (Max 5 days per week, for less than 30 hours per week)
- Training Verification (Training leading to a vocational goal & must make adequate progress. In addition, services are limited for up to 6 years from the date participant starts classes or until participant reaches 24 units after the attainment of a bachelor's degree)
- Educational Program Verification (English Language Learner, High School Diploma or High School Equivalency Certificate)
- Request & Plan to Seeking Permanent Housing (Max 5 days per week, for less than 30 hours per week)
- Homelessness Referral Letter (Max 5 days per week, for less than 30 hours per week)
- Statement of Parental Incapacity (Max of 50 hours per week)



Determining a Child's Certified Schedule

Services are only available if

- Parent meets a need criteria that precludes the provision of care & supervision of their child for some of the day.
- No parent in the family capable of providing care during time care is requested.
- Child is not in a school-age public education program, private school, or childcare and development program. For school age children documentation regarding the child's school of attendance i.e. name and days of operation are required.
- 2 parent family – Care may only be approved for the time the parents need overlap and when neither parent is available to care for the child. **Services will be approved based** on verified need documentation and/or the program limitations, whichever is less.
- A predictable schedule includes parents with either a Set or Variable schedule with a pattern.
- A variable/unpredictable schedule will be based on the average hours of a participant verified work schedule for either month of the two-month window immediately preceding certification.

Travel time only applies to parents who are working or in school. Any travel time, must be requested in writing. To determine the maximum authorized drive time, divide the total work or school hours per day by 2. Travel time cannot be more than 4 hours/day (2 hours each way). And, not more than the time from the child's care site to work or school and back

Sleep time is available for parents who work graveyard shifts. The allowed sleep time can be equal to the authorized work and travel time between 10pm and 6am. Please note that sleep time is not automatic and must be requested in writing.

Right to Voluntarily Report Changes

Once eligibility and need have been established, a participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's income exceeds the maximum income threshold for ongoing eligibility (See Eligibility section for maximum)

If a participant needs to change their service level during their certification period, the following must be submitted:

- Request to Change Services form **and**
- Documentation to support the request



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REQUEST TO CHANGE SERVICES SUBSIDY PROGRAMS

This form is used for the purpose of voluntarily reporting changes during a family's certification period when the child and/or family is certified for any time within the California Alternative Payment program (CAPP) or a Family Childcare Home Network (FCCHN). Upon receipt of this form & documentation to support the requested change, our office will issue a Notice of Action indicating the outcome of your request. Childcare services used prior to receiving approval shall be considered the parents responsibility. No other changes will be made to your service agreement, other than the requested change(s).

REQUEST TO CHANGE SERVICES: I am voluntarily reporting changes in order to

- ☐ Reduce my family fees
- ☐ Discontinue services
- ☐ Temporarily suspend services, for the period of _____to _____. (California Alternative Payment Programs CAPP Only. I understand & have informed my provider that they will not be reimbursed during this time period)
- ☐ Change program. Requesting to transfer or add childcare hours to (Circle one): CAPP CCTR/Early Head Start CSPP/Head Start
- ☐ Change my service schedule (extend eligibility, days, hours of service, add childcare for a sibling and/or change/add provider) as follows:

Effective Date:		Specify change to service schedule:	
Child Name	**Vacation Days/ Non-School Days & Hours Requested**	**Regular/ School Days & Hours Requested**	**Provider**

REASON FOR REQUEST & SUPPORTING DOCUMENTATION

Change in Income	**Change in Family Size**
☐ **Income documentation** (total countable income-all sources): ○ Predictable Income: attach month or two preceding ○ Unpredictable Income: attach preceding 2-12 months. ☐ **Employment Verification or Self Employment Form** (if applicable)	☐ **Increase in family size:** attach documentation connecting the parent to the new child, such as a birth certificate. ☐ **Decrease in family size:** attach statement that indicates the individuals first & last name, along with reason.
Change in Need Hours (must attach completed need form and support documentation to request)	**Child Started/Changed School**
☐ Employment or Self Employment Verification including paystubs with increased hours. ☐ Training Verification, including Class Schedule ☐ Request to Actively Seek Employment ☐ Statement of Incapacity ☐ Request to Seek Permanent Housing ☐ Homeless ☐ CPS and/or At-Risk Referral	Indicate the child(ren) name, school name & school hours:
Discontinue Services. When disenrolling children due to a provider change, you are strongly encouraged to provide at least a 2-week notice to your current provider. If a 2-week notice is not provided, you are liable to pay the provider directly for the 2-week notice.	
Indicate the name(s) of child (ren) that no longer need services, reason for disenrollment and the last day of care. I am disenrolling my child (ren): _____. For the following reason: _____ The last date my child (ren) will use care will be: _____	

My signature below, acknowledges my right to voluntarily report the change(s) listed above & that I understand I have the right to continue bringing my child to care based on the original certified service level. If I am requesting a decrease to my certified schedule, I understand the new schedule would replace my current schedule, and if I choose to increase my certified schedule at a later time, I will be required to provide additional documentation. I swear under penalty of perjury, to the best of my knowledge, that the above information is true and correct.

Parent Printed Name _____ Signature _____ Date _____

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After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action within 10 business days indicating the outcome of your request.

No other changes will be made to your service agreement, other than the requested change(s).

Please notify your Family Eligibility Specialist if your address or telephone number changes at any time to ensure we can contact you.

When a family requests to add an additional child during an existing eligibility period that child shall receive no less than 12 months of services. The families existing children and certification period will be adjusted to ensure new child receives no less than 12 months.

Family Fees

Some families enrolled in CAPP may have a family fee based on their gross monthly income, family size and certified hours of care. You will be notified by your Family Eligibility Specialist if and when you are responsible for paying a family fee.

Family fees will always be assessed according to the child who uses the most monthly hours of care, regardless of the number of children enrolled on the program.

Assessment:

Family fees are only assessed at:

- Initial Certification
- Recertification
- Voluntarily request to have fees re-assessed
  - **Decrease:** Effective on the first day of the month that follows the NOA issue date
  - **Increase:** No increase during certification

Full-time monthly fee when services are approved for 130 hours or more per month.

Part-time monthly fee when services are approved for less than 130 hours per month.

Fees CANNOT, under any circumstances, be recalculated based on a child's actual attendance.

Exempt from Family Fees:

The following are exemptions to the fee schedule:

- A family, whose income level is less than the first entry on the family fee schedule.
- Families with children receiving childcare and development services from a part-day State Preschool (CSPP)
- No fee for families receiving CalWORKs cash aid.
- At-risk children & CPS children may be exempt from paying fees for a max of 12 months if the referral determines the fee waiver to be necessary.

When Both Full & Part Time Fees are Assessed

When a family's child is assigned both a School & Vacation schedule, families will be assessed both a flat monthly part-time & full-time fee. The participants assessed part-time & full-time fees will be indicated within the family fee note section of the Application for Services.

If a family voluntarily requests zero service hours for a time period during their 24- month eligibility, the time period of the gap in services, along with the family updated fee amount will be indicated on the Notice of Action approving the change in services.

Upon disenrollment for nonpayment of delinquent fees, the family is ineligible for future childcare services until all fees are paid.

Credit for Fees Paid

If our agency cannot meet all of a family's needs for childcare, CAPP can grant a fee credit equal to the amount paid to the other provider who is providing childcare & development services up to the maximum of the subsequent month's fee total.

- Copies of receipts or cancelled checks must be submitted in order to receive a credit for fees paid to another provider.
- The fee credit will be applied to the family's subsequent billing period (Example: Submit receipt for May, a credit for June will be applied)
- CAPP does not allow carryover of any fee credits beyond the subsequent billing period





Payment

Family fees are **due in advance** of services being provided.

Fees are considered **delinquent after 7 calendar days** from the date the fees were due

Family fees may be paid online or by bringing a check, cashier's check or money order to our physical office located at 1325 H Street Modesto, CA (Note: Cash is not accepted)

If paid online, a receipt of payment will be automatically emailed to the payee. If paid in person or my mail, a receipt of payment will be mailed to the participant.

A non-sufficient funds charge will be applied for checks that are returned.

Delinquent Family Fee Policy

Fee payments are due in the office on the 1st of each month and fees are considered **delinquent after 7 Calendar days** from the date the fees were due.

First Delinquent Fee: If delinquent fees are paid by the effective date, the termination will be rescinded. If the fees remain unpaid, services will be discontinued.

Second Delinquent Fee: If fees are delinquent a second time, the parent will be required to attend a meeting with their Family Eligibility Specialist to review the family fee policy and must pay delinquent fees by the effective date for the termination NOA to be rescinded. If the fees remain unpaid and parent does not attend a meeting, services will be discontinued.

Third Delinquent Fee: If fees are delinquent a third time, the termination will stand. If the participants disagree with the agencies action, they may appeal the termination. For information on how to submit a request for an appeal hearing, see "Notice of Action Complaints - Fair Hearing/Appeal" within this handbook.

CAPP shall accept a **reasonable repayment plan** from the participant for payment of delinquent fee. We will continue to provide services to the child, provided the participant pays current fees when due & complies with the provisions of the repayment plan.

Attendance



Attendance Policy:

Children are **expected to attend childcare based on their certified schedule** determined at certification, recertification & when a participant voluntarily requests to change their service level.

A family may be disenrolled from the program for abandonment of care.

Participants may voluntarily request to change their child's service level (see Right to Voluntarily Report Changes).

Regular and consistent attendance is important. It allows the family to maximize the benefits of the child's early learning and care experience.

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success and setting a good example.

Absence Policy:

For the purpose of verifying that a child's attendance is broadly consistent with certified care and the child has not abandoned childcare, when a child is absent from regularly scheduled care at any time during the month the participant or provider must record the absence type on the attendance record.

Absence types are as follows:

Excused Absence:

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization, or quarantine.
- Appointment due to illness of child or parent/guardian, which includes doctor, dentist, mental health, social service, welfare, education, special education services, counseling, or therapy.
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation, state shelter in place orders or illness of sibling.

Gap in Services:

Participants may request a temporary gap in service if their child (ren) will not be in care for a period during their certification.

- Reserves family's spot on the program
- Limited to 12 consecutive weeks and cannot extend beyond the end of the certification period
- Except for emergency situations, request for gap in services must be submitted through a Request to Change Service Level form at least 2 weeks prior
- Childcare reimbursements will not be made during a gap in services

Abandonment of Childcare:

The program does not allow families to be enrolled in a program if they are not using childcare unless a gap in services has previously been approved. Your child (ren) will be disenrolled when there has been no communication with CAPP staff or provider for 30 consecutive days.

- When the family has not been in communication with the provider for seven (7) consecutive calendar days and has not notified the provider of the reason the child is not using services, the provider shall promptly notify their assigned Data Technician. Provider will indicate the last date they had contact with family.
- CAPP staff will attempt to contact the family in writing, which includes electronic methods such as email. CAPP staff will issue a notice of action to disenroll the family based on abandonment of care when the family does not respond to the written request and there is no communication between the family and the provider or contractor for a total of 30 consecutive calendar days.

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Participants are expected to:

- **Know** their currently approved/certified days & hours of care
- **Treat** CAPP staff respectfully and ethically. When communicating will not utilize vulgar and/or abusive language.
- **Notify Family Eligibility Specialist** in advance if family needs to request a change in their service level or will have a gap in services during their certification period
- **Use care that is broadly consistent** with certified days & hours of care
  - Broadly consistent attendance is defined as care that reflects a pattern that is consistent with the participants certified level of services for example a child attends FT care if certified FT, or PT care if certified PT.
  - Inconsistent and/or sporadic attendance that contributes to a child attending less or more than their certified time will be considered broadly inconsistent.



CAPP Staff are expected to:

- **Know** their families approved/certified days & hours of care
- **Treat** participants professionally. Interactions with participants will be respectful and responsive. CAPP staff will respond to all inquiries from participants within 2 business days.
- **Review** attendance sheets monthly and identify children with excessive absences and/or using more or less care than certified.
  - Child is certified for part-time care and is using full-time care
  - Child is certified for full-time care and is using part-time
- **Educate** families on program policies and on the importance of their child's regular attendance.
  - When a child has been identified as not using their broadly certified childcare: Family Eligibility Specialist will educate participants: of their right to request a change in their service level during their certification period, to use care that is broadly consistent with certified days & hours of care.

By making your child's attendance a priority, you will be taking an important step in supporting your child's school success and setting a good example.

Provider Participation

Parental Choice It is the parent's right and responsibility to choose an eligible provider that meets their family's need for childcare and development services. Participants are encouraged to choose a clean, healthy and safe environment for their child (ren). For assistance in choosing a childcare provider at any time, contact SCOE Childcare Resource and Referral program at (209) 238-6400 or go online at https://www.findchildcarestanislaus.org/

4 Steps to Choosing Quality Child Care

Step 1: Think About Your Child Care Options

When considering your options, make sure you take into consideration how well the provider or program fit your child's needs, your family's schedule, location & language.

Trust Line
License–Exempt Child Care Child

- Providers include relatives (grandparents, aunts, uncles), other relatives, friends & neighbors
- Other family, friends and neighbors must be fingerprinted
- Care is provided in the provider's home
- No licensing requirements
- Must attend a orientation

Child Care Center

- Facilities that provide care for infants, toddlers, preschoolers and/or school-age children
- Care is provided in non-home facilities such as churches, schools and/or licensed buildings
- Group sizes are large allowing for children to have rich social and academic experiences
- Primary caregivers are required to have (or be in the process of completing) 12 units of Early Childhood Education
- Centers are licensed and are regulated by the state

Licensed Family Child Care Home
(FCCH)

- Providers are in a home setting for children of mixed ages
- Large FCCH– cares for up to 14 children and requires an assistant
- Capacity of 14 children with no more than 3 infants, when at least 2 children are 6 years of age or older
- Small FCCH– cares for up to 8 children
- An assistant is required when more than 6 to 8 children are present
- Group sizes are smaller allowing for individualized care
- Staff are CPR/First Aid and Health and Safety certified
- Often are able to provide a flexible schedule including, evening, weekend or overnight care
- FCCH's are licensed and are regulated by the state

Step 2: Begin Your Search

- Call Child Care Resource & Referral at: (209) 238-6400
- Child Care Resource & Referral can give you a list of licensed childcare options
- Obtain information on the elements of quality childcare

Step 3: Visit, Observe & Ask Questions

- Visit the childcare while other children are present
- Use a checklist to help you decide what things about a childcare arrangement are most important to your family

Step 4: Make a Choice & Stay Involved

- Watch carefully & visit unannounced
- Have regular parent-provider meetings
- Is your child happy, are they learning?
- If you are not comfortable with your choice, is it okay to change

Contract between Participant & Provider

Childcare is a contract between the parent and provider. Any disputes arising or liability resulting from the parent-provider contract shall not involve SCOE in any way.

CAPP assumes no responsibility for injury or damages arising from the parent or childcare provider's performance. The parent and provider agree to hold harmless SCOE and CAPP program and its employees, from costs, lawsuits, or liabilities arising from childcare services.



Providers are Independent Contractors

Provider shall be considered an **independent contractor**. Provider understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of SCOE, and are not entitled to benefits of any kind or nature normally provided employees of SCOE and/or to which SCOE employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation.

Provider assumes full responsibility of the acts and/or omissions of his/her employees or agents as they relate to the services provided. Provider assumes full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Provider's employees.

Multiple Providers

If child's certified hours of care can be accommodated by one provider, then multiple providers cannot be used. Multiple providers are only allowed when the primary provider is unable to meet the families full certified schedule. Multiple exempt providers must provide documentation as to why one exempt provider cannot meet the family's entire certified schedule.



Provider Participation Process

Steps to Provider participation are as follows:

1. Participant selects a childcare provider and submits required documentation.
    - Existing/Active provider with SCOE- Provider and Participant completes a Provider Information Form
    - New/Inactive provider with SCOE- Provider and Participant submit required provider participation documentation based on program and type of childcare, including the Agreement for Childcare Services
2. Certificate for Childcare Services and approved Agreement for Childcare Services (new/inactive provider) are issued to both the Parent and Provider.
3. Child is certified for care.
4. Provider Notice of Communication will be issued the same day issued to parent when there is a change to: reimbursement, certified need (hours of care), certified schedules, disenrollment from services, changing provider and/ or rate changes.
5. Provider must promptly notify the program if the child abandons care (no show or contact) for 7 consecutive calendar days. The agency will attempt to contact the parent. A Notice of Action for disenrollment will be issued if there has been no communication with the provider or staff for 30 consecutive calendar days.

Provider Participation Packet: Pick-up at our office located at 1325 H Street Modesto. CAPP will not reimburse the provider for childcare expenses incurred by a family before they have been certified and approved to be in the program.

Provider Participation Requirements

The following documents & requirements must be in place for providers choosing to participate in the CAPP program:

All Providers

- Copy of Provider proof of residency. Home/facility must be in Stanislaus County
- Copy of Provider's current fee schedule, policies, and parent/provider agreement
- Copy of Provider tax identification & photo identification
- W-9, Receipt of CAPP Participation Guidelines & Agreement for Services (Note: The name on each type of identification must match each other. Forms are included in packet)
- Must operate on a nondiscriminatory basis giving equal treatment and access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability

Licensed Center or Family Childcare Home

- Provider agrees to remain in compliance with applicable licensing regulations.
- Copy of current license (Note: License is linked to provider and home/facility. If a provider moves or transfer ownership, new provider documentation, including a current license must be completed.)

License-Exempt Center

- Provider agrees to remain in compliance with applicable regulations.
- Written declaration that the program is located on school grounds.
- Written declaration that the program is staffed by "qualified teachers" that are school personnel.

License-Exempt Family Childcare Home (Child's Aunt, Uncle or Grandparent)

- Provider agrees to remain in compliance with applicable registry laws and regulations.
- Health and Safety Self-Certification form
- Declaration of Exemption from Trust Line form
- Statement declaring that provider will allow parents unlimited access to enter and inspect their home without notice whenever children are in care.

License-Exempt Family Childcare Home (Family, Friend or Neighbor)

- Provider agrees to remain in compliance with applicable registry laws and regulations.
- Health and Safety Self-Certification form
- Registered and cleared through Trust Line **prior** to caring for the family's child (ren)
- Statement declaring that provider will allow parents unlimited access to enter and inspect their home without notice whenever children are in care.

Note: Providers who **care for the children in the child's home** become an employee of the parent (in-home care). The parent must sign a self-attestation form acknowledging that they are assuming employer responsibilities for the in-home license-exempt provider and acknowledge they are responsible for complying with all federal and state employment laws.

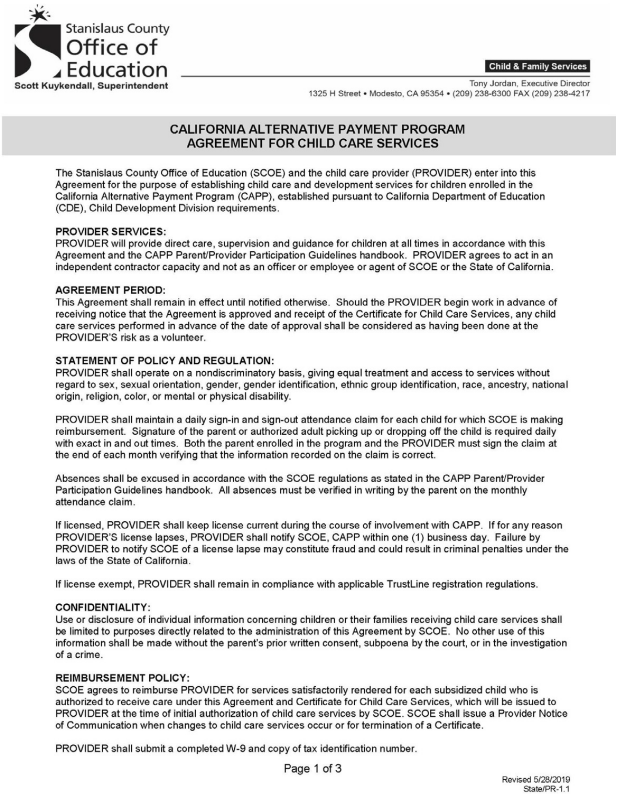
Changing Providers

Participants may change childcare providers by transferring from one provider to another. We do not pay for notice time if no care was used and provider changes are only effective with prior approval, so please be sure to allow yourself enough time when changing a provider. In the event that you need to change your provider:

1) Contact your Family Eligibility Specialist. They will let you know what documentation is needed based on the type of childcare setting you have selected.
2) Gather and submit all provider documentation from the selected provider.
3) The new provider will be approved 2 weeks from the date all paperwork is received in our office with the exception of an exempt provider, which may take longer due to the Trust Line clearance process.

Providers must inform CAPP within one (1) day of any changes to their status.
Provider must be 18 years of age or older.

Agreement for Service



Stanislaus County Office of Education
Scott Kuykendall, Superintendent

Child & Family Services
Tony Jordan, Executive Director
1325 H Street • Modesto, CA 95354 • (209) 238-6300 FAX (209) 238-4217

CALIFORNIA ALTERNATIVE PAYMENT PROGRAM
AGREEMENT FOR CHILD CARE SERVICES

The Stanislaus County Office of Education (SCOE) and the child care provider (PROVIDER) enter into this Agreement for the purpose of establishing child care and development services for children enrolled in the California Alternative Payment Program (CAPP), established pursuant to California Department of Education (CDE), Child Development Division requirements.

PROVIDER SERVICES:
PROVIDER will provide direct care, supervision and guidance for children at all times in accordance with this Agreement and the CAPP Parent/Provider Participation Guidelines handbook. PROVIDER agrees to act in an independent contractor capacity and not as an officer or employee or agent of SCOE or the State of California.

AGREEMENT PERIOD:
This Agreement shall remain in effect until notified otherwise. Should the PROVIDER begin work in advance of receiving notice that the Agreement is approved and receipt of the Certificate for Child Care Services, any child care services performed in advance of the date of approval shall be considered as having been done at the PROVIDER'S risk as a volunteer.

STATEMENT OF POLICY AND REGULATION:
PROVIDER shall operate on a nondiscriminatory basis, giving equal treatment and access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

PROVIDER shall maintain a daily sign-in and sign-out attendance claim for each child for which SCOE is making reimbursement. Signature of the parent or authorized adult picking up or dropping off the child is required daily with exact in and out times. Both the parent enrolled in the program and the PROVIDER must sign the claim at the end of each month verifying that the information recorded on the claim is correct.

Absences shall be excused in accordance with the SCOE regulations as stated in the CAPP Parent/Provider Participation Guidelines handbook. All absences must be verified in writing by the parent on the monthly attendance claim.

If licensed, PROVIDER shall keep license current during the course of involvement with CAPP. If for any reason PROVIDER'S license lapses, PROVIDER shall notify SCOE, CAPP within one (1) business day. Failure by PROVIDER to notify SCOE of a license lapse may constitute fraud and could result in criminal penalties under the laws of the State of California.

If license exempt, PROVIDER shall remain in compliance with applicable TrustLine registration regulations.

CONFIDENTIALITY:
Use or disclosure of individual information concerning children or their families receiving child care services shall be limited to purposes directly related to the administration of this Agreement by SCOE. No other use of this information shall be made without the parent's prior written consent, subpoena by the court, or in the investigation of a crime.

REIMBURSEMENT POLICY:
SCOE agrees to reimburse PROVIDER for services satisfactorily rendered for each subsidized child who is authorized to receive care under this Agreement and Certificate for Child Care Services, which will be issued to PROVIDER at the time of initial authorization of child care services by SCOE. SCOE shall issue a Provider Notice of Communication when changes to child care services occur or for termination of a Certificate.

PROVIDER shall submit a completed W-9 and copy of tax identification number.

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Revised 5/28/2019
State/PR-1.1

Agreement for Service

CAPP Agreement for Childcare Services is non-transferable. After receiving a license reflecting the new address, the family childcare provider will be issued a new Agreement for Childcare Services reflecting the current information. CAPP will not reimburse providers who do not have a current license and Agreement for Childcare Services on file.

The Agreement for Childcare Services is nontransferable. If there is a change of ownership, CAPP must be notified in writing prior to the change. The new owner must provide the status of the new license and who is assuming liability and responsibility during the license changeover. If the original owner is assuming responsibility and liability for the new owner until the license is processed, a written declaration must be submitted to CAPP. If there is a time when the facility becomes unlicensed, CAPP will not reimburse services during that period. At the time that the new license is issued, a new Agreement for Childcare Services and Certificate for Childcare Services will be issued, signed & submitted to the SCOE office.

Subsidized Provider Report (SPR):

As outlined in CCB 24-07 and pursuant to the Agreement between the State of California and CCPU, ratified by CCPU members on July 31, 2023, and codified via SB 140, the State with assistance of counties and contractors shall provide the CCPU the list of family childcare providers as defined by WIC Section 10421(b). The list shall include:

- Names of all licensed and licensed-exempt family childcare providers, as defined by the WIC Section 10421(b), who were paid a subsidy or subsidies in the report month
- Mailing and home address, including county
- Home telephone number, cell, and work telephone number, if known
- Email address, if known
- Whether the provider, as defined by WIC Section 10421(b), is license-exempt or licensed by the California Department of Social Services (CDSS)
- If licensed, state facility license number
- Primary language used, if known
- Contractor(s), subcontractor(s), agency(ies), or political subdivision(s) of the state administering the state-funded early care and education program in which the provider, as defined by WIC Section 10421(b), participates Page 6 State/CCPU 23-25
- Unique provider identification number, when available
- Contract Type
- Effective July 1, 2024, the amounts of all subsidies paid to each provider in the report month

Provider work telephone number, email address, primary language used, and unique provider identification number are not optional, if it is known to the county or contractors, it must be included. SCOE CAPP must collect and report to the State the specific information detailed in CCB 24-07 for all family childcare providers that have been reimbursed for subsidized childcare services, regardless of the program, on a monthly basis. SCOE CAPP will be submitting this information to CDSS on a recurring monthly basis. CDSS will subsequently submit the list to specified provider organizations as defined by law.

Providers must inform CAPP within one (1) day of any changes to their status.

Reimbursement

Reimbursement Guidelines

Licensed and Licensed Exempt Center providers childcare rates must be based on usual and customary rates charged for services to nonsubsidized children. Licensed and Licensed Exempt Center providers may not charge parents a categorically higher rate for children with disabilities. CAPP will reimburse providers up to the maximum of the Regional Market Rate (RMR) for the type of care provided as determined by the California Department of Social Services. The current RMR can be found by visiting the following webpage: https://rcscc.adm.dss.ca.gov/



Providers are reimbursed based on the certified hours of need. For families with variable schedules and licensed exempt providers that provide part-time services, providers are reimbursed the actual days and hours of attendance up to the maximum certified hours for the month. Per SB 140 and as outlined in CCB 23-21 families with variable schedules and licensed exempt providers will be reimbursed based on the certified hours of need, regardless of attendance, through June 30, 2025.

Licensed providers preferred and approved reimbursement rate(s) based on submitted rate sheets are located on the Certificate for Childcare Services. Registration and other special charges must be approved prior to the beginning of services and cannot exceed the RMR. Reimbursement to licensed providers and exempt centers will be calculated at the maximum benefit level based on certified care, the regional market rate and providers' invoice.

License exempt relative and non-relative providers are not required to submit a rate sheet or invoice. Reimbursement to license exempt relative and non-relative will be calculated at the maximum benefit level based on certified care and the regional market rate.

Determining Maximum RMR Reimbursement

Hourly, which shall only be used when a child's certified need for childcare is fewer than 25 hours per week and fewer than five hours on any day; or an unscheduled but documented need of fewer than five hours per occurrence, or for that portion of the certified need for childcare that exceeds 52.5 hours per week and is not included in the provider's full-time weekly or full-time monthly rates (provided that hourly rates for this purpose only cannot exceed the provider's full-time weekly or full-time monthly rate.) If Childcare is certified for less than 25 hours per week, but need occurs in every week of the month, the applicable part-time weekly or part-time monthly category will be applied as defined below.

Daily, which shall only be used when a child's certified need for childcare is six hours or more per day that exceeds no more than 14 days per month; or an unscheduled but documented need of six hours or more per occurrence, such as the parent's need to work on a regularly scheduled day off, that exceeds the certified need for childcare.

Part-Time Weekly, which shall only be used when a certified need for childcare is less than 25 hours per week.

Full-Time Weekly, which shall only be used when a certified need for childcare is 25 hours or more per week.

Part-Time Monthly, which shall only be used when a child's certified need for childcare is fewer than 25 hours per week and that need occurs in every week of the month; or a certified need for childcare averages fewer than 25 hours per week when calculated by dividing the total number of hours of need in the month by 4.33, and that need occurs in every week of the month.

Full-Time Monthly, which shall only be used when a child's certified need for childcare is 25 hours or more per week and that need occurs in every week of the month; or a certified need for childcare averages 25 hours or more per week when calculated by dividing the total number of hours of need in the month by 4.33, and that need occurs in every week of the month.

Adjustment Factors for Reimbursements

52.5 Hours or More (Licensed providers only): When care exceeds 52.5 hours per week. Only applicable when not included in the licensed provider's full-time weekly/monthly rate policy.

Evenings and/or Weekends (Licensed providers only): Adjustments for after-hour care only apply when after hour services include at least 10% of the total care used and when services occur between the hours of 6:00 pm - 6:00 am or on weekends.

Children with Exceptional Needs: Provider caring for a child with exceptional needs is eligible to receive a rate adjustment when such services have a documented on-going fiscal impact to the provider and does not exceed the provider's rates charged to a non-subsidized family.

Unscheduled Care: Rate adjustments for childcare exceeding the certified need only apply when proper documentation has been received and prior approval by an agency representative has been given.

Only one (1) adjustment factor may be applied to a provider's reimbursement.

When a provider has not established a rate that corresponds to the certified hours of care needed, SCOE shall establish the rate using a formula established by the California Department of Social Services.

Direct Deposit

Providers have the option of receiving their reimbursement for invoiced childcare services electronically, via direct deposit. Please note, providers are not required to use direct deposit and may continue receiving reimbursements in the form of a check. CAPP providers interested in setting up direct deposit must meet with their Data Technician to review documents required to establish direct deposit. The process is not immediate and may take up to (3) reimbursement cycles to establish. Additionally, the monthly processing time for this option will be similar to the processing time of a check. As a result, electronic reimbursement will not expedite your reimbursement.

Charges NOT Reimbursed the following items are the financial responsibility of the participant (s):

- Provider unavailable to provide services such as when the provider is on vacation, ill, closed for holidays or if the provider elects not to provide services. (This does not include the 10 reimbursable days of non-operation allowed for licensed providers.)
- Incurred charges due to late pick-up of children.
- Participants make a change but do not provide CAPP with a 2 week notice prior to the change.
- There are additional fees not covered in the Certificate for Childcare Services, such as an increase in provider rates without adequate written notice as required or when the provider's registration fee exceeds the maximum reimbursable amount.



Provider Days of Non-Operation (Licensed Only)

Many providers have identified days when their business is closed for holidays, vacations or other various reasons. These days are called Provider Days of Non-Operation, known as DNOs. CAPP can reimburse providers up to10 DNOs per fiscal year July 1st – June 30th if the provider submits a copy of their Parent/Provider Agreement/Policies/Rates stating what the expectations are. Reimbursement will not be made without support documentation on file outlining actual DNO days. In addition, reimbursement for DNOs will be made only if the DNO falls on one of the child's certified days.

Provider Rate Increases

Providers may submit a request for a rate adjustment for subsidized reimbursement**.** Upon receipt CAPP will forward the updated rates to SCOE Childcare Resource & Referral CAPP requires a 30-day written notice for rate changes. All rate changes become effective on the first day of the following month following the 30-day notice if program funding is available. Before a rate change can be honored, it must be compared to the RMR, approved by CAPP and a new Certificate for Childcare Services must be issued.





Co-Payment

A co-payment is the difference between what a childcare provider charges and what the program can reimburse. For example, if provider charges $30 and CAPP can only reimburse the provider $29, then the $1 difference is between the **participants and the provider**. Some providers require parents to pay the difference and some providers waive the difference. If the rate charged by any provider exceeds the maximum reimbursement rate set by the state RMR the parent may be required to make a co-payment directly to the provider for the difference between the maximum reimbursement allowed by CAPP and the provider's usual rates or the parent may select a different provider. Co-payments will not be accounted for or collected by CAPP.

1099-MISC Tax Form:

Providers who participate in a subsidized childcare program are considered self-employed independent contractors. If CAPP reimburses $600 or more in the calendar year, SCOE will mail you a 1099-MISC Income tax form, which reports to the Internal Revenue Service & State Franchise Tax Board the exact amount we reimbursed, and you most likely will have to pay taxes on that money. CAPP does not deduct taxes from reimbursements. If you have questions about your tax liability, consult a tax expert.

Providers are reimbursed based on the certified hours of need.

Attendance Claims

Attendance records or invoices (referred to as an attendance claim) are the provider's method of verifying services rendered and billing/invoicing CAPP for reimbursement. The attendance claim must include the name of child, dates services were provided, actual time in and out of care, parent/provider monthly signature and the total provider monthly charges.

Verification of Daily Attendance Reporting

Each child must have an attendance claim, which is maintained on a daily basis that indicates the actual days and hour's childcare is used. A parent or authorized adult, dropping off or picking up the child (ren) from the provider must sign the child in and out of care daily using a full signature. The actual time in and out for each child must be recorded at that time by the authorized adult dropping off or picking up the child. It is the parent's responsibility to ensure that the attendance claim is being completed accurately and on a daily basis.

Record Absences or Scheduled Care Variations

In an effort to ensure the full use of the certified childcare schedule, if your child is absent from childcare or if there is a variation in your child's approved and certified schedule, the reason should be written on the attendance claim.

If there is a variation in the child's certified schedule and the child uses less than the approved hours on a particular day (for example, the child was not absent, but left childcare at 1:00 p.m. instead of 4:00 p.m.), then the reason for the variation (such as "child went to doctor appointment") should be written for that day.

Absence information may be documented on the attendance claim by the participant, by the provider (on behalf of the participant, if the participant calls in stating the child will not attend), or by the authorized adult that drops off or picks up the child. It is only necessary to write the reason for the absence, so that SCOE can determine which type of absence is applicable. The types of absences are listed under the Absence Policy section. (Note: If the provider was closed for a day of non-operation, this must also be noted on the attendance claim. Refer to the "Provider Days of Non-Operation" section for more information.)

Invoice

Licensed Providers and Licensed Exempt Center Based Providers must invoice SCOE for the total amount due. The reimbursement rate will be determined by comparing the approved rate indicated on the Certificate for Childcare Services and the provider invoiced rate as indicated on the attendance claim. The least amount between the two will be reimbursed.

Completion of the Attendance Claim

At the end of the month, the parent and provider must review the attendance claim for accuracy and completion. Both parent and provider must sign the attendance claim verifying the accuracy of the information, attesting that the documentation is true and correct.

Please do not call CAPP regarding your reimbursement until after the last working day of the month, as high volumes of provider and parent calls delay the reimbursement process.

Incomplete and Inaccurate Attendance Claims Incomplete and/or inaccurate attendance claims are defined as follows:



- Missing name of child
- Missing signatures
- Missing actual time in and/or out of care daily
- Care documented on incorrect claim (Example: March care submitted on an April claim)
- Use of pencil
- Use of white-out
- *Please note claim submitted more than 30 days from the month of service may not be reimbursed and may become the responsibility of the participant.*

The first time a claim is submitted late, with incomplete and/or inaccurate information, a verbal and written warning will be issued, and the claim will be processed based on approved/certified care.

If there is a second occurrence, a written notice will be issued and the parent and provider. Parent and/or provider must meet with CAPP staff to review the policy and inaccuracies.

A Notice of Action to discontinue services may be issued for future occurrences.

SCOE will only approve reimbursement for days the child was signed in and out on a daily basis. SCOE will be unable to reimburse the provider for any undocumented services they may have rendered.

If a family abandons childcare the program can reimburse an attendance claim with no parent signature. Abandonment is defined as no contact from the family. The provider is to notify the program after 7 days of no contact with the family.

CAPP will reimburse providers directly for childcare services rendered, unless the provider is an in-home care provider working in the parent's home. In this case, the parent receives the childcare subsidy and is then responsible to issue reimbursement to the provider. The basis of reimbursement is specified in the Certificate for Childcare Services.

Reimbursement is made after the care has been provided. Reimbursement is calculated based on actual hours of care used for varied schedules and certified care for set schedules, up to the maximum of the certified hours of care up to the maximum RMR whichever is least.

Over/Under Payments

In the event that an overpayment or underpayment is identified, the provider will receive written notification of the discrepancy that includes the identified amount. A payment adjustment will be made to the following month's reimbursement. The program will work with the provider to ensure the program has written consent from the provider to recover applicable overpayments. A non-sufficient funds charge will be applied for when a repayment check does not clear due to insufficient funds.

Providers are reimbursed based on the certified hours of need.

Attendance Claim

Attendance reporting is very important, as this is the method of verifying broadly certified services rendered and invoicing CAPP for reimbursement. We issue an attendance sheet for each child for each month. If a mistake is made on the attendance sheet like writing on the wrong date, cross out the error and initial it, and fill in the correct information. **Do not use white out.**

All information on the attendance claims must be **submitted in ink.** The use of pencil is not permitted.

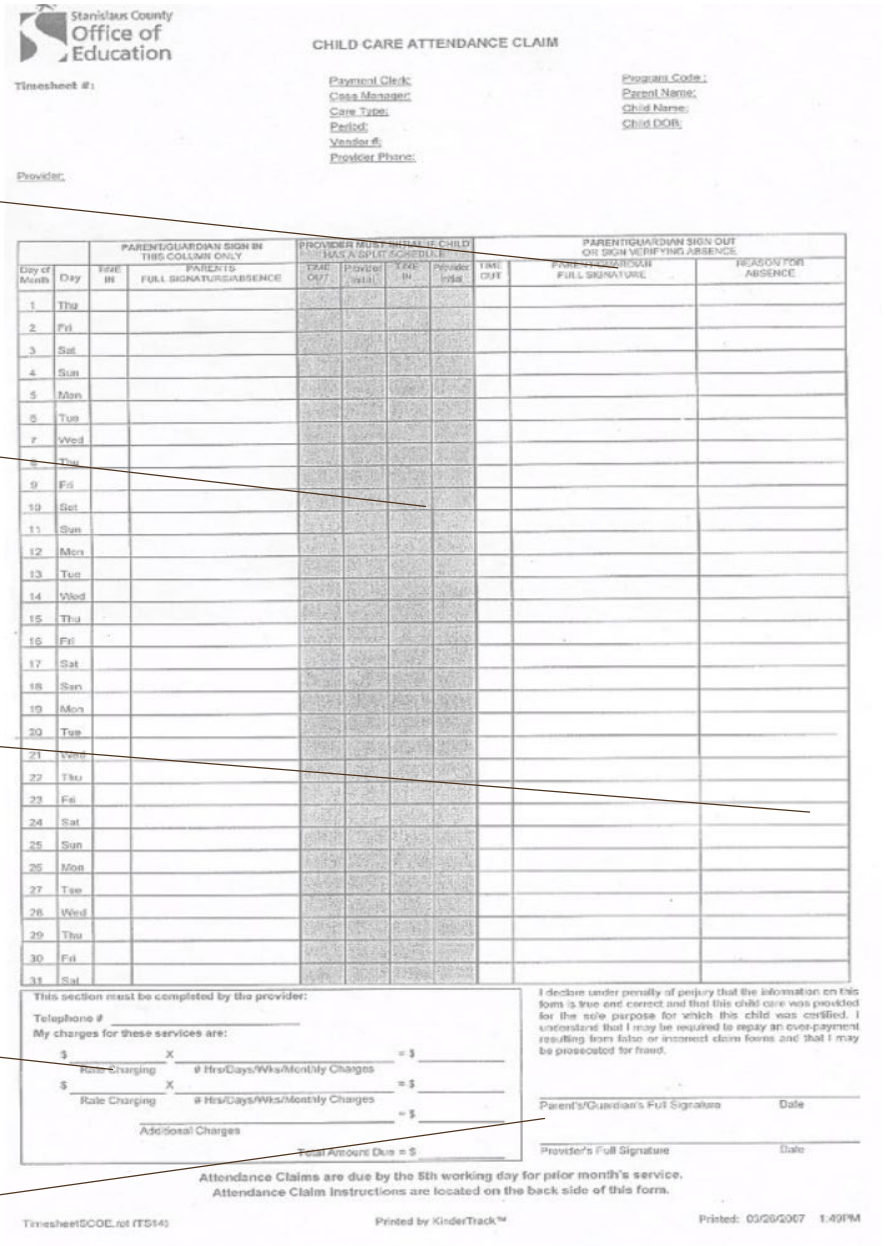
Participant or their authorized representative that is 18 years or older is required to **sign** and record **exact time in & out** for each day.

If provider is transporting the child to/from school the split schedule section is used to record when the child left & returned to/from school

If a child is absent, or does not use scheduled care, the participant or provider must **sign & indicate the reason for the absence**. This is required in order to determine if care is broadly consistent with the certified days/hours of services.

Licensed Providers and Licensed Exempt Center Based Providers either complete the **invoice** section or attach their invoice with the total amount due. In the end, the rate will be determined by comparing the approved rate indicated on the Certificate & invoiced rate as indicated on the attendance sheet. The least amount is reimbursed.

Must be signed at the end of the month using a legal signature & dated by **BOTH** the enrolled participant and the provider. Signatures verify that everything on the attendance sheet is true and accurate.



Stanislaus County Office of Education

CHILD CARE ATTENDANCE CLAIM

Timesheet #:

Payment Clerk:
Case Manager:
Care Type:
Period:
Vendor #:
Provider Phone:

Program Code:
Parent Name:
Child Name:
Child DOB:

Provider:

Day of Month	Day	PARENT/GUARDIAN SIGN IN THIS COLUMN ONLY: Time In	PARENTS FULL SIGNATURE/ABSENCE	PROVIDER MUST INITIAL IF CHILD DID HAVE A SPLIT SCHEDULE: Time Out	Provider Initial	Time In	Provider Initial	PARENT/GUARDIAN SIGN OUT OR SIGN VERIFYING ABSENCE: Time Out	PARENT SIGNATURE FULL SIGNATURE	REASON FOR ABSENCE
1	Thu									
2	Fri									
3	Sat									
4	Sun									
5	Mon									
6	Tue									
7	Wed									
8	Thu									
9	Fri									
10	Sat									
11	Sun									
12	Mon									
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17	Sat									
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21	Wed									
22	Thu									
23	Fri									
24	Sat									
25	Sun									
26	Mon									
27	Tue									
28	Wed									
29	Thu									
30	Fri									
31	Sat									

This section must be completed by the provider:

Telephone # _____

My charges for these services are:

$ _____ Rate Charging X _____ # Hrs/Days/Wks/Monthly Charges = $ _____

$ _____ Rate Charging X _____ # Hrs/Days/Wks/Monthly Charges = $ _____

_____ Additional Charges = $ _____

Total Amount Due = $ _____

I declare under penalty of perjury that the information on this form is true and correct and that this child care was provided for the sole purpose for which this child was certified. I understand that I may be required to repay an over-payment resulting from false or incorrect claim forms and that I may be prosecuted for fraud.

_____ Parent's/Guardian's Full Signature Date

_____ Provider's Full Signature Date

Attendance Claims are due by the 5th working day for prior month's service.
Attendance Claim Instructions are located on the back side of this form.

TimesheetSCOE.rpt (TS14) Printed by KinderTrack™ Printed: 03/26/2007 1:49PM

Reimbursement Schedule:

Complete and accurate attendance claims are due in the SCOE office no later than 5:00pm on the fifth (5th) working day of month following care. Reimbursement will be mailed within twenty-one (21) calendar days of receipt of a complete and accurate attendance claim.

Disenrollment

Family Disenrollment Policy

When a participant chooses to disenroll from CAPP, they are encouraged to notify both the program and provider in writing at least 2 weeks in advance of the last day of attendance. If a 2-week notice is not given, CAPP is not liable for reimbursement to the provider. When a 2-week notice is not provided, the participant will be liable to pay the provider directly for the 2-week notice. CAPP is not required to hold a space for a child when a family has voluntarily disenrolled. If family requests to be disenrolled, then requests to be reinstated for services at a later time, if the CAPP has space, the child may begin services. However, if CAPP does not have space, the family will need to place themselves on the waiting list.

When a provider chooses to disenroll a family, they are encouraged to notify CAPP and the participant at least 2 weeks in advance.

Agency Disenrollment Policy A Notice of Action will be mailed at least 19 days or hand delivered 14 days prior to dis-enrollment from the CAPP program. CAPP may deny services or disenroll a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting income or eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Non-compliance of the program policies
- Abandonment of childcare. CAPP does not allow families to be enrolled in the program if they are not using childcare unless a gap in services has previously been approved
- Failure to provide current and correct information at the time of certification or recertification
- Delinquency in the payment of family fees
- Incomplete or inaccurate attendance claim
- Falsification of or refusal to sign attendance claims
- Family income exceeds the maximum income threshold
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of admission priority
- Threatening, yelling, cussing, or acting unethically towards any staff member.
- Violation of the Safe School policy. Our office and childcare facilities are alcohol, drug and weapon free zones





Provider Disenrollment Policy CAPP will give a written notice to any provider who is going to be disenrolled. The notice will outline the infraction and the reasons for disenrollment. Providers will not be allowed to participate in CAPP if any of the following conditions occur:

- Licensed provider refuses or is unable to provide CAPP with a copy of his/her current childcare license, or if at any time the license is suspended or revoked.
- Provider fails to provide current and correct information regarding childcare attendance.
- Childcare situation is deemed detrimental to the health or welfare of any child in their care.
- Exempt provider is not cleared through Trust Line
- Falsification or incomplete attendance sheets or invoices.
- Provider fails to submit required documentation to participate.
- Threatening, yelling, cussing or acting unethically towards any SCOE staff member.
- Violation of the Safe School policy. Our office and childcare facilities are alcohol, drug, and weapon free zones.

Disenrollment

Fraud

CAPP is responsible to manage public funds for families who meet the need and eligibility requirements of the State of California. To make sure only those families who are eligible to receive services are enrolled, SCOE CFS's CAPP works very closely with other agencies that provide subsidized assistance to families, regulatory agencies such as Community Care Licensing, law enforcement and local, state, and federal government investigators who investigate and prosecute suspected childcare fraud.

CAPP actively cooperate with these agencies in their investigations of suspected fraud and, when requested, will share parent information including, but not limited to, income, need, family size and attendance records.

Fraud is knowingly misrepresenting facts that are material to an issue, made with the intent to obtain benefits or payment to which one is not entitled.

Fraud exists when an individual:

- Knowingly, and with intent, makes a false statement or representation to obtain benefits, obtain a continuance or an increase in benefits, or to avoid a reduction of benefits.
- Knowingly, and with intent, fails to disclose a fact which, if disclosed, could result in denial, reduction, or discontinuance of benefits.
- Knowingly accepts benefits that the individual is not entitled to or are greater than what the individual is entitled.

Childcare fraud includes but is not limited to:

- A participant knowingly has received, or is continuing to receive, childcare services that the participant is not eligible to receive.
- A parent knowingly has falsified documents used to determine eligibility.
- A provider knowingly has falsified documentation for reimbursement.

Any fraudulent, false or misleading information provided to CAPP staff regarding attendance, employment, self-employment, seeking employment, seeking permanent housing, homelessness, enrollment in an education or vocational training program, parental incapacity, income, family size, or any other information related to participant eligibility and/or need, will be grounds for termination.

When CAPP suspects fraud, the case is referred to local, state and federal government investigators. This may result in charges being filed, repayment of ineligible childcare services received and/or subject the participant to prosecution under State and/or Federal criminal statutes. Any participant who is actively under investigation for fraud will be prohibited from participating in any of SCOE childcare reimbursement programs.

Any participant who has committed fraud will be prohibited from participating in any of SCOE's childcare reimbursement programs until:

- Two (2) years after a determination has been made by SCOE and/or local, state and federal government investigators that fraud or misrepresentation occurred

And

- The cost of all ineligible services used, and any past due family fees have been repaid to CAPP.

Grievance/Complaint Procedures

Parental Complaints in Childcare Settings

For Licensed Provider Care

CAPP encourages participants to report concerns to state licensing or other appropriate authorities as these concerns arise. CAPP is also required by law to inform every parent when they call in for childcare referrals of their right to call the state department of social services community care licensing to check a childcare provider's license and history. Health and safety issues for the children fall under the jurisdiction of licensing. After licensing has investigated and made a determination of the complaint, CAPP will follow licensing recommendations.

For License-Exempt Provider Care

Participants may make a verbal or written complaint that includes the nature of the complaint, the date and time of occurrence, and the name and address of the provider. Parental choice allows the participants to choose a childcare provider that best suits their childcare needs; however, CAPP reserves the right to terminate childcare services if the agency and participants consider that the child is in an unsafe environment. Health and safety concerns should be reported to your local police department.



Level 1:	Complaint is brought to the attention of the Family Eligibility Specialist or Data Technician (209) 238-6300
Level 2:	If the Family Eligibility Specialist or Data Technician does not resolve complaint, it is brought to the attention of the Childcare Services Supervisor and/or Childcare Services Manager (209) 238-6300.
Level 3:	If complaint is not resolved by the Supervisor and/or Manager, it is brought to the attention of the Executive Director (209) 238-6300.
Level 4:	If complaint is not resolved by the Executive Director, it is brought to the attention of the County Superintendent's designee, the Division Administrator of Human Resources (209) 238-1600.

Complaints to CAPP Staff

CAPP staff work to ensure that you and your family have a positive experience in the program. If you have concerns, that are not complaints, of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Uniform Complaints

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. See Attachment A for information regarding SCOE's Uniform Complaint Process

Provider Complaints to Program

All childcare providers are entitled to appeal the decision to deny or disenroll them from CAPP. The provider has 14 days from receipt of the initial notification of termination to request an appeal and provide a written statement to our office.

If a request for an appeal is not made within 14 calendar days, the provider waives his/her right to appeal and the decision to permanently remove him/her from participation in CAPP shall be final.

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We strive to ensure you have a positive experience in our program.

Parental Complaints to CAP Program

Notice of Action – Parent Appeal Process

Participants enrolled in CAPP have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended, and childcare services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process whichever comes first. The Appeal Hearing process is as follows:

Step 1: Request Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, fax, in person or phone to:

SCOE Child & Family Services
Attention: Hearing Officer
1100 H Street #005
Modesto, CA 95354
Telephone (209) 238-6300
Fax (209) 238-6499

Step 2: Schedule Hearing

Within 10 days of receiving a participant's hearing request, the participant will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the participant(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the participant to schedule the hearing. In the event that a participant or participant Authorized Representative cannot keep the scheduled hearing date/time, the participant must notify the Hearing Officer in advance of the hearing date/time. A participant may request to re-schedule the hearing date one 1 time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted at Stanislaus County Office of Education Child and Family Services 1325 H Street Modesto CA 95354. In the event that a participant is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the participant and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the participant or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that the participant disagrees with the proposed action indicated on the referenced NOA and why it should not be carried out.

This will be a formal hearing, and the participant must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform SCOE in writing prior to the hearing. Only the participant or their designated Authorized Representative any be present at the hearing. No children are allowed to be present during the hearing. If parent fails to appear, it will be deemed that the participant has abandoned their appeal and care will end immediately.

Step 4: Hearing Decision

Hearing officer will send notification in writing of decision within 10 calendar days after hearing. If parent disagrees with the written decision, they have 14 days from date of the written decision to file an appeal with the California Department of Social Services Childcare and Development (CDSS) Division Attn: Appeals Coordinator via postal mail 744 P Street, MS 9-8-371 Sacramento, CA 95814, by telephone 833-559-2420, by Fax: 916-654-1048 or by email: CCDDAppeals@dss.ca.gov. The appeal to CDSS must include a written statement specifying the reasons parent believes the agency decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, CDSS will issue a written decision to parent and the agency. Once CDSS has rendered a decision, the decision is final.

Attachment A Uniform Complaint Procedure

Stanislaus COE
Administrative Regulation

AR 1312.3
Community Relations

Uniform Complaint Procedures

Compliance Officers

The Stanislaus County Superintendent of Schools designates the following compliance officer(s) to receive and investigate complaints and to ensure County Office of Education compliance with law:

Mike Berhorst
Division Administrator, Human Resources
1100 H Street
Modesto, CA 95354
(209) 238-1600

The Compliance Officer shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the County Superintendent or designee.
(cf. 9124 - Attorney)

Notifications

The County Superintendent or designee shall annually provide written notification of the County Office's uniform complaint procedures to students, employees, parents, the County Office advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The County Superintendent or designee shall make available copies of the County Office's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:
Identify the person(s), position(s), or unit(s) responsible for receiving complaints
Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Social Services (CDSS) or to pursue remedies before civil courts or other public agencies
Include statements that:

- The County Office is primarily responsible for compliance with state and federal laws and regulations
- The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
- An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
- The complainant has a right to appeal the County Office's decision to the CDSS by filing a written appeal within 15 days of receiving the County Office's decision
- The appeal to the CDSS must include a copy of the complaint filed with the County Office and a copy of the County Office's decision

(cf. 5145.6 - Parental Notifications)

Attachment A Uniform Complaint Procedure

Procedures

The following procedures shall be used to address all complaints that allege that the County Office has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the County Office. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, County Office staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the County Office's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the County Office's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The County Office's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Attachment A Uniform Complaint Procedure

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the County Office's investigation and decision, as described in Step #5 below, within 60 days of the County Office's receipt of the complaint. (5 CCR 4631)

Step 5: Final Written Decision

The County Office's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The County Offices' decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on the evidence gathered (5 CCR 4631)
2. The conclusion(s) of law (5 CCR 4631)
3. Disposition of the complaint (5 CCR 4631)
4. Rationale for such disposition (5 CCR 4631)
5. Corrective actions, if any are warranted (5 CCR 4631)
6. Notice of the complainant's right to appeal the County Office's decision within 15 days to the CDSS and procedures to be followed for initiating such an appeal (5 CCR 4631)
7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDSS before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of County Office expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Social Services

If dissatisfied with the County Office's decision, the complainant may appeal in writing to the CDSS within 15 days of receiving the County Office's decision. When appealing to the CDSS, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the County Office's decision. (5 CCR 4632)

Upon notification by the CDSS that the complainant has appealed the County Office's decision, the County Superintendent or designee shall forward the following documents to the CDSS: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the decision
3. A summary of the nature and extent of the investigation conducted by the County Office, if not covered by the decision
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the County Office's complaint procedures
7. Other relevant information requested by the CDSS

The CDSS may directly intervene in the complaint without waiting for action by the County Office when one of the conditions listed in 5 CCR 4650 exists, including cases in which the County Office has not taken action within 60 days of the date the complaint was filed with the County Office.

Attachment A Uniform Complaint Procedure

Civil Law Remedies
A complainant may pursue available civil law remedies outside of the County Office's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDSS before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the County Office has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation:
STANISLAUS COUNTY OFFICE OF EDUCATION
Approved: November 9, 2006, Modesto, California



CAPP Communication Page online at
https://www.findchildcarestanislaus.org/cfs-enrollment/capp-communication Page Passkey: CFS

Childcare Resource & Referral Program

Links parents to licensed childcare providers and childcare programs available in county.
Call (209) 238-6400 or go online to
https://www.findchildcarestanislaus.org/

United Way

2-1-1 provides referrals to hundreds of resources
Call 2-1-1 or go online at
https://www.211.org/

Program Forms, Pay Family Fees, Handbooks and Orientation Videos

Available online at
https://www.findchildcarestanislaus.org/cfs-enrollment/program-orientation-ongoing-enrollment

Child Development of Social Services Childcare and Development Division Webpage

Available online at
https://cdss.ca.gov/inforesources/child-care-and-development

Organizations throughout Stanislaus County operate State or Federally funded programs that provide care for infants, toddler, and preschool age children.

The programs that operate in this county include:

General Childcare
Provides services to enhance the development of children including an educational component that is developmentally, culturally, and linguistically appropriate. Services provided in center-based setting for infants/toddlers and family childcare home setting for children 6 weeks to school-age.

Early Head Start and Early Head Start Childcare Partnership
Promote healthy prenatal outcomes for pregnant women, enhance the development of infants/toddlers, and promote healthy family functioning. Services provided in center-based, home-based and family childcare homes.

Regional Head Start
Provide a range of individualized services for preschool children in the areas of education and early childhood development, medical, dental, mental health, nutrition, and parent involvement. Services provided in center-based part-day and full-day programs.

Migrant Head Start
Children ages six weeks to school-age whose parents work in agricultural are served in a childcare center or a family childcare home. Hours and days of operation are based on the ebb and flow of the local agricultural industry. The program is more holistic in nature and ensures that children's health, nutritional, dental, social-emotional needs are addressed.

State Preschool
Provide a range of individualized services for preschool children in the areas of education and early childhood development and encourages parent involvement. Services provided in center-based part-day and full-day programs.

Migrant Childcare
Children ages six weeks to school-age whose parents work in agricultural are served in a childcare center. Hours and days of operation are based on the ebb and flow of the local agricultural industry.

California Alternative Payment Program (CAPP)
Provides services and childcare reimbursement for children birth to 13 years of age who need care. Children incapable of caring for themselves may be served to age 21. Families have the right to choose childcare that is most appropriate to their needs, as long as the childcare provider works within the regulations of the programs.

California Work Opportunity and Responsibility for Kids Childcare (CalWORKs)
Current or former CalWORKs cash aid recipients are eligible to receive assistance with paying for childcare with a provider of their choice, if they are employed or participating in county approved Welfare-to-Work activities. Pregnant and parenting teens in the Cal-Learn program are also eligible to receive CalWORKs childcare. Childcare is provided for children through the age of 12, and for exceptional needs and severely disabled children up to age 21.

For more information on available programs please contact
Child Care Resource and Referral at 209-238-6400.

We look forward to serving you!