

Attention: Executive Directors and Program Administrators of CSPP and Child Care and Development contractors

CDE, ELCD and the California Department of Social Services (CDSS), Child Care and Development Division (CCDD) is issuing joint guidance regarding issuing of the Notice of Action, Parent Appeals, and Equipment Purchase Approval Requests.

In accordance with Senate Bill (SB) 98 (Chapter 24, Statutes of 2020), effective July 1, 2021, the following programs transferred to the California Department of Social Services (CDSS), Child Care and Development Division (CCDD):

- **General Child Care and Development Programs (CCTR);**
- **California Family Child Care Home Education Networks (CFCC);**
- **Programs for Children with Severe Disabilities (CHAN);**
- **Migrant Child Care and Development Programs (CMIG);**
- **Migrant Child Care Alternative Payment Programs (CMAP);**
- **California Alternative Payment Programs (CAPP);**
- **California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 2 (C2AP);**
- **CalWORKs Stage 3 (C3AP),**
- **Resource and Referral Programs (CRRP),**
- **Local Child Care and Development Planning Councils (CLPC).**

The CDE, ELCD, will continue to administer the California State Preschool Program (CSPP), the Inclusive Early Education Expansion Program (IEEEP), and the Early Head Start-Child Care Partnership grant awarded to CDE by the U.S. Department of Health and Human Services, as well as other early education programs.

The purpose of this communication is to notify contractors of the process for issuing the Notice of Action (NOA) to families, and the parent appeal process at the respective Departments beginning July 1, 2021. This communication also notifies contractors of the process for submitting Equipment Purchase Approval Requests when the contractor has both CSPP and non-CSPP contracts and the costs associated with the equipment purchase request will be allocated to both the CSPP and non-CSPP contracts.

Notice of Action and Parent Appeals:

For the CSPP only, the agency shall include the CDE appeals unit contact information on the NOA. The CDE appeals unit contact information is:

**California Department of Education
Early Learning and Care Division**

Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814
Phone: 916-322-1273
Fax: 916-323-6853
Email: ELCDappeals@cde.ca.gov

For all non-CSPP contract types only, the agency shall include the CDSS Appeals Unit contact information on the NOA. The CDSS appeals unit contact information is:

California Department of Social Services

Child Care and Development Division

Attn: Appeals Coordinator

744 P Street, MS 9-8-351

Sacramento, CA 95814

Phone: 1-833-559-2420

Fax: 916-654-1048

Email: CCDDAppeals@dss.ca.gov

When a family has children enrolled in both a CSPP and a non-CSPP, the agency shall issue two NOAs to the family: one for the child(ren) enrolled in the CSPP that includes the contact information for the CDE Appeals Unit, and a separate NOA for the child(ren) enrolled in any non-CSPP, that includes the contact information for the CDSS Appeals Unit.

Equipment Purchase Approval Requests:

When agencies that hold both CSPP and non-CSPP contracts are submitting an Equipment Purchase Approval Request (EPAR), with costs allocated to both the CSPP and non-CSPP contracts, the agency must complete the following process:

- Submit a justification letter to both the CDE and CDSS consultants, simultaneously, that includes a cost allocation plan:
 1. The total amount of the purchase request
 2. The cost allocated to the CSPP contract
 3. The cost allocated to the non-CSPP contracts

- Submit an EPAR, with supporting documentation, to the CDE consultant that includes the total cost of the purchase request
- Submit an EPAR, with supporting documentation, to the CDSS that includes the total cost of the purchase request

Once all documentation is received by the CDE and CDSS, the consultants at each department will confer with each other to determine if the purchase will be approved or denied, and to the extent possible, coordinate to send the notification to the agency simultaneously.

- The CDE consultant will notify the agency of the approval or denial for the equipment purchase costs allocated to the CSPP contract.
- The CDSS consultant will notify the agency of the approval or denial for the equipment purchase costs allocated to the non-CSPP contracts.

Upcoming Guidance

1. **The CDE and the CDSS will continue collaborating to develop agreements regarding processes and procedures for contractors who will hold contracts across both departments. Once those agreements have been finalized, the CDE and the CDSS will issue additional guidance to the field.**

Listserv Communications

To receive the latest information from the CDE, ELCD email distribution list, please register at <https://www.cde.ca.gov/sp/cd/ci/emailindex.asp>.

To receive the latest information from the CDSS Child Care & Development Transition listserv, please register at <https://cdss.ca.gov/inforesources/cdss-programs/calworks-child-care/child-care-transition>.

You have received this message because you are subscribed to an e-mail list from the California Department of Education's Early Learning and Care Division. To unsubscribe from this list, go to <http://www.cde.ca.gov/sp/cd/ci/emailindex.asp>.