



county of Santa Cruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

January 5, 2001

Agenda: January 23, 2001

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

APPROVAL OF CALIFORNIA DEPARTMENT OF EDUCATION AGREEMENT FOR CHILD CARE SERVICES: G3TO-0061

Dear Members of the Board:

As you know, the Human Resources Agency (HRA) contracts with the California Department of Education (CDE) to provide subsidized child care services to eligible families in Santa Cruz County, including CalWORKs Stage 3 child care services. In August your Board approved four contracts that will fund more than \$3 million in child care services in our community. We have now received one additional contract for child care services. Agreement G3TO-0061 provides child care subsidies to income eligible families who have successfully transitioned off public assistance. This agreement is for a total of \$406,460.

This agreement, along with funding terms and conditions, is on file with the Clerk of the Board. While funds were allocated for these services in the FY00-01 Human Resources Agency budget; it is now necessary to accept additional funds in the amount of \$406,460, as shown in the attached AUD60. This represents no additional County cost.

The agreement with the Department of Education described in this letter will provide for essential supportive services to assist families in our community.

BOARD OF SUPERVISORS

Agenda: January 23, 2001

California Department of Education Agreements

Page 2

IT IS THEREFORE RECOMMENDED that your Board take the following actions:

1. Adopt the Resolution accepting unanticipated revenue in the amount of \$406,460 and appropriate these funds as described in the attached AUD60 (Attachment 1); and
2. Adopt the Resolution certifying your Board's approval to accept Agreement G3TO-0061 with the California Department of Education for \$406,460 (Attachment 2), and authorize the Human Resources Agency Administrator to execute Agreement G3TO-0061 and to make subsequent minor changes thereto when appropriate and necessary.

Very truly yours,

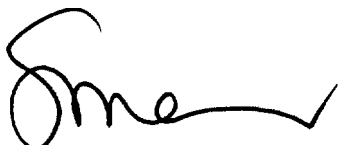


CECILIA ESPINOLA
Administrator

Attachments

CE:BL:N:Board Letters\Fiscal Year 00-01\Careerworks\CDE 01_01

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc. County Counsel
Auditor/Controller

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

0353

Resolution No. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

Whereas, the County of Santa Cruz is a recipient of funds from California Department
of Education for Cal Works Stage 3 Child Care program; and

WHEREAS, the County is recipient of funds in the amount of \$ 406,460 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c) / 29064(b), such funds may be
made available for specific appropriation by four-fifths vote of the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$ 406,460 into
Department Human Resources Agency

<u>T/C</u>	<u>Index Number</u>	<u>Revenue Subobject Number</u>	<u>Account Name</u>	<u>Amount</u>
011	392200	0862	Dept of Education	406,460

and that such funds be and are hereby appropriated as follows:

<u>T/C</u>	<u>Index Number</u>	<u>Expenditure Subobject Number</u>	<u>PRJ/UCD</u>	<u>Account Name</u>	<u>Amount</u>
021	392200	4 4 6 5		Child Care	406,460

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and
that the Revenue(s) (has been) (will be) recieved within the current fiscal year.

By Graces Vias
Department Head

Date 1/0 8/01

COUNTY ADMINISTRATIVE OFFICER

 JS

Recommended to Board

Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Henry A. Oberholman
County Counsel 12/16/97

392200-446.5
APPROVED AS TO ACCOUNTING DETAIL:

P. Sillanpaa 1-10-11
Auditor-Controller

Distribution:

Auditor-Controller

County Counsel

County Administrative Officer

Originating Department

AUD60 (REV 12/97)

c:\audit\aud60.wpd

Page 2 of 2

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO.

On the motion of Supervisor
duly seconded by Supervisor
the following resolution is adopted.

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT
NO. G3TO-0061 FOR CHILD DEVELOPMENT SERVICES WITH THE
CALIFORNIA DEPARTMENT OF EDUCATION**

WHEREAS, the Human Resources Agency is presently contracting with the California Department of Education to provide Child Care and Development subsidy services to eligible families in Santa Cruz County; and

WHEREAS, the Board of Supervisors declares its intent to continue to provide Child Care to eligible families within our community.

NOW, THEREFORE BE IT RESOLVED AND ORDERED that the Human Resources Agency Administrator is hereby authorized to execute Agreement No. G3TO-006 1 for a total contract amount of \$406,460 with the California Department of Education for the provision of child care subsidy services.

BE it further resolved that for the purposes specific to the California Department of Education contract, the Administrator of the Human Resources Agency is the Board designee for the operation of the program funded by this contract and is authorized to execute minor amendments to Agreement No. G3TO-0061 as appropriate and necessary.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 23rd day of January 200 1, by the following vote:

AYES:	SUPERVISORS
NOES:	SUPERVISORS
ABSENT	SUPERVISORS

Chairperson of the Board of Supervisors

ATTEST: _____
Clerk of said Board

APPROVED AS TO FORM

Jane M. Scott
County Counsel

DISTRIBUTION: County Administrative Office
County Counsel
Human Resources Agency



0356

Second Set

CALIFORNIA DEPARTMENT OF EDUCATION

721 Capitol Mall; P.O. Box 944272

Sacramento, CA 94244-2720

F.Y. 00 - 01

DATE: July 01, 2000

LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES

CONTRACT NUMBER: G3TO-0061PROGRAM TYPE: CALWORKS - STAGE 3
TIMING OUTPROJECT NUMBER: 44-K445-00-0CONTRACTOR'S NAME: SANTA CRUZ COUNTY HUMAN RESOURCES AGENCY

By signing this contract and returning it to the State, you are agreeing to provide services in accordance with the CalWORKS STAGE 3 (Timing Out) CHILD CARE AND DEVELOPMENT FUND - FUNDING TERMS AND CONDITIONS (FT&C) which are attached and by this reference incorporated into this contract. The FT&C and Requirements specify the contractual responsibilities of the State and the contractor.

Funding of this contract is contingent upon appropriation and availability of funds. This contract is effective from July 1, 2000 through June 30, 2001. For satisfactory performance of the required services, the contractor shall be reimbursed in accordance with the Determination of Reimbursable Amount Section of the FT&C, for a Maximum Reimbursable Amount (MR4) of \$406,460.00.

Any provision of this contract found to be in violation of Federal or State statute or regulation shall be invalid but such a finding shall not affect the remaining provisions of this contract.

APPROVED AS TO FORM:

By: Joe M. Scott
Office of the County Counsel

STATE OF CALIFORNIA		CONTRACTOR			
BY (AUTHORIZED SIGNATURE)		BY (AUTHORIZED SIGNATURE)			
PRINTED NAME OF PERSON SIGNING Donna Salaj		PRINTED NAME AND TITLE OF PERSON SIGNING Cecilia Espinola, HRA Administrator			
TITLE Manager Contracts Office		ADDRESS 1000 Emeline Ave, Santa Cruz, CA 95060			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$ 406,460	PROGRAM/CATEGORY (CODE AND TITLE) Child Development Programs		FUND TITLE General		Department of General Services use only
PROR AMOUNT ENCUMBERED FOR THIS CONTRACT \$ 0	(OPTIONAL USE) (0156) 23024-K445 Transfer to SSF				
TOTAL AMOUNT ENCUMBERED TO DATE \$ 406,460	ITEM 30.10.020.012 6100-I 96-0001	CHAPTER 52	STATUTE 2000	FISCAL YEAR 2000-2001	
OBJECT OF EXPENDITURE (CODE AND TITLE) 702 SACS: Res-6042 Rev-8590					
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.		T.B.A. NO.		B.R. NO.	
SIGNATURE OF ACCOUNTING OFFICER 53		DATE			

STANDARD PROVISIONS FOR STATE CONTRACTS

1. The Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this contract.
2. The Contractor, and the agents and employees of the Contractor, in the performance of this contract, shall act in an independent capacity and not as officers or employees or agents of the State of California.
3. The State may terminate this contract and be relieved of the payment of any consideration to Contractor should Contractor fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the State may proceed with the work in any manner deemed proper by the State. The cost to the State shall be deducted from any sum due the Contractor under this contract, and the balance, if any shall be paid the Contractor upon demand.
4. Without the written consent of the State, this contract is not assignable by Contractor either in whole or in part.
5. Time is the essence of this contract.
6. No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
7. The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.
- a. Contractors entering into a contract funded wholly or in part with funds from the United States Government agree to amendments in funding to reflect any reduction in funds if the Congress does not appropriate sufficient funds. In addition, the contract is subject to any restrictions, limitations or enactments of Congress which affect the provisions, terms or funding of this contract in any manner. The State shall have the option to terminate the contract without cost to the State in the event the Congress does not appropriate funds or a United States agency withholds or fails to allocate funds.

NONDISCRIMINATION CLAUSE (OCP-1) STD. 17A (REV. 3-95)

During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, and denial of family and medical care leave and denial of pregnancy disability leave. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

DRUG-FREE WORKPLACE CERTIFICATION

By signing this contract, the contractor hereby certifies under penalty of perjury under the laws of the State of California that the contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 1. the dangers of drug abuse in the workplace;
 2. the person's or organization's policy of maintaining a drug-free workplace;
 3. any available counseling, rehabilitation and employee assistance programs; and
 4. penalties that may be imposed upon employees for drug abuse violations.
- C. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed contract:
 1. will receive a copy of the company's drug-free policy statement; and
 2. will agree to abide by the terms of the company's statement as a condition of employment on the contract.

Failure to comply with these requirements may result in suspension of payments under the contract or termination of the contract or both and the contractor may be ineligible for award of any future state contracts if the CDE determines that any of the following has occurred: (1) the contractor has made false certification or (2) the contractor violates the certification by failing to carry out the requirements as noted above.

CALWORKS

STAGE - 3 GENERAL

G3TO

(Timing Out)

FUNDING TERMS AND CONDITIONS

AND

PROGRAM REQUIREMENTS

for

CHILD DEVELOPMENT PROGRAMS

FISCAL YEAR 2000 - 07

CalWORKs STAGE 3
GENERAL FUND ALTERNATIVE PAYMENT PROGRAMS
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Fiscal Year 2000-01

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FUNDING TERMS AND CONDITIONS
CalWORKs STAGE 3 - GENERAL FUND ALTERNATIVE PAYMENT PROGRAMS
 Fiscal Year 2000-01

These are the Funding Terms and Conditions (FT&C) for fiscal year 2000-01. Each contractor is required, as a condition of its contract with the California Department of Education (CDE), Child Development Division (CDD), to adhere to these FT&C, and any other Requirements incorporated into the contract, in addition to all other applicable laws and regulations. Any variance from this contract, the FT&C, Requirements, laws or regulations could be considered a noncompliance issue and subject the contractor to possible termination of the contract.

Any change of these FT&C or Requirements to be binding on the State and the contractor must be in writing, in advance, from the CDE in the form of a formal contract amendment. Any interpretation of the FT&C or Requirements must be in writing from the CDE and signed by the director of the CDD.

Contractors may adopt any reasonable policies relating to the program that are not in conflict with law, regulations or the terms of this contract. Those potentially affected shall be duly notified and due process, if applicable, shall be assured.

I. DEFINITIONS

As used in the FT&C:

“Actual and allowable net costs” means the costs which may be reimbursed under a particular child development contract after disallowed costs and restricted income have been subtracted from total expenditures.

“Additional funds” means award of new contracts or expanded contracts which increase the contractor’s level of administrative responsibility. Cost of living adjustments, rate increases, one-time-only supplemental funds and Alternative Payment program contingency funds are not considered to be “additional funds.”

“Administrative costs” means costs incurred for administrative activities where neither the family, the child nor the service providers directly benefit from the activity.

“Adult” means a person who is at least eighteen (18) years of age.

“Alternative Payment programs” means contracts designated as Alternative Payment or Child Protective Services. Contractors operating Alternative Payment programs are not precluded from contracting for other program types as specified in Education Code Section 8208(h).

“Approved indirect cost plan” means that the annual agency audit does not include any management findings regarding the development or the application of the plan.

“Authorized representative” means a person who has been delegated the responsibility to sign a child in and out of a child care program in the absence of the parent.

“Benefit to the State” means that the activity will improve knowledge or expertise in areas directly related to subsidized child care and development services.

“Ceases operation” means the contractor does not provide subsidized services in accordance with the contractor’s program operating calendar submitted to and approved by the CDD for the applicable contract period.

“Child development fund” means the restricted fund used by the contractor to account for contract funds and related net reimbursable program costs.

“Contract period” means the time span the contract is in effect as specified in the child development contract.

“Depreciation” means a cost in the current fiscal year that is based on acquisition costs, less any estimated residual value, computed on a straight line method (based on the normal, estimated useful life expectancy of the asset).

“Disallowed costs” means costs which have been incurred but are not reimbursable because they are not reasonable and/or necessary for the performance of the contract as defined below or are otherwise nonreimbursable as specified in Section V.G below.

“Earned” means net reimbursable program costs of which at least eighty percent (80%) must be payments for direct services, no more than twenty percent (20%) may be for support services and administrative costs together and no more than fifteen percent (15%) may be for administrative costs alone. (Note: this language is pursuant to Budget Act language limiting administration and support to no more than 7.5 percent of direct services costs).

“Employment agreements” means the formal hiring documents for individuals who will accrue benefits normally afforded to contractor’s staff.

“Full signature” means the legal signature of the individual (e.g., signature normally used on checks and other documents). If the individual is not literate in written English, the individual may sign with an “X” which must be initialed by the contractor’s authorized representative.

“Indirect cost allocation plan” means a written justification and rationale for assigning the relative share of indirect costs across more than one program or contract.

“Indirect cost” means an expense that cannot be readily assigned to one specific program or one specific line item within a program.

“Maximum reimbursable amount” means the total dollar amount of a contract. Reimbursement from the State shall not exceed the maximum reimbursable amount.

“Net reimbursable program costs” means the portion of the actual and allowable net costs which are incurred in the provision of child care and development services for subsidized children.

“New contract” is a contract award to an existing contractor which is for a program type as specified in Education Code Section 8208(h) that is different than the child development contract(s) currently administered by the applicant.

“Operating facility” means the office(s) within the service delivery area(s) providing Alternative Payment program services to the public.

“Private contractor” means an entity other than a public agency which is tax exempt or non-tax exempt and under contract with the CDE for the provision of child care and development services.

“Public contractor” means a school district, community college district, county superintendent of schools, campus of the California State University or the University of California system, county, city or other public entity under contract with the CDE for the provision of child care and development services.

“Reasonable and necessary costs” means expenditures that, in nature and amount, do not exceed what an ordinarily prudent person would incur in the conduct of a competitive business.

“Regional Market Rate” means the current rate charged for various types of child care services as determined by a survey of providers.

“Restricted income” means income which may only be expended for specific limited purposes.

“Service delivery area” means the community, geographic area or political subdivision in which the child care and development services are to be provided. Services may be provided to families residing in and/or child care and development providers located in the geographic area. (Note that for aid recipients, the provider payment should originate in the county where the parent resides.)

“Support services” means those services which, when combined with child care and development services, help promote the healthy physical, mental, social and emotional growth of children and families.

“Total expenditures” means all costs for the provision of subsidized services under the contract.

“Unnecessarily increase the value” means an improvement of an operating facility beyond what is reasonable and necessary to meet local fire and safety ordinances and/or the intended purposes of an Alternative Payment program.

“Use allowance” means an alternate method for claiming the use of the contractor's assets as a cost when depreciation methods are not used.

II. GENERAL PROVISIONS

A. National Labor Relations Board/Federal Court Order

By signing this contract, the contractor swears under penalty of perjury that no more than one final unappealable finding of contempt of court has been issued by a federal court against the contractor within the last two (2) years because of failure to comply with a federal court order for compliance with an order of the National Labor Relations Board (Public Contract Code Section 10296). This provision does not apply to public entities.

B. Notification of Address Change

Contractors shall notify the CDD in writing of any change in mailing address for communication regarding the contract (administrative address) within ten (10) calendar days of the address change. For non-public agencies, the notification must be accompanied with (1) board minutes verifying the change in address and (2) a copy of the notification to the Internal Revenue Service of the address change.

Contractors shall notify the CDD in writing of any proposed change in operating facility address(es) at least thirty (30) calendar days in advance of the change unless such change is required by an emergency such as fire, flood or earthquake.

C. Open Board Meetings

Private contractors, to the extent of the publicly funded program, comply with the Ralph M. Brown Open Meetings Act ("Brown Act"), Government Code Sections 54950-54961. Board meetings shall be open to the public except for meetings with its designated representatives prior to and during consultations and discussions with representatives of employee organizations regarding the salaries, salary schedules or compensation paid in the form of fringe benefits of employees or to consider the appointment, employment, evaluation of performance or dismissal of an employee or to hear complaints or charges brought against an employee unless such employee requests an open meeting. Minutes of these open meetings shall be available to the public.

D. Issuance and Use of Checks

Except for external payroll services, private contractors shall not use any presigned, pre-authorized, or pre-stamped checks without the prior written approval of the CDD.

Private contractors shall require two (2) authorized signatures on all checks unless: (1) the contractor has a policy approved by its governing board requiring dual signatures only on checks above a specified dollar amount and (2) the annual audit verifies that appropriate internal controls are maintained.

E. Prohibition Against Loans and Advances

Contractors shall not loan contract funds to individuals, corporations, organizations, public agencies or private agencies. Contractors shall not advance unearned salary to employees. Contractors shall not make advance payments to subcontractors and shall compensate subcontractors after services are rendered or goods are received except for (1) subcontractors providing direct child care and development services and (2) subcontractors with subcontracts exempt from the provisions of Section IV.A below.

F. Materials Developed with Contract Funds

If the contractor receives income from materials developed with contract funds, the use of the income shall be restricted to the child development program. If the materials were developed in part with contract funds, the income from the sale of the materials that shall be used in the child development program shall be computed in direct proportion to the share of contract funds used in development of the materials.

Materials developed with contract funds shall contain an acknowledgement of the use of State funds in the development of materials and a disclaimer that the contents do not necessarily reflect the position or policy of the CDE.

G. Prohibition Against Religious Instruction or Worship

The contractor shall not provide nor be reimbursed for child care and development services which include religious instruction or worship.

H. Payments to Providers

Contractors shall pay each provider the same rate(s) the provider charges nonsubsidized families not to exceed 1.5 standard deviations from the mean market rate established for the type of care provided as established by the most recent "Regional Market Rate Survey of California Child Care Providers."

For providers that do not serve nonsubsidized children, the contractor shall pay a rate that is within 1.5 standard deviations of the mean market rate for the type of care provided as established by the most recent "Regional Market Rate Survey of California Child Care Providers."

I. Contracts with Multiple Service Areas

A contractor with more than one service delivery area as specified in and funded through a single contract shall maintain service at the same level in the individual service area(s) as most recently approved.

J. Contractor's Termination for Convenience

1. General Termination for Convenience

A contractor may terminate the contract for any reason during the contract term. The contractor shall notify the CDD of its intent to terminate the contract at least ninety (90) calendar days prior to the date the contractor intends to terminate the contract.

Within fifteen (15) days from the date the contractor notifies the CDD of its intent to terminate the contract, the contractor shall submit: (1) a current inventory of equipment purchased in whole or in part with contract funds and (2) the names, addresses and telephone numbers of all families served by the contract and all staff members funded by the contract. Contractors shall also submit the names, addresses and telephone numbers of all providers of subsidized services funded by the contract.

Upon receipt of a notice of intent to terminate, the CDD will transfer the program to another agency as soon as practicable.

The State shall only be obligated to compensate the contractor for net reimbursable program costs in accordance with this contract through the date of termination. There shall be no other compensation to the contractor. The State shall offset any monies the contractor owes the State against any monies the State owes under this contract.

2. Changes in Laws or Regulations

The CDD shall notify contractors in writing of changes in laws or regulations prior to the effective date or as soon as possible after enactment. If any laws or regulations are changed substantially during the contract period, the contractor shall have the option to discontinue performance and be relieved of all obligations for further performance.

The contractor has thirty (30) calendar days from receipt of notification of pending changes to notify the CDD in writing of the contractor's intent to terminate if the required changes are unacceptable to the contractor. The contract shall be deemed terminated sixty (60) calendar days after receipt of the notification of the intent to terminate.

K. Compliance Reviews of Contractors

At least once every three (3) years and as resources permit, the CDE shall conduct reviews at the contractor's office(s) and operating facility(ies) to determine the contractor's compliance with applicable laws, regulations or contractual provisions.

The reviews shall be conducted by consultants, analysts and/or management staff of the CDD, CDE's Audits and Investigations Division (AID), formerly Office of External Audits, and Child Development Fiscal Services (CDFS), or other State of California representatives.

L. Eligibility for Funding

A contractor is not eligible for additional funds, as defined in Section I above, if the contractor has received final notification, as specified in Section VIII.A below, that its contract has been terminated.

A contractor is not eligible for additional funds if the contractor has demonstrated fiscal and/or programmatic noncompliance and has received final notification, as specified in Section IX.A below, that (1) its contract will be placed on conditional status or (2) it will not be offered continued funding.

M. Continued Funding

Contractors have no vested right to a subsequent contract. Contractors that are not on conditional contract status but which have evidenced fiscal or programmatic noncompliance with the provisions of this contract, law or regulations shall receive an administrative review in accordance with Section IX.A below to determine whether they will receive an offer for continued funding.

Contractors currently on conditional status that do not meet the requirements specified in the Conditional Status Addendum, as specified in Section IX.C below, may not be offered a subsequent contract and shall be so notified by the CDD at least ninety (90) calendar days prior to the end of the current contract period.

Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a continued funding application request from the CDD in accordance with the instructions and timelines specified in the request. Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the CDD of the contractor's intent to discontinue services at the end of the current contract period unless the contractor has received a written extension of the original timeline from the CDD.

N. Applicability of Corporations Code

Except for partnerships and sole proprietorships, private contractors shall be subject to all applicable sections of the Corporations Code including standards of conduct and management of the organization.

O. Conflicts of Interest

For any transaction to which the contractor is a party and the other party is: (a) an officer or employee of the contractor or of an organization having financial interest in the contractor; or (b) a partner or controlling stockholder or an organization having a financial interest in the contractor; or (c) family member of a person having a financial interest in the contractor, the transaction(s) shall be fair and reasonable and conducted at arm's length.

Based on corporate law (Corporations Code sections 310, 5233-5233.7233 and 9213 as applicable) the general rules that would be followed to ensure that transactions are conducted "at arm's length" include: (1) prior to consummating the transaction, the governing body should authorize or approve the transaction in good faith and the board should require the interested party, or parties, to make full disclosure to the board both in writing and during the board

meeting where the transaction is being discussed and (2) all parties having a financial interest in the transaction should refrain from voting on the transaction and it should be so noted in the board minutes.

If the transaction involves the renting of property, either land or buildings, owned by affiliated organizations, officers or other key personnel of the contractor or their families, the board of directors shall request the interested party to obtain a "fair market rental estimate" from an independent appraiser. If the contractor has no board or is a sole proprietor, the requirement for a "fair market rental estimate" shall also apply. The contractor has the burden of supporting the reasonableness of rental costs. If the property is owned by the contractor, rental costs are not reimbursable and costs may be claimed only as depreciation or use allowance. Any transaction described in this paragraph shall be disclosed by the auditor in the notes to the financial statement in the annual audit.

Rental costs for equipment owned by affiliated organizations, officers or other key personnel of the contractor or their families are allowable only as use or depreciation allowance.

P. Americans with Disabilities Act

By signing this contract, the contractor assures the CDE that it shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines and interpretations issued thereto.

Q. Air or Water Pollution Violations (Government Code Section 4477)

By signing this agreement, the contractor swears under penalty of perjury that the contractor is not: (1) in violation of any order or resolution not subject to review promulgated by the state Air Resources Board or an air pollution control district; (2) subject to a cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution. This provision does not apply to public agencies.

R. Recycled Paper Certification (Public Contract Code Section 10308.5/10354)

The contractor agrees to certify in writing to the CDE, under penalty of perjury, the minimum, if not exact, percentage of recycled content, both postconsumer material and secondary material as defined in Public Contract Code Sections 12161 and 12200, in materials, goods or supplies offered or products used in the performance of the contract, regardless of whether the product meets the required recycled product percentage as defined in Sections 12161 and 12200. The contractor may certify that the product contains zero recycled content.

S. Child Support Compliance (Public Contract Code Section 7110)

By signing this agreement, the contractor acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

I.I. FACILITIES AND EQUIPMENT

A. Depreciation and Use Allowance

Taxes, insurance and maintenance may be claimed as part of actual and allowable costs for buildings, building improvements related to the child development program and equipment necessary for the operation of the program.

Within the limits specified below, depreciation or use allowance may also be claimed. Depreciation shall not be claimed on land, donated assets or assets purchased with public funds, on any fully depreciated asset or on idle or excess facilities. A use allowance shall not be claimed on land or assets purchased with contract funds or on assets for which depreciation has been claimed.

Depreciation is a cost in the current fiscal year based on acquisition costs, less any estimated residual value, computed on a straight line method from the original date of acquisition (based on the normal, estimated useful life expectancy of the asset). When depreciation is applied to assets acquired in prior years, the annual charges shall not exceed the amounts that would have resulted had depreciation been claimed from the date of acquisition.

A use allowance is the alternate method for compensation when depreciation costs are not claimed. The use allowance for buildings and improvements is computed at an annual rate not to exceed two percent (2%) of acquisition costs. The use allowance for equipment is computed at an annual rate not to exceed six and two-thirds percent (6-2/3%) of acquisition costs.

B. Capital Outlay

Capital outlay expenditures are those that result in the acquisition of or additions to capital assets. Capital outlay expenditures are subdivided into two categories: (1) sites and improvement of sites; buildings; improvement of buildings; building fixtures; and services systems; and (2) equipment which includes personal property of a relatively permanent nature and/or of significant value. (See the California School Accounting Manual for categorization of various items.) Capital outlay expenditures for category (1) are only reimbursable as depreciation or use allowance or as provided for under Section III.E, Renovation and Repair.

C. Equipment Bidding and Approval Requirements

All equipment purchases in excess of seven thousand five hundred dollars (\$7,500) per item (including tax) shall be approved in writing in advance by the CDD. In determining if an equipment purchase exceeds the threshold, all expenses associated with a purchase that are necessary for it to perform the intended purpose should be included in calculating the purchase cost. Example: A computer system could include but is not limited to individual items such as a central processing unit (CPU), computer monitor, computer stand, modems, disk drives, software, printer, etc. or hardware and software to install a local area network (LAN) system.

For private agencies, all equipment purchases exceeding five thousand dollars (\$5,000) will not be approved unless at least three (3) bids or estimates have been obtained. The contractor shall purchase the goods or services from the lowest responsible bidder. If three (3) bids or estimates cannot be obtained, the contractor shall provide adequate documentation of the reason(s) why three (3) bids or estimates could not be obtained (e.g., emergency situations).

Public agencies shall comply with applicable sections of the Public Contract Code. Bids, if applicable, shall be attached to the Request for Approval of Capital Outlay Expenditures when submitted to the CDD for approval. One copy of the Request shall be retained by the CDD and one copy returned to the contractor approved or disapproved within thirty (30) calendar days of receipt. If the request for approval of an equipment purchase is disapproved, the contractor may appeal the decision in accordance with instructions specified in Section X below.

Equipment replacement and lease-purchase agreements are subject to the above requirements. An inventory of all equipment shall be maintained.

D. Equipment Inventory

Property records must be maintained that include a description of the equipment, serial number or other identification number, the source of the equipment, the acquisition date, the cost of the equipment, the location, use and condition of the equipment and any ultimate disposition date including date of disposal and sale price if applicable. A physical inventory of equipment must be taken at least every two years and reconciled with property records. A control system must be developed to ensure adequate safeguards to prevent loss, damage or theft (any loss, damage or theft must be investigated) and adequate maintenance procedures must be developed to keep the equipment in good condition.

E. Title, Use, Disposition and Retention of Equipment

1. Title. When equipment is purchased with State funds, title shall vest in the contractor only for such period of time as the contractor has a contract with the CDE.
2. Retention of Equipment. The CDD may provide written authorization for the contractor to retain the equipment for the contractor's own use if a fair compensation is paid to the State for the State's share of the cost of the equipment. Fair compensation shall be determined by the State using the State's share of original acquisition cost, less depreciation, computed on a straight line method over the estimated useful life expectancy of the equipment.
3. Use. When equipment is purchased in whole or in part with State funds, the contractor shall use the equipment exclusively in the program(s) from which funds were used to purchase the equipment. If the contractor wishes to share the use of the equipment between/among two (2) or more programs, the cost of such equipment shall be prorated between/among the programs.
4. Disposition. If the contractor no longer has a contract with the CDE, the contractor shall dispose of the equipment in accordance with written directions from the CDD.

F. Renovation and Repair

Improvement of sites and adjacent grounds is reimbursable if the improvements do not unnecessarily increase the value (as defined in Section I above) of a facility and the contractor has obtained prior CDD approval for proposed work for ten thousand dollars (\$10,000) or more.

For private agencies, such proposed work in excess of five thousand dollars (\$5,000), unless performed by contractor's staff, shall have at least three (3) bids or estimates and shall be awarded to the lowest responsible bidder.

Bids, if applicable, shall be submitted by the contractor when requesting CDD approval. If three (3) bids or estimates cannot be obtained, the contractor shall maintain adequate documentation of the reason(s) why three (3) bids or estimates could not be obtained as well as the reasonableness of cost in the absence of competition. Public agencies shall comply with applicable sections of the Public Contract Code.

Proposed work for ten thousand dollars (\$10,000) or more shall be submitted for prior written approval to the CDD. If three (3) bids were not obtained, the contractor shall submit written justification to the CDD at the time approval is requested. The CDD shall approve or disapprove the request within thirty (30) calendar days. If the request is disapproved, the contractor may appeal the decision in accordance with instructions specified in Section X below.

If the work is to be performed through a subcontract, the requirements of Section IV.B through IV.F also apply. When private agencies submit proposed subcontracts for renovation and repair for approval, evidence shall be included that the proposed subcontractor has obtained a payment bond in an amount not less than one-half (½) the amount of the proposed subcontract.

IV. SUBCONTRACTS

A. Subcontracts Excluded from Requirements of this Section

The following types of relationships are not subject to the requirements contained in Section IV: (1) employment agreements; (2) facility rental or lease agreements; (3) payment arrangements with providers; (4) medical or dental service agreements; (5) bookkeeping/auditing agreements, except for Section IV.B; (6) janitorial and groundskeeping agreements; (7) a subcontract with a public agency; and (8) subcontracts with an individual for less than ten thousand dollars (\$10,000.00), except for Section IV.B.

However, no subcontract shall in any way relieve the contractor of any responsibility for performance under this contract.

All subcontracts, rental agreements and other contractual arrangements should include a termination for convenience clause permitting termination of such agreements without cost to the contractor.

B. Bids for Subcontracts

Private contractors shall obtain at least three (3) bids or estimates for subcontracts that exceed five thousand dollars (\$5,000). The subcontract shall be awarded to the lowest responsible bidder. If three (3) bids or estimates cannot be obtained, the private contractor shall maintain documents in its records that establish the reasons why three (3) bids or estimates could not be obtained; and (2) the reasonableness of the proposed expenditure without three (3) bids or estimates. Subcontracts subject to the approval of the CDD shall be rebid at least once every three (3) years or more often if specified by the CDD in its annual approval of the subcontract. Public agencies shall award subcontracts in accordance with the Public Contract Code. The contractor shall not split subcontracts to avoid competitive bidding requirements.

Subcontracts for direct child development services with a private subcontractor are exempt from bidding but not from advance approval by the CDD if they are for ten thousand dollars (\$10,000) or more.

Subcontracts for auditing and/or bookkeeping services shall be rebid and changed every five (5) years unless retention of the same auditor is approved by the CDD.

C. Prior Child Development Division Approval

If directed by the CDD, contractors shall obtain prior written approval from the CDD for subcontracts for ten thousand dollars (\$10,000) or more that are not excluded from the provisions of this Section by Section IV.A above.

Prior to execution of a subcontract and commencement of work, the contractor shall submit two (2) copies of the proposed subcontract to the CDD for approval, including a proposed line-item budget which shows the costs of the services to be performed. The budget for a proposed subcontract for renovation and repair shall show the total cost of labor and the total cost of materials. Bids, if applicable, shall be submitted to the CDD when requesting approval. If three (3) bids were not obtained, the contractor shall provide written justification when the subcontract is submitted

to the CDD for prior approval. Contractors shall demonstrate that approval of the subcontract is cost effective to the State. For proposed renovation and repair subcontracts, private agencies shall include documents showing that the bidder selected by the contractor has obtained a payment bond in an amount not less than one-half ($\frac{1}{2}$) the amount of the proposed subcontract.

One copy of the subcontract will be retained by the CDD and the other copy returned to the contractor approved or disapproved within thirty (30) calendar days of receipt of all required documents. No reimbursement shall be made to the contractor or subcontractor for work performed prior to CDD approval. A disapproved contract will include a statement of the reason(s) for not approving the subcontract. If the request for approval of a subcontract is denied, the contractor may appeal the decision in accordance with instructions specified in Section X below.

The State does not assume any responsibility for performance of approved subcontracts nor does the State assume responsibility for any unpaid debt of the contractor resulting from subcontracting liens.

Subcontracts which increase the contractor's cost of performance are nonreimbursable. Subcontracts which contain a provision for reimbursement for cost-plus-a-percentage-of-costs are nonreimbursable.

D. Required Subcontract Provisions

Every subcontract shall specify:

1. The dates within which the subcontractor is to perform the contract. The time for subcontractor performance shall not begin prior to, nor shall the time extend beyond, the time period of the contract between the contractor and the State.
2. The dollar amount of the subcontract or specify an amount not to exceed a maximum dollar amount
3. The service(s) to be provided under the subcontract.
4. The responsibilities of each party under the subcontract.
5. That the subcontractor, and the agents and employees of the subcontractor, in the performance of the subcontract, are acting in an independent capacity and not as officers or employees or agents of the State of California.
6. That modifications of the subcontract shall be in writing, and that for subcontracts in excess of the amount stated in the annual child development contract, prior written CDD approval is required unless the subcontract is otherwise exempt from prior CDD approval.
7. That the subcontract is the complete and exclusive statement of the mutual understanding of the parties and that the subcontract supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the subcontract.
8. Remedies, in case of a breach of contract, for subcontracts in excess of ten thousand dollars (\$10,000.00).
9. That the State of California retains title to any equipment or supplies purchased with State funds and that the equipment shall be returned to the contractor upon termination of the subcontract. The subcontract shall also

specify that the subcontractor shall obtain prior written approval from the contractor and the CDD for any unit of equipment that costs in excess of seven thousand five hundred dollars (\$7,500).

10. That the subcontractor shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to the CDE's nonrepresented employees computed in accordance with State Department of Personnel Administration regulations, Title 2 California Code of Regulations, Subchapter 1.
11. That the subcontractor agrees to indemnify and hold harmless the State of California, its officers, agents and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of the subcontract, and from any and all claims and losses occurring or resulting to any person, firm or corporation that may be injured or damaged by the subcontractor in the performance of the subcontract.
12. For management and/or direct service subcontracts, the subcontractor shall maintain records for program review, evaluation, audit and/or other purposes and make the records available to agents of the State for a period of five (5) years.
13. The provisions of the "Nondiscrimination Clause" included in the prime contract as specified in Title 2 California Code of Regulations, Chapter 5, Section 8107.

E. Recommended Subcontract Provisions

The following items are suggested for inclusion in subcontracts to protect the interests of the contractor:

1. Funding of the subcontract should be made subject to the appropriation and availability of funds from the State.
2. All subcontracts should contain a provision that the subcontractor is liable for any audit exception caused by, or as a result of, the subcontractor's lack of performance as required by the subcontract.
3. The subcontract should provide that the subcontractor, its agents and employees, in the performance of the subcontract, are acting in an independent capacity and not as agents or employees of the contractor.
4. Unless exempted from CDD approval above, subcontracts for ten thousand dollars (\$10,000) or more cannot become effective and binding on either the prime contractor or the subcontractor until approved in writing by the CDD, and any work performed by the subcontractor prior to the date of such approval shall not be used as a claim against the State.
5. The consideration paid to the subcontractor, as provided in the subcontract, should be stated to be the full compensation for all the subcontractor's expenses incurred in the performance of the subcontract.

F. Audit Requirements for Subcontracts

Subcontracts for management and/or direct services shall be audited in accordance with CDE Audit Guide. The cost of the audit shall be reimbursable and shall be borne by the contractor either directly or as an allowance in the subcontract. The audit of the subcontract shall be submitted to the CDE's AID as follows:

1. School districts, county offices of education and community colleges shall submit the audit by November 15, 2000 for subcontracts performed during the 1999-00 contract period.
2. All other contractors shall submit the subcontract audit along with the contractor's audit as specified in Section VI.1 below.

V. COSTS, EARNINGS AND REIMBURSEMENT

A. Reasonable and Necessary Costs

Contractors will be reimbursed for actual costs that are reasonable and necessary to the performance of the contract as defined in Section I above.

B. Indirect Costs

If an indirect cost rate is used, a cost allocation plan must be on file with the contractor and available for review by the CDD and auditors. The maximum indirect cost rate is eight percent (8%). The rate is applied to budget categories 1000-5000 only in determining the indirect charge to the contract. School districts and county offices of education shall use the CDE approved rate if it is less than eight percent (8%).

The amount of cost allocable to this contract shall not exceed the benefits to this contract. The allocation method must quantify this benefit among all similar programs and then distribute the costs accordingly.

The indirect cost rate shall not include consideration of any costs otherwise nonreimbursable. If a depreciation or use allowance is included in the indirect cost rate, such allowance shall not be claimed on the asset.

C. Administrative Costs

Contractors may claim administrative costs as defined in Section I above which are directly related to the provision of child care and development services. Reimbursement of administrative costs shall not exceed fifteen percent (15%) of net reimbursable program costs or actual costs, whichever is less. The fifteen percent (15%) includes any allowance for indirect costs and audits. Contractors shall maintain written documentation of the rationale used in determining direct and administrative costs.

D. Service Level Exemption (Start-Up) for New or Expanded Programs

Allowable start-up costs include employment and orientation of necessary staff; setting up of the program and facility; finalization of rental agreements and necessary deposits; purchase of a reasonable inventory of materials and supplies; and purchase of an initial premium of insurance.

Contractors shall maintain an auditable record of start-up costs which shall be included within the audit at the end of the year. Reimbursable start-up costs shall occur prior to attainment of full enrollment. If all or part of the fifteen percent (15%) allowable start-up costs is needed and spent, that portion will not have to be earned.

E. Costs for Travel and Per Diem

Contractors and subcontractors shall be reimbursed for travel and per diem expenses at rates not exceeding those amounts paid to CDE's nonrepresented employees computed in accordance with State Department of Personnel

Administration regulations, Title 2 California Code of Regulations, Subchapter 1. Contractors with collective bargaining agreements allowing higher rates of reimbursement shall not pay the difference Out of contract funds, The CDD shall notify the contractor of a change in expense rates within thirty (30) calendar days after the CDD has received notification of a change in rates from the State Department of Personnel Administration.

Contractors shall be reimbursed for out-of-state travel expenses only with prior written approval from the CDD. The CDD shall not approve out-of-state travel expenses: (1) for more than one employee per contract per year; (2) for contractors with delinquent accounts payable which are delinquent more than ninety (90) calendar days after the date of the original invoice; (3) for contractors on conditional status; (4) when there is no clear benefit to the State; or (5) when the benefit to the State can be obtained within California.

The CDD shall approve or deny the request for out-of-state travel within thirty (30) calendar days of the receipt of the request. If the request is denied, the contractor may appeal the decision in accordance with instructions specified in Section X below.

F. Specific Items of Reimbursable Costs

Reimbursable costs include, but are not limited to, the following:

1. Start-up costs as specified in Section V.D above.
2. Administrative costs as specified in Section V.C above.
3. Employee compensation, including fringe benefits, and personal service contracts.
4. Equipment and equipment replacement with prior CDD approval if required in Section III.C above.
5. Improvement of operating facilities in accordance with Section III.E above.
6. Taxes, insurance, and maintenance for buildings and/or equipment.
7. Depreciation based on the useful life of an 'asset in accordance with Section III.A above.
8. A use allowance for buildings and improvements in accordance with Section III.A above.
9. Travel and per diem expenses, including approved out-of-state travel, in accordance with Section V.E above.
10. An indirect cost rate based on an approved indirect cost plan, in accordance with Section V.B above.

G. Nonreimbursable Costs

The following costs shall not be reimbursable under the child development contract:

1. Bad debts, including losses arising from uncollectible accounts and any related legal costs. Uncollected parent fees are not considered to be bad debts if documentation of collection attempts exists.
2. Contributions

3. Costs of amusement or entertainment
4. Costs of fines or penalties
5. Costs of idle facilities
6. Costs incurred after the contract has been terminated
7. Fund raising costs except as specified in Section III of the Program Quality Requirements
8. Consumer interest except: (a) interest on borrowed funds when apportionments are withheld because of a delay or error attributable to the State and the amount of interest claimed is approved by the CDD or (b) when interest is part of a lease purchase agreement.
9. Investment management costs
10. Costs of organization of a nonprofit corporation such as incorporation fees or consultant fees
11. Public relations consultant fees
12. Costs of legal, consulting and accounting services incurred in prosecution of claims against the State
13. State and federal income taxes
14. Costs for the acquisition of sites and buildings except through depreciation
15. Bonuses unless part of a collective bargaining agreement
16. Compensation to the members of the board of directors except for: (a) reimbursement for travel and/or per diem, computed in accordance with Section V.E above, incurred while the members are conducting business for the organization; and (b) as provided in the California Corporation Code Section 5227, et seq.
17. Costs of subcontracts which increase the contractor's cost or subcontracts which contain a provision for reimbursement for cost-plus-a-percentage-of-costs.
18. Costs incurred in prior or future years.

H. Charging of Expenditures

Net reimbursable program costs must be incurred during the contract period. Contractors shall not use current year contract funds to pay prior or future year obligations. However, the cost of the annual independent audit may be claimed either in the contract period which was the subject of the audit or during the contract period in which the audit is completed.

I. Recoupment of Advanced Contract Funds

The CDE shall recoup any payments made for costs which were not reasonable and necessary. The amount that is recouped shall be the excess payment over the reasonable or fair market value, or one hundred percent (100%) of the

cost, if the cost was not necessary. The CDE may elect to recover any costs of recoupment, including collection services or attorney fees.

J. Use of Subsidized Parent Fees

Fees received from subsidized parents are to be expended and earned by the contractor before contract funds shall be claimed for reimbursement.

K. Determination of Reimbursable Amount

Contractors shall be reimbursed for an audited claim that is the lesser of the following:

1. The maximum reimbursable amount as stated in the annual child development contract
2. The amount earned

The contractor may retain a reserve balance of up to two percent (2%) of the maximum allowable administration and support costs for the aggregate sum of all alternative payment contracts or \$1,000.00 whichever is greater. Transfers to the reserve will be authorized by CDFS only once a year. Upon receipt of the June final report, preliminary reserve amounts will be calculated by CDFS and reported to the contractor. For LEAS, this may be the official authorization to transfer provided there are no further amendments. For agencies that must submit an audit to the CDE, the amount will not be final until the 1999-00 audit is closed by the AID and there are no outstanding billings. The reserve shall be maintained in an interest bearing account and the amount of interest earned will be included in the maximum balance allowable. Monies in a reserve shall be used only for expenses which are reimbursable. Transfers from one reserve to another are not allowable. Transfer to the current year contract is allowable and shall be reported as restricted income. Any reserve balances in excess of the proportion authorized shall be returned to the CDE. If the contract is terminated, all monies in the reserve shall be returned to the CDE.

L. Minimum Days of Operation

If the contractor fails to operate at least ninety eight percent (98%) of the minimum days of operation required in its contract, ceases operation or the contract is terminated prior to the end of the contract period, the maximum reimbursable amount shall be reduced in proportion to the percentage of the contract minimum days of operation that the contractor was not in operation.

M. Reduction, Withholding, and Cancelling Apportionments to Contractors

The CDE shall reduce, withhold or cancel any scheduled apportionment when one or more of the following conditions exist:

1. The contractor has not submitted an acceptable audit for any prior year of operation on or before the date due.
2. The contractor has not submitted the reports required by Section VI below on or before the date due.
3. The contractor will not earn the full contract amount based on the current year projected and the prior year actual net reimbursable programs costs as determined by the CDFS.
4. A creditor of the contractor has placed a lien on the contractor's scheduled apportionments.

5. The contractor has accounts payable which are: (a) more than ninety (90) days delinquent to the CDE and (b) not under appeal as specified in either Section VIII.A or Section X below.

If any apportionment is to be reduced, withheld or cancelled, the CDE shall provide the contractor prior written notice of the intended action.

N. Order of Expenditure

Expenditure from the Child Development Fund established pursuant to Section VI.B below shall occur in the following order:

1. Fees collected from parents of certified children shall be first in and first out.
2. State or federal contract funds apportioned by the CDE shall be second in and second out.
3. Interest received on advanced contract funds shall be last in and last out.

VI ACCOUNTING AND REPORTING REQUIREMENTS

A. General Provisions

Contractors shall follow the accounting procedures specified in the most recent edition of the California School Accounting Manual. Contractors shall report expenditures on an accrual basis.

B. Child Development Fund and Interest Bearing Accounts

All contractors shall establish a fund to be known as the "Child Development Fund" as specified in Education Code Section 8328, except that private contractors shall establish the fund in a federally insured banking institution located in California. Contractors with multiple fund sources shall establish separate program cost accounts for each source of funds.

If a contractor places advanced contract funds in an interest bearing account, the interest bearing account shall be a separate account within the Child Development Fund. Interest shall be retained by the contractor if it is expended on reimbursable costs and earned.

C. Enrollment and Attendance Accounting

Providers shall maintain sign-in/sign-out records in accordance with licensing requirements and in sufficient detail to document claims to the contractor for services provided.

D. Attendance and Absences

Contractors shall adopt a policy governing unexcused absences which may include reasonable limitations, if any. Contractors shall inform parents of these policies.

Attendance records maintained by providers shall indicate the reason(s) for a child's absence. Contractors shall reimburse providers in accordance with the provider's usual and customary policies regarding attendance.

E. General Recordkeeping Requirements

All records shall be retained for a minimum period of five (5) years. Claims for reimbursement shall not be paid unless there are documents to support the claims. The contractor has the burden of supporting claims for reimbursement.

If the contractor has more than one CDE program, then the method used to allocate administrative costs must be documented.

If an individual is multi-funded on a time accounting basis, then the individual's time sheet must indicate the amount of time spent in each program per day.

Authorized representatives of the State shall be allowed access to all program related or fiscal records during normal work hours.

F. Expenditure Reports

All contractors shall report on a monthly basis (due to CDFS by the 20th of the following month). Reports not received in CDFS by the dates specified shall be deemed delinquent and, in accordance with Section V.M above, apportionment(s) shall be withheld until the required report is received. Contractors shall submit a report containing the following information for each contract to the CDFS:

1. Amount and sources of all revenues other than contract funds
2. Total expenditures related to the program operation indicating direct services payments and administrative and support costs
3. Total number of certified children enrolled (unduplicated)
4. Total days of operation

The report shall include a certification that the information contained in the report is correct and complete and the original signature of the of the person authorized by the contractor to certify the report.

Contractors have sixty (60) days from the due date for submission of the audit to submit a revised final report. For local educational agencies, the final report shall be the final accounting of any amount payable to or receivable from the contractor pursuant to this contract.

G. Reports on Children and Families Served

The contractor shall submit the following:

1. annual Child Care Annual Aggregate Report (CD-800) to the CDD by November 1 of each year.
2. quarterly Usage and Demand Reports (CD-802) to the CDD by the 15th of the month following the end of the quarter
3. monthly Child Care Population Information Collection (CDD-801A) reports to the CDD by the 15th of the following month

4. if selected to participate in the sample of 200 families for the Child Care Population Information Collection, the contractor shall submit the report CDD-801B) in accordance with the instructions from the CDD.

Reports not received in CDD by the dates specified shall be deemed delinquent and, in accordance with Section V.M above. apportionment(s) shall be withheld until the required report is received.

H. Report Data

Contractors shall submit statistical, cost and program data as requested by the CDE in order for the CDE to prepare various legislatively mandated reports to meet state and federal reporting requirements and for the effective administration of child care and development programs.

By September 30 of each year, the CDD shall issue a notice to all affected contractors of any data collection efforts planned for the current contract period.

Contractors shall submit the data to the CDE by the date specified in the CDE's request for this information. Reports not received by the required due date shall be considered delinquent. Penalties for delinquent reporting are specified in Section V.M above.

For the purpose of data collection and program management, contractors shall provide a copy of the Child Care Data Collection Privacy Notice and Consent Form CD 9600A (New 01/01/00) to the head of the family unit at the time of enrollment and shall obtain a signed copy of that form indicating the head of household's decision whether to authorize or not authorize release of his or her social security number. Whether or not the head of the household authorize release of his or her social security number, the CD-9600A, each signed CD-9600A shall be retained by the contractor in the family's Basic Data File.

I. Audits and Auditors

Contractors shall submit to the CDE's AID an acceptable annual financial and compliance audit. All audits shall be performed by: (1) a Certified Public Accountant who possesses a valid license to practice within the State of California; (2) a Public Accountant licensed on or before December 31, 1970 and currently certified and licensed by the State of California; or (3) a member of the CDE's staff of auditors. Public agencies may have their audits prepared by in-house auditors if the public contractor has internal audit staff that performs auditing functions and meets the tests of independence found in Standards for Audits of Governmental Organization, Programs, Activities, and Functions issued by the Comptroller General of the United States.

Non-school district contractors shall submit the audit for the 1999-00 contract period by November 15, 2000 or earlier if specified by the CDE.

The audits for school districts and county offices of education shall be submitted to the State Controller and the AID by December 15, 2000 in accordance with Education Code Section 41020 and extensions shall only be granted in accordance with Education Code Section 41020.2.

Private agencies (including proprietary entities) that receive \$300,000.00 or more in total federal funds are required to have an Organization Wide Audit (OWA) performed in accordance with OMB Circular A-133 and the "Audit Guide for Audits of Child Development and Nutrition Programs" prepared by CDE's AID. Governmental and other public agencies (excluding school districts, county offices of education and community college districts) must comply with the requirements of OMB Circular A-128 and the CDE's "Audit Guide." All other agencies (excluding school

districts, county offices of education and community colleges) must submit a contractor audit performed in accordance with the CDE's "Audit Guide."

If, for any reason, the contract is terminated during the contract period, the audit shall cover the period from the beginning of the contract through the date of termination.

Subcontracts for management and/or direct services shall be audited in accordance with the requirements stated in Section IV.F above.

J. Review of Audit by the CDE's Audits and Investigations Division

The CDE's AID shall conduct a review of the audit to determine whether the audit is acceptable and to determine the contractor's net reimbursable program costs. The AID determination of earnings shall be the final accounting of any amount payable to or receivable from the contractor pursuant to the contract.

The contractor may appeal the AID findings according to the procedures specified in Section VIII.A below if the amount of the demand for remittance meets or exceeds the threshold specified in Education Code Section 8402(c).

K. Delinquent Audits and One-Time-Only Extensions

If an audit is not received on or before the required due date and an extension has not been granted, the audit shall be considered delinquent and all apportionments shall be withheld as specified in Section V.M above.

Except for contractors on conditional status! the AID may grant a contractor a one-time-only, thirty (30) calendar day extension of the audit due date provided the inability of the contractor to submit the audit by the due date was beyond the fault and control of the contractor.

Contractors shall be liable for all CDE costs incurred in obtaining an independent audit if the contractor fails to produce or submit an acceptable audit.

L. Bureau of State Audits

Contractors shall be subject to the examination and audit of the Bureau of State Audits for a period of three (3) years after final payment under this contract.

M. Budget and Calendar

Contractors shall submit a revised calendar to the CDD and the CDFS whenever there are changes to the most recent version submitted to the CDE. Contractors shall submit revised budgets to the CDD as requested by the CDD.

VI'. CONTRACT CLASSIFICATIONS

A. Clear Status

Contractors that are in full compliance with applicable law, regulations and contract provisions are awarded clear contracts.

B. Provisional Status

New contractors shall be on “provisional” status (stamped on the facesheet of the contract) for a period of not less than twelve (12) months. Contractors on provisional status shall submit monthly fiscal and attendance reports to the CDFS.

Conditional Status

Contractors receiving “conditional” contracts (stamped on the facesheet of the contract) shall be on conditional status until the CDE issues a contract rider formally clearing the contract as specified in Section IX.D below. While on conditional status the contractor shall submit monthly fiscal and attendance reports to the CDFS. The first monthly report shall include a current inventory of equipment purchased in whole or in part with contract funds.

VI-I.TERMINATION, SUSPENSION AND MAJOR REDUCTIONS IN CONTRACT PAYMENTS

A. Independent Appeal Procedures

Pursuant to the requirements of Education Code Sections 8400 through 8409, an independent appeal procedure shall be available to any contractor whose contract is terminated or suspended, or whose total reimbursable contract amount is reduced by four percent (4%) or \$25,000, whichever is less. Such appeals shall be heard by independent hearing officers in accordance with procedures established by the Office of Administrative Hearings (OAH) as specified in Title 1 California Code of Regulations, Sections 201 through 207, described below in Section VIII.B.

Termination or suspension of a contract during the contract period may occur when: (1) a contractor fails to correct items of fiscal or programmatic noncompliance within six (6) months of receiving a conditional contract which includes an addendum stating the specific items of noncompliance and the corrective actions necessary to come into compliance or (2) a contractor engages in serious misconduct posing an immediate threat to health and safety or to State funds for any of the reasons listed in Education Code Section 8406.7.

Any action by the CDD to terminate or suspend a contract or to reduce the total reimbursable contract amount, as stated in Education Code Section 8302(a) through (c), shall be preceded by a notice stating the specific reasons for the action and describing the contractor’s appeal rights. If the action is appealed, a copy of this information shall also be submitted to the OAH.

To assure that there is no interruption in services to children, the CDD will initiate a competitive application process for the appellant’s contract during the appeal process. Unless the termination or suspension is for reason(s) specified in Education Code Section 8306.7 or imminent danger to the health and welfare of children, the contractor may continue to operate during the appeal process.

B. Formal Appeals Procedures

1. Appeal Petition

The contractor may contest the noticed action by filing an appeal petition by registered mail with the CDD requesting a hearing before the OAH, not later than fifteen (15) calendar days from the set-vice of the notice of action. The petition shall include (a) a clear, concise statement of the action being appealed; (b) the reasons the action is unwarranted; and (c) any written documentation in support of the appeal.

2. Hearing

If the contractor requests a hearing, it will be held within thirty (30) calendar days of receipt of the petition by the CDD, but at least ten (10) calendar days' written notice will be given of the time and place of the hearing.

An OAH hearing officer will hear evidence submitted by the State and the contractor during the hearing. The hearing will be recorded. The hearing officer may continue hearings, if deemed necessary.

3. The Decision

The hearing officer shall issue a final decision, in writing, within thirty (30) calendar days after the submission of the case. The decision shall be sent by registered mail or personally served on the representatives of the parties by OAH. The decision shall be the final administrative action afforded the contractor.

4. Request for Additional Written Materials on File at CDE

Contractors may request, in writing, any public documents on which the CDE intends to rely from the CDE files at a cost of six (6) cents per page, payable in advance. The CDE will mail the material requested not later than ten (10) days from the receipt of the request.

C. Contractor's Responsibility After Notice of Termination

After receiving notice of the CDD's decision to terminate the contract, the contractor shall submit to the CDD all of the following: (1) a current inventory of equipment purchased in whole or in part with contract funds; (2) the names, addresses and telephone numbers of all families served by the contract, all staff members funded by the contract; and (3) monthly enrollment and attendance reports until the contract is actually terminated.

Contractors shall also submit the names, addresses and telephone numbers of all providers of subsidized services under the contract.

The State shall only be obligated to compensate the contractor for net reimbursable program costs in accordance with this contract through the date of termination. There shall be no other compensation to the contractor. The State shall offset any monies the contractor owes the State against any monies the State owes under this contract.

IX. CONTRACT STATUS CHANGE PROCEDURES

A. Administrative Review of Changes in Contract Status

Contract performance shall be reviewed at least annually by CDD staff who shall determine by April 1 of each year whether to offer continued funding on a clear contract, continued funding on a conditional basis or to make no offer of continued funding.

If the staff recommends conditional status or no offer of continued funding, the contractor shall be notified in writing of the reasons for the proposed change in contract status by April 7. The notice of proposed action shall be sufficiently specific to allow the contractor to respond to the factual basis for the proposed action.

If the contractor disagrees with the proposed action the contractor's response shall be received by the CDD within ten (10) calendar days of receipt of the notice of proposed action. The contractor's response shall include any written

materials in support of its position and, if the contractor intends to make an oral presentation, the response shall so specify.

If the action is being appealed, the staff recommendation and the contractor's response shall be reviewed by an administrative review panel convened by the Director of the CDD within seven (7) calendar days of receipt of the contractor's response. The review panel will consist of representatives of CDD management, the CDFS and CDE's Legal Office, AID and Contracts Office and a representative of a child care and development service provider familiar with the type(s) of program(s) operated by the contractor.

Upon review of the written submissions, the panel will do one of the following: (1) issue a final decision upholding or modifying the proposed change in status if no oral presentation has been requested; (2) schedule a time and place for an oral presentation by the contractor or (3) issue a final decision to not change the contract status.

If an oral presentation has been requested, the contractor will be notified by telephone of the time and place of the presentation. The oral presentation will be scheduled no later than fourteen (14) calendar days from receipt of the contractor's response.

At the oral presentation, the contractor or the contractor's representative will have an opportunity to explain any material submitted in its response. While the contractor may present any information or arguments that are relevant to the proposed action, the review panel may set reasonable limits on the scope of the presentation.

Within seven (7) calendar days after the oral presentation, the review panel shall issue and mail to the contractor a decision upholding, reversing or modifying the proposed change in contract status. The decision of the review panel shall be the final action of the CDE with regard to that contract.

B. Conditional Status Imposed During the Contract Period

If the contractor demonstrates fiscal or programmatic noncompliance during the contract period, based on such information as an annual audit report, a contract compliance review, a program quality review, or a change in licensing status, the CDD may place the contract on conditional status for the remainder of the contract period.

The contractor shall receive notice and may request an administrative review of the proposed action as set forth in Section IX.A above, in the event such a change in contract status is recommended by staff of the CDD.

If the contract is placed on conditional status during the last ninety (90) days of the contract period and the contractor is offered continued funding, the contract for the subsequent contract period will also be on conditional status.

C. Conditional Status Addendum

A conditional status contract shall contain a bill of particulars as specified in Education Code Section 8406.6 called a Conditional Status Addendum explaining the contract conditions. The Addendum shall include the following: (1) the specific item(s) of noncompliance which the contractor must correct; (2) the specific corrective action(s) which must be taken; (3) the time period within which the contractor must complete the corrections; and (1) notice that failure to make required corrections will result in termination of the contract or no offer of continued funding.

If the contractor is placed on conditional status during the contract period a Conditional Status Addendum will be issued by the CDE and the Conditional Status Addendum shall be considered a part of the annual child development contract and binding on the contractor.

D. Duration of Conditional Contract Status

A contractor shall remain on conditional contract status until the contractor has corrected deficiencies and/or has met requirements identified in the Conditional Status Addendum. A contractor with a repayment plan shall remain on conditional contract status and not receive any apportionments until full repayment is made.

A contractor on conditional contract status that is not on a repayment plan shall remain in that status until: (1) the CDE issues written notice to the contractor that the conditional status has been cleared; (2) the contractor is issued a clear contract; or (3) the contract terminates according to its terms.

A contractor may request written verification from the CDD that some of the deficiencies have been corrected even if the contractor will not be removed from conditional contract status.

X. RESOLUTION OF CONTRACT ADMINISTRATION DISPUTES

The procedure specified in this Section shall be used to resolve disputes between contractors and the CDE that may arise regarding the interpretation and application of any term or condition of a contract, including, but not limited to, requests for waivers, approval of subcontracts or expenditures requiring approval, requests for reimbursement rate adjustments, or reductions in the total amount of contract reimbursement that are not appealable under Section VIII.A.

The contractor shall attempt to resolve contract disputes at the lowest staff level within the CDE. If the dispute is not resolved at the lowest staff level, the contractor may appeal the decision by submitting a written description of the issues and the basis for the dispute to the Field Services Unit Administrator of the CDD having jurisdiction over the contractor's service delivery area. The Administrator shall make a determination and shall send a written notification of the decision to the contractor, together with the reasons for the decision, within thirty (30) calendar days of the receipt of the appeal by the Administrator.

The contractor may appeal the decision of the Administrator to the Director of the CDD by submitting a written description of the issues in dispute and a copy of the Administrator's decision. The Director of the CDD shall send notification of the decision to the contractor and shall specify the reason(s) for the decision within thirty (30) calendar days of the receipt of the appeal by the Director. The decision of the Director of the CDD shall be the final administrative action afforded the contractor.

CalWORKs STAGE 3 - GENERAL ALTERNATIVE PAYMENT PROGRAM REQUIREMENTS

Fiscal Year 2000-01

I. DEFINITIONS

As used in the Program Requirements:

“Adjusted monthly income” means total countable income minus verified child support payments paid by the parent whose child is receiving child development services, Except for child support payments paid by the parent, monthly income shall not be adjusted because of voluntary or involuntary deductions. When income fluctuations occur, the adjusted monthly income shall be computed by averaging the total adjusted income received during the twelve (12) months immediately preceding the month in which the application for services is signed or updated.

“Authorized representative” means the person designated by the contractor to certify eligibility for subsidized services.

“Certify eligibility” means the formal process the contractor goes through to collect information and documentation to determine that the family and/or child meets the criteria for receipt of subsidized child development services as specified in Sections II.A, II.B and II.C below. The signature of the contractor’s authorized representative on an application for services attests that the criteria have been met.

“Child protective services children” means children receiving protective services through the local county welfare department as well as children identified by a legal, medical, social service agency or emergency shelter as abused, neglected or exploited or at risk of abuse, neglect or exploitation (see section II.M, p. 31 for specific requirements).

“Children with exceptional needs” means children who have been determined to be eligible for special education and related services by an individualized education program team according to the special education requirements contained in Part 30 (commencing with Section 56000). and meeting eligibility criteria described in Section 56026 and Sections 56333 to 56338, inclusive, and Sections 3030 and 3031 of Title 5 of the California Code of Regulations. These children have an active individualized education program, and are receiving appropriate special education and services, unless they are under three years of age and permissive special education programs are available. These children may be developmentally disabled, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, deaf-blind, multihandicapped or children with specific learning disabilities, who require the special attention of adults in a child care setting.

“Co-payment” means any usual and customary provider charges above 1.5 standard deviations from the mean market rate for the type of care provided which are paid by the parent directly to the provider.

“Declaration” means a written statement signed by a parent under penalty of perjury attesting that the contents of the statement are true and correct to the best of his or her knowledge.

“Displace families” means to disenroll families in order to reduce service levels due to insufficient funding or inability of a contractor to operate one or more sites because of reasons beyond the control of the contractor, including earthquakes, floods or fire.

“Family fee” means the fee determined from the fee schedule prepared and issued by the CDD.

“Former CalWORKs recipient” means an adult individual who received cash aid under AFDC or CalWORKs. Former CalWORKs recipients are eligible for CalWORKs Stages 1 and/or 2 child care for up to 24 months after leaving cash aid as long as the family is otherwise eligible and needs child care in order to continue employment.

“Income eligible” means that a family’s adjusted monthly income is at or below seventy-five percent (75%) of the state median income, adjusted for family size.

“Income fluctuation” means income which varies because of income such as bonuses, commissions, overtime, lottery winnings or migrant agricultural work or other seasonal employment.

“Legally qualified professional” means a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health or social services for the general public.

“Parent” means any person living with a child who has responsibility for the care and welfare of the child.

“Recipients of service” means families and/or children enrolled in a child care and development program subsidized by the CDE.

“Registration” means a twenty-eight (28) day limited payment authorization for license-exempt family child care homes and in-home providers. Registration consists of providing the contractor with the provider’s name and address, date of birth, social security number, the amount of service to be provided and rates to be charged. To continue authorization, providers (except for grandparents, aunts and uncles) must also complete a health and safety self-certification and the Trustline application process within fourteen (14) calendar days of the first day of service.

“Severely handicapped children” means children who require instruction and training in programs serving pupils with the following profound disabilities: autism, blindness, deafness, severe orthopedic impairments, serious emotional disturbance or severe developmental disability. These children may be assessed by public school special education staff, regional center staff or another appropriately licensed clinical professional.

“Social service agency” means an agency which, in the course of day to day business, provides personal counseling, personal or group therapy using personnel properly certified or licensed under California law. Examples of such agencies include county welfare departments, county mental health departments, Family Service Association of America and Children’s Home Society.

“State median income” means the most recent median income for California families as determined by the State Department of Finance.

“Timing Out” means families enrolled in the CalWORKs Stage 1 and 2 Child Care program who have reached the end of their 24 months of eligibility in CalWORKs Stage I and/or 2 after leaving cash aid. Families that entered Stage 2 because of eligibility or diversion would time out of Stage 2 24 months after beginning to receive subsidized child care in Stage 2.

“Total countable income” means income that does not include the following: (1) earnings of a child under age eighteen (18) years; (2) loans, grants, and scholarships obtained under conditions that preclude their use for current living costs; (3) grants or loans to students for educational purposes made or insured by a state or federal agency; (4) allowances received for uniforms or other work required clothing, food and shelter. (5) business expenses for self-employed family members and (6) income of a recipient of federal supplemental security income benefits pursuant to Title XVI of the Federal Social

Security Act (42 USC Sec. 1381 et seq.) and state supplemental program benefits pursuant to Title XVI of the Federal Social Security Act and Chapter 3 (commencing with Section 12000) of part 3 of Division 9 of the Welfare and Institutions Code.

“Update the application” means the process of revising the application for services between recertifications. The application shall be revised by inserting the latest family information that documents continued need and eligibility.

II. ELIGIBILITY AND NEED CRITERIA AND DOCUMENTATION

A. General Requirements

To receive State subsidized child care and development services, families shall meet eligibility and need criteria as specified in Sections II.B and II.C below. In addition to meeting eligibility and need requirements, to be eligible for services the child’s parent(s) must live and/or work in the State of California. Evidence of a street address, post office address, income verification or declaration to live or work in California satisfies this requirement. The governing board of a school district, community college district, or a county superintendent of schools may accommodate children residing outside the district boundaries in accordance with Education Code Section 8322(a). The determination of eligibility shall be without regard to the immigration status of the child or the child’s parent(s) unless the child or the child’s parent(s) is under a final order of deportation from the United States Department of Justice.

Children who have reached their fourteenth (14th) birthday are ineligible for subsidized services except those children with exceptional needs may be served through age twenty-one (21). Children with exceptional needs shall also meet the criteria for that age group specified in Education Code Section 56026 and Title 5 California Code of Regulations. Sections 3030 and 303 1.

B. Eligibility Criteria

Eligibility shall be established based on both of the following:

- 1) The parent is a former CalWORKs recipient or diversion client who has fully exhausted their 24 months of eligibility for child care after leaving cash aid in Stages 1 and/or 2 (they are timing out).
- 2) The family is income eligible.

Unlike Stages 1 and 2, there is no time limit for families enrolled in Stage 3.

C. Need Criteria

Need shall be established by 1, 2, or 3 below:

1. Child protective services as defined in section I above
2. The parent (including custodial adults and guardians) and any other adult counted in the family size must meet one of the following:
 - a. Employed

If the parent (or other adult counted in the family size) works in the home, the nature of the work must preclude the supervision of the family’s children. Family child care providers are not eligible for subsidized services

because their work does not preclude the supervision of their own children. However, the children of family child care providers may be served in the State Preschool program.

Services may also be provided in order for the parent to accept work (the parent has received a firm commitment from an employer that he/she will be employed within the next two weeks) or between employment (the parent is temporarily not working but has a firm commitment of employment or re-employment within the next thirty days) if necessary to ensure the availability of care when work commences.

- b. Seeking employment. Families may use up to sixty (60) working days during the fiscal year for seeking employment. Service is limited to an average not to exceed five (5) days per week for an average of less than six and one-half (6 ½) hours per day. (Note that “working days” applies to days the family receives subsidized services.)
- c. Participating in a job training and education program leading directly to a recognized trade, paraprofession or profession. The job training and education program plan shall be reviewed by the contractor at the beginning of each subsequent semester or quarter to determine that progress is being made toward the vocational goal specified in the certification and eligibility documents.
- d. Incapacitated, including a medical or psychiatric special need, to the extent that the adult’s ability to provide normal care for the child is significantly limited, verified by a legally qualified professional.

After initial enrollment in Stage 3, the family may continue to be served as long as the parent and any other adult counted in the family size continue to meet one of the criteria above or there is a need for child protective services as described in Section I above or the child has a medical or psychiatric special need which cannot be met without the provision of services, verified by a legally qualified professional.

D. Certification of Eligibility

The contractor shall designate the staff person authorized to certify eligibility and, prior to initial enrollment and at the time of recertification, an authorized representative of the contractor shall certify each family’s/child’s eligibility for child care and development services after reviewing the completed application and documentation contained in the basic data file.

Prior to enrollment the contractor shall certify eligibility by completion of the following forms:

- 1. Application for child care and development services as described in Section II.F below.
- 2. Notice of Action. Application for Services as described in Section XV.A below.

At the time of certification and recertification, families shall be informed of their responsibility to notify the contractor of any changes in family income, family size, or need for child care and development services.

When a child’s residence alternates between the homes of separated or divorced parents, eligibility, need and fees should be determined separately for each household in which the child is residing during the time child development services are needed (i.e., separate certifications and service agreements). For example, a child may be subsidized during part of the week and full cost the rest of the week.

E. Contents of Basic Data File

Contractors shall establish and maintain a basic data file for each family receiving child care and development services. The basic data file shall contain an application for services, a signed Child Care Data Collection Privacy Notice and Consent Form CD 9600A (New 01/01/00), items II.E.1 through II.E.7 and II.E.11 as applicable to determine eligibility and need in accordance with Sections II.B and II.C above.

1. Documentation of total countable income
2. Documentation of employment
3. Documentation of training
4. Documentation of incapacity
5. Documentation of child's special needs
6. Documentation of child protective services
7. Written referral from a legal, medical or social services agency or emergency shelter for child protective services
8. Notice of Action, Application for Services and/or Recipient of Services
9. For children served by exempt providers, child health and emergency information required by Title 22 California Code of Regulations sections 101320, 101320.1 and 101321 and Education Code Section 8263(d).
10. Documentation that subsidized children, as necessary and appropriate, are receiving supportive services through the county welfare department, resource and referral programs and/or other existing community resources
11. Documentation of the date the family became ineligible for Stage 1 and/or 2 child care because the family have fully exhausted the 24 months of eligibility for subsidized child care in Stages 1 and/or 2.

Updating the application should be done in such a way as to maximize convenience for the parent and avoid requiring the parent to take time off from work. Note that a face-to-face interview with the parent is not mandated in order to update the application. In addition to the single application (or its equivalent), the contractor must obtain from the referring agency: (1) documentation that the parent(s) is no longer receiving aid; (2) documentation that the parent(s) is income eligible; (3) required information about the provider the parent has selected (e.g., Trustline status) and (4) for children served by exempt providers, child health and emergency information required by Title 22 California Code of Regulations sections 101320, 101320.1 and 101321 and Education Code Section 8263(d)

F. Application for Services

The application for services shall contain the following-information:

1. The parent's(s') full name(s), address(es) and telephone number(s)
2. The names and birth dates of all children under the age of eighteen (18) in the family, whether or not they are served by the program
3. The number of hours of care needed each day for each child;
4. The names of other family members in the household related by blood, marriage or adoption
5. The reason for needing child care and development services as specified above
6. Employment or training information for parent(s) including name and address of employer(s) or training institution(s) and days and hours of employment or training, if applicable
7. Family size and income
8. The date the family became ineligible for cash aid. [Note, this is an item on the new application form 9600.1
9. The parent's signature and date of the signature

10. The signature of the contractor's authorized representative certifying the eligibility

G. Determination of Family Size

Family size shall be determined by the number of adults and children related by blood, marriage, or adoption who comprise the household in which the child is living. When an adult living in the household is neither the parent of the child nor the spouse of the parent, the adult and the adult's children if any, shall be excluded from the calculation of family size when such exclusion is to the advantage of the family. When a child is living with adult(s) other than a natural or adoptive parent, the child shall be considered a family of one. In these cases, a need criterion as specified in Section II.C above must be met by the caretaker of the child.

H. Documentation of Total Countable Income

The parent(s) shall provide copies of his or her most recent check stub(s) or the contractor shall record the following information on the application for services when viewing the most recent check stub(s): (1) date of the check(s); (2) amount(s) of the gross pay specified on the check stub and (3) the period(s) covered by the check. Documentation shall be maintained for all income included in total countable income.

If the parent is self-employed, he/she may provide other documentation of income such as a letter from the source of the income or copies of tax returns or statements of estimated income for tax purposes. If the parent does not have documentation of his/her income, he/she may make a declaration of the amount of income.

I. Documentation of Employment

The documentation of employment shall consist of one of the following:

1. Statement of Wages which is attached to the check
2. A written statement from the employer
3. Documented telephone verification between the contractor's staff and the employer.

J. Documentation of Training

The documentation in the basic data file shall include:

1. Name of the school or organization where training is received
2. Dates that current training activities will begin and end
3. A statement of the parent's(s') job training or educational goal(s)
4. The anticipated completion date(s) of all required training activities to meet the vocational goal
5. Class schedule which includes:
 - a. The courses that the parent is currently enrolled in;
 - b. Day(s) of the week and time(s) of day of the courses;
 - c. Signature of parent along with the date the application was signed;
 - d. Signature or stamp of the training institution's registrar and
6. Report cards, transcripts or other records to document that the parent is making progress toward the attainment of the job training or educational goal

K. Documentation of Incapacity

The basic data file shall contain documentation of the incapacitation provided by a legally qualified professional. The documentation of incapacitation shall include:

1. A description of the nature of the incapacitation
2. The probable duration of the incapacitation
3. A statement that the adult's(s') incapacitation prevents the adult(s) from caring for the child for some part of the day
4. The number of hours that child care is needed each day because of the incapacitation and
5. The name, address, telephone number and signature of the legally qualified professional who is rendering the opinion of incapacitation.

L. Documentation of the Child's Special Needs

The basic data file shall include:

1. A description of the nature of the child's special need and the special services, if any, required to meet the child's special need
2. The probable duration of the child's special need
3. The number of hours that the child care is needed each day
4. The name, address, telephone number and signature of the legally qualified professional who is rendering the opinion of the special need and
5. For exceptional needs and severely handicapped children, the basic data file shall also include information as specified in Education Code Section 56026 or 56030.5 and Title 5 California Code of Regulations, Sections 3030 and 3031.
6. Documentation of child protective services as indicated below

M. Documentation of Child Protective Services

The basic data file shall contain a written referral, dated within the six (6) months immediately preceding the date of application for services, from a legal, medical, social service agency or emergency shelter. The written referral shall include either:

1. A statement from the local county welfare department, child protective services unit certifying that the child is receiving child protective services and that child care and development services are a necessary component of the child protective services plan or
2. A statement by a legally qualified professional that the child is at risk of abuse or neglect and the child care and development services are needed to reduce or eliminate that risk and
3. The probable duration of the child protective service plan or the at-risk situation and
4. The name, address, telephone number and signature of the legally qualified professional who is making the referral.

N. Updating the Application

Contractors shall update the family's application to document continued need and eligibility and determine any change to fee assessment, if applicable, as follows:

1. For migrant and other seasonally employed families, the application shall be updated within thirty (30) days whenever there is a change in family size or need if need is based on training;
2. For all other families, the application shall be updated within thirty (30) days whenever there is a change in family size, income, public assistance status or need.

O. Recertification

After initial certification and enrollment, the contractor shall verify need and eligibility and recertify each family/child as follows:

1. Families receiving services because the child is at risk of abuse, neglect or exploitation shall be recertified at least once every six (6) months;
2. Families receiving services because of actual abuse, neglect or exploitation shall be recertified at least every six (6) months and, at the time of recertification, the contractor shall document that the family is participating in a protective services plan in accordance with the requirements of their local county welfare department, child protective services unit to alleviate the circumstances causing the abuse, neglect or exploitation;
3. All other families shall be recertified at least once each contract period and at intervals not to exceed twelve (12) months.

III. 'LIMITED TERM SERVICE LEAVE REQUIREMENTS

If the family will temporarily not have a need for subsidized child care and development services as specified in Section II.C above, the contractor may grant the family a limited term service leave. If the contractor grants a limited term service leave:

(1) the family shall not be disenrolled from the program; (2) the service agreement with the parent shall indicate that no services will be provided during the limited term service leave; and (3) the contractor shall not report the child as enrolled nor claim reimbursement from the CDE while the child is on a limited term service leave.

A limited term service leave shall not exceed twelve (12) consecutive weeks in duration except when the parent is on a maternity or a medically related leave absence from their employment or training. Maternity or medical limited term service leaves shall not exceed sixteen (16) consecutive weeks in duration.

If the contractor grants limited term service leaves, the contractor shall establish and implement a policy regarding the criteria for approval of requests for limited term service leaves.

IV. ADMISSION POLICIES AND PROCEDURES

A. General Admission Procedures

Contractors shall develop written admission policies and procedures which shall be made available to the public. The admission procedures established shall conform to requirements in Title 22 California Code of Regulations, Section 101319.

B. Admission Priorities and Displacement

As vacancies occur, priority shall be given to families who have reached the end of their 24 months of eligibility in CalWORKs Stage 1 and/or 2. If no slots are available, the family shall be terminated based on the Education Code Section 8263 priority given to the lowest gross monthly income in relation to family size. (Title 5, California Code of Regulations, Sections 18078 and 18100 define how income is to be calculated and family size is to be determined.) No waiting list is to be established. If subsequent funds become available, families timing out the month that funds are available are prioritized.

C. Counties with Multiple Alternative Payment Programs

In order to maximize funding and ensure that needed care is provided to families with as little disruption as possible, Alternative Payment Program contractors within the same county will coordinate services and cooperate in accommodating families within their counties. If a contractor is unable to serve the family because of insufficient funds, the contractor shall, if possible, locate another Alternative Payment Program within the county that has sufficient funding available. Services will be provided by the other Alternative Payment Program either through a transfer of the family or an agreement between the two agencies that specifies the terms of the arrangement such as possible duration (e.g., until the contractor receives additional funding) and payment provisions (e.g., how the child(ren) will be claimed for reimbursement and the handling of administrative costs).

(Note that the above arrangement is also possible across county lines if both Alternative Payment Programs are in agreement.)

V. FEE SCHEDULE

A. Fee Assessment

Contractors shall use a fee schedule prepared and issued by the CDD. The contractor shall utilize the following factors in determining the fee to be assessed for each family: (1) the adjusted monthly family income and (2) family size. The fee shall be assessed and collected based on the family's child who is enrolled for the longest period. The fee assessed and collected shall be the least of the fee indicated on the fee schedule or the actual costs of services or 1.5 standard deviations from the mean market rate for the type of care provided. If the parent(s) works on a fluctuating schedule, the fee may be estimated and adjusted the following month. If the family's children are served in both federal and state programs, the fee must be pro-rated to each program based on the cost of care each child receives.

The contractor shall maintain a record of each family's fee assessment, the effective date(s) of each fee increase or decrease; the dates and amounts of fees collected and any amounts which are delinquent. The contractor shall explain to the parent(s) the contractor's policies regarding fee assessment and collection and the possible consequences for delinquent payment of fees.

No fees shall be collected from families whose children are enrolled because of a need for child protective services.

B. Co-Payments

If a parent chooses a provider with a usual and customary rate exceeding 1.5 standard deviations above the mean market rate for the type of care provided, the parent may receive services from that provider only if the parent pays the difference between 1.5 standard deviations and the provider's rate. The co-payment shall be paid directly by the

parent to the provider and shall not be accounted for by the contractor.

C. Credit for Fees Paid to Other Service Providers

This section shall apply to child care and development services provided by someone other than the contractor. When a contractor cannot meet all of a family's needs for child care for which eligibility and need as specified in Sections II.B and II.C above have been established, the contractor shall grant a fee credit equal to the amount paid to the other provider(s) of these child care and development services. The contractor shall apply the fee credit to the family's subsequent fee billing period. The family shall not be allowed to carry over the fee credit beyond the family's subsequent fee billing period.

D. Receipt for Payment of Fee

The contractor or service provider shall provide an original copy of a pre-numbered receipt to each person who pays a fee. The receipt shall show the amount paid, the date of payment, the rate of payment and the period of service purchased. The contractor shall retain a copy of the receipt in its fee assessment records.

E. Advance Payment of Fees

Contractors shall adopt a policy for the collection of fees in advance of providing services. The written policy shall be provided to families at the time of initial enrollment into the program.

Fees shall be considered delinquent on the date the contractor is notified by the provider that fees have not been paid.

A Notice of Action. Recipient of Services shall be used to inform the family of the following: (1) the total amount of unpaid fees; (2) the fee rate; (3) the period of delinquency; and (4) that services shall be terminated two (2) weeks from the date of the Notice unless all delinquent fees are paid before the end of the two-week period.

The contractor shall accept a reasonable plan from the parent(s) for payment of delinquent fees. The contractor shall continue to provide services to the child, provided the parent(s) pays current fees when due and complies with the provisions of the repayment plan.

Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care and development services until all delinquent fees are paid.

F. Offset of Parent Fees Paid to Providers

If the contractor's policy allows parents to make direct payments of their fees to the provider, the provider shall submit a copy of the parent's receipt to the contractor. The contractor shall offset the amount of the fee paid by the parent in calculating the payment due to the provider. Offsets shall not be made for co-payments.

The contractor shall report the amount of fee collected and retained by the provider as "income" on the attendance and expenditure reports as specified in Section VI.F of the FT&C. The contractor shall report its payment to the provider along with the amount of fees paid directly by the parent which served in lieu of payment from the contractor to the provider as "expense" on the attendance and expenditure reports.

VI. CONFIDENTIALITY OF RECORDS

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the program. The contractor shall permit the review of the basic data file by the child's parent(s) or parent's authorized representative, upon request and at reasonable times and places.

The contractor shall share information necessary for the administration of the child care and CalWORKs programs for the time period for which the person receives child care.

VII. INFORMATION ON CONTRACTOR POLICIES

The contractor shall develop and implement a written policy statement which shall include information regarding:

- A. A description of the program's purpose, design, and organization framework
- B. Priorities for enrollment
- C. Family eligibility requirements
- D. Conditions for participation
- E. Reimbursement of providers which shall include a limitation of 1.5 standard deviations from the mean market rate for the type of care provided
- F. Requirements for provider participation
- G. Range of services available including licensed care providers or child care providers who are, by law, not required to be licensed
- H. Parent fee collection policy and procedures including direct payment of fees to the provider, if allowable
- I. Language specifying that payments will not be made for services when care is provided by parents, legal guardians or members of the assistance unit.

In order to ensure that the payment an in-home provider receives is equivalent to minimum wage, contractors may establish a policy requiring a minimum number of children in care before in-home service can be provided.

VIII. INFORMATION TO BE GIVEN TO PARENTS

The contractor shall provide parents with the following information upon enrollment in the program:

- A. The policy statement specified in Section VII above
- B. Information regarding the confidentiality of records
- C. Information regarding grievance procedures for parents
- D. Information regarding the rights of parents to change child care settings
- E. Responsibility for completion/submission of Health and Safety Self-Certification and submission of Trustline Application and Fingerprint Cards for exempt family child care and in-home providers (except grandparents, aunts and uncles)
- F. Information regarding legal and financial reporting requirements if the parent selects in-home care

If the parent(s) speak(s) a language other than English or is (are) hearing impaired, the information shall be provided either through written materials or by presentation of an interpreter in the language the parent understands.

When making referrals, contractors operating both a direct service program and an Alternative Payment Program shall provide at least four referrals, at least one of which shall be a provider over which the contractor has no fiscal or operational control, as well as information on the family's ability to choose a license-exempt provider (Education Code Section 8225).

IX. PROCEDURES FOR PROVIDER PARTICIPATION

The contractor shall develop and implement written policies and procedures for provider participation which include the following:

- A. Maximizing parental choice with consideration of the contractor's ability to pay for the services within the funding provided in the annual child development contract
- B. Procedures for 1) ensuring that the provider selected by the parent is licensed or a registered child care provider prior to receiving payments for services and that exempt family child care or in-home providers (except grandparents, aunts and uncles) complete a health and safety self-certification and Trustline application process within fourteen (14) calendar days, 2) acceptance, rejection and termination of provider affiliation with the program including termination of payment to a denied Trustline applicant after providing the parent with a Notice of Action allowing fourteen (14) calendar days to select another provider; and 3) alternative payment programs providing payment to child care facilities with at least 75 percent subsidized children in any of the following circumstances:
 - 1. There is a lack of licensed child care facilities in the area.
 - 2. The facility is not able to meet the special needs of a particular child.
 - 3. Any other reason provided for by the department's regulations.
- C. Grievance procedures for parents and providers in the program.
- D. Requirement that the parent(s) have unlimited access to their children and those caring for their children during normal hours of provider operation and whenever the children are in the care of the provider

X. WRITTEN MATERIALS TO BE GIVEN TO PROVIDERS

The contractor shall give to all providers the following information:

- A. A copy of the contractor's policy statements as specified above
- B. A statement prohibiting the provider from engaging in religious instruction or worship while providing child care and development services
- C. A statement prohibiting the provider from engaging in any form of discrimination
- D. A schedule for the payment of services which shall be signed by the provider
- E. Instructions on enrollment and attendance recordkeeping requirements

If a provider speaks a language other than English or is hearing impaired, the information shall be provided either through written materials or by presentation of an interpreter in the language that the provider understands.

Contractors shall encourage all providers who are licensed or license exempt to secure training and education in basic child development.

XI. PLAN FOR CONTINUITY OF SERVICE AND EXPENDITURES

The contractor shall develop and implement a plan to ensure that services are provided to families enrolled in the program continuously throughout the contract period.

XII. PLAN FOR PROVIDER PAYMENTS

The contractor shall develop and implement a plan for timely payment to providers. The plan shall include a description of parent fee collection methods in accordance with the policy required by Section VII.H above.

XIII. RECORDS ON FILE CONCERNING IN-HOME AND OTHER EXEMPT SERVICE PROVIDERS

The contractor shall maintain in its files the following records concerning in-home and other exempt service providers:

- A. The name and address of the provider
- B. The provider's date of birth and social security number
- C. The amount of services to be provided and the rates charged for the services
- D. Status as a trustline applicant or cleared trustline child care provider
- E. Health and Safety Self-Certification (Management Advisory 94-05)

If the provider is the aunt, uncle or grandparent of the child, only items A, B and C are required.

XIV. RECORDS ON FILE CONCERNING LICENSED SERVICE PROVIDERS

The contractor shall maintain in its files the following records concerning each licensed service provider:

- A. A statement of the service provider's current fees with information regarding the provider's usual and customary services provided for those fees
- B. A statement signed by the provider that the child care and development services being provided do not include religious instruction or worship
- C. A document that contains the rate and schedule of payment for approved services that is signed by both the service provider and the contractor
- D. A copy of the facility license that shows the authorized capacity of the facility
- E. The name, address and telephone number of the service provider
- F. The age group(s) served by the provider

XV. DUE PROCESS REQUIREMENTS

- A. Notice of Action, Application for Services

The contractor's decision to approve or deny services shall be communicated to the applicant through a written statement referred to as a Notice of Action, Application for Services, in accordance with Section XV.C below. The contractor shall maintain copies of the Notice of Action, Application for Services in the basic data file. The Notice of Action, Application for Services shall include: (1) the applicant's name and address; (2) the contractor's name and address; (3) the name and telephone number of the contractor's authorized representative who made the decision; (4) the date of the notice; (5) the method of distribution of the notice.

If services are approved, the notice shall also contain: (1) basis of eligibility; (2) daily/hourly fee, if applicable; (3) duration of the eligibility; (4) names of children approved to receive services; and (5) hours of service approved for each day.

If the services are denied, the notice shall contain: (1) the basis of denial and (2) instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decision in accordance with procedures specified below.

B. Notice of Action, Recipient of Services

If upon recertification or update of the application, the contractor determines that the need or eligibility requirements are no longer being met, or the fee or amount of service needs to be modified, the contractor shall notify the family through a written Notice of Action, Recipient of Services in accordance with Section XV.D below. The contractor shall maintain copies of all Notices of Action, Recipient of Services in the family's basic data file. The Notice of Action, Recipient of Services shall include: (1) the type of action being taken; (2) the effective date of the action; (3) the name and address of the recipient; (4) the name and address of the contractor; (5) the name and telephone number of the contractor's authorized representative who is taking the action; (6) the date the notice is mailed or given to the recipient; (7) the method of distribution to the recipient; (8) a description of the action; (9) a statement of the reason(s) for the changes; (10) a statement of the reason(s) for termination, if applicable; and (11) instructions for the parent(s) on how to request a hearing if they do not agree with the contractor's decisions in accordance with procedures specified in Section XV.E below.

C. Approval or Denial of Child Care and Development Services

The contractor shall mail or deliver a completed Notice of Action, Application for Services to the parents within thirty (30) calendar days from the date the application is signed by the parent(s).

D. Changes Affecting Service

The contractor shall complete a Notice of Action, Recipient of Services when changes are made to the service agreement. Such changes may include, but are not limited to, denial of Trustline registration by the Department of Justice for the exempt family child care or in-home provider selected by the parent, an increase or decrease in parent fees, an increase or decrease in the amount of services, or termination of service. The contractor shall mail or deliver the notice of action to the parents at least fourteen (14) calendar days before the effective date of the intended action.

E. Clients Request for a Hearing and Procedures

If the parent disagrees with an action, the parent(s) may file a request for a hearing with the contractor within fourteen (14) calendar days of the date the Notice of Action was received. Upon the filing of a request for hearing, the intended action shall be suspended until the review process has been completed. The review process is complete when the appeal process has been exhausted or when the parent(s) abandons the appeal process.

Within ten (10) calendar days following the receipt of the request for a hearing, the contractor shall notify the parent(s) of the time and place of the hearing. The time and place of the hearing shall, to the extent possible, be convenient for the parent(s).

The hearing shall be conducted by an administrative staff person who shall be referred to as "the hearing officer." The hearing officer shall be at a staff level higher in authority than the staff person who made the contested decision.

The parent(s) or parent's authorized representative is required to attend the hearing. If the parent or the parent's authorized representative fails to appear at the hearing, the parent will be deemed to have abandoned his or her appeal. Only persons directly affected by the hearing shall be allowed to attend.

The contractor shall arrange for the presence of an interpreter at the hearing, if one is requested by the parent(s)

The hearing officer shall explain to the parent(s) the legal, regulatory, or policy basis for the intended action,

During the hearing, the parent(s) shall have an opportunity to explain the reason(s) they believe the contractor's decision was incorrect. The contractor's staff shall present any material facts omitted by the parent(s).

The hearing officer shall mail or deliver to the parent(s) a written decision within ten (10) calendar days after the hearing.

F. Appeal Procedure for CDD Review

If the parent disagrees with the written decision from the contractor, the parent has fourteen (14) calendar days in which to appeal to the CDD. If the parent(s) do(es) not submit an appeal request to the CDD within fourteen (14) calendar days, the parents' appeal process shall be deemed abandoned and the contractor may implement the intended action.

The parent(s) shall specify in the appeal request the reason(s) why he/she believes the contractor's decision was incorrect. A copy of the contractor's notice of intended action and written decision shall be submitted by the parent(s) with the appeal request.

Upon receipt of an appeal request, the CDD may request copies of the basic data file and other relevant materials from the contractor. The CDD may also conduct any investigations, interviews or mediation necessary to resolve the appeal.

The decision of the CDD shall be mailed or delivered to the parent(s) and to the contractor within thirty (30) calendar days after receipt of the appeal request.

G. Contractor Compliance with CDD Decision

The contractor shall comply with the decision of the CDD immediately upon receipt thereof. The contractor shall be reimbursed for child care and development services delivered to the family which is appealing during the appeal process. If a contractor's determination that a family is ineligible is upheld by the CDD, services to the family shall cease upon receipt of the CDD's decision by the contractor.

XVI. PARENTAL COMPLAINTS IN LICENSE-EXEMPT CHILD CARE SETTINGS

Parents with children in license-exempt care may make a complaint against the license-exempt provider using the following process:

- A. The complaint must be written and shall include the nature of the complaint, the date and approximate time of occurrence and the name and address of the provider about whom the complaint is made and shall be signed by the parent. Only complaints received about health and safety noncompliance will be accepted. These complaints shall be deemed substantiated solely by the parent's written declaration.
- B. Upon receipt of a complaint, the contractor shall inform the license-exempt provider of the parent's complaint and inform the provider of the provider's right to submit a written rebuttal. The contractor must also notify the parent and the provider that payments will cease in fourteen (14) days unless a written declaration signed by both parties has

been received by the contractor stating that the health and safety deficiency has been corrected. The contractor will also advise parents that serious health and safety concerns should be referred to the appropriate child protection services unit of the county welfare department.

- C. The contractor must maintain a record of parental complaints concerning a license-exempt provider's failure to meet the health and safety standards as specified in the Health and Safety Self-Certification. Upon receiving an inquiry about a specific license-exempt provider, the contractor shall inform the requestor of the general nature of the complaint and whether or not the provider submitted a rebuttal.
- D. The parental complaint process for license-exempt providers shall be included in both the parent and provider handbooks.

ALTERNATIVE PAYMENT PROGRAM QUALITY REQUIREMENTS

Fiscal Year 2000-01

I. PROGRAM PHILOSOPHY, GOALS AND OBJECTIVES

Each contractor shall have a written philosophical statement and goals and objectives which support that philosophy. The governing body of each contractor shall approve the program philosophy, goals and objectives. The goals and objectives shall address the requirements contained in Sections II through IV below and shall reflect the cultural and linguistic characteristics of the families served by the contractor.

II. STAFF DEVELOPMENT PROGRAM

Each contractor shall develop and implement a staff development program which includes the following:

- A. Identification of training needs of staff or service providers
- B. Written job descriptions
- C. An orientation plan for new employees
- D. An annual written performance evaluation procedure unless a different frequency of performance evaluations is specified in a contractor's collective bargaining agreement with their employees
- E. Staff development opportunities which include topics related to the functions specified in each employee's job descriptions and those training needs identified in Section II.A above
- F. An internal communication system that provides each staff member with the information necessary to carry out his or her assigned duties

II .COMMUNITY INVOLVEMENT

Each contractor shall solicit support from the community including the solicitation for donated goods and services. Each contractor shall provide information to the community regarding the services available. Contractors may utilize media or other forms of communication in the community.

IV. ANNUAL SELF-STUDY PROCESS

Each contractor shall develop and implement an annual self-study plan that determines if the program goals and objectives are being met. The self-study shall include a self-assessment by the contractor (Exemplary Program Standards) in accordance with instructions specified by the CDD. (See Management Bulletin 00-02 for alternative self-study models.) The self-study plan shall include assessment of the program by parents. The contractor shall submit a summary of the findings of the self-study to the CDD by March 1 of each year. The contractor shall modify its goals and objectives to address any areas identified during the self-study as needing improvement.