



Early Education and Support Division

Overview For New Alternative Payment Staff

R&R Network/CAPPA Joint Annual Conference
October 2016

Presenters:

Maggie Véla, GAU A Analyst
Sophia Aguilar, SSM Manager II



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Agenda

- Overview of Governance and Administration Unit (GAU)
- Background
- Resources on the CDE Website
 - Program Overview
 - Contractor Information
 - Laws, Regulations, & Requirements
- Questions



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Introduction and Overview

Governance and Administration Unit

- Monitors General Child Care, Migrant Child Care, Full-day Preschool, Alternative Payment (AP), and CalWORKS contracts
- All contracts have identical review standards for eligibility, need, and family fee
- There are different review standards for contract eligibility with AP and CalWORKS



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Governance and Administration Unit Staff

Unit A

Paul Saucedo, Manager

- Bounthay Bouttavong, Analyst
- Magdalena Vela, Analyst
- Alice Ludwig, Analyst
- Vacant, Analyst
- Vacant, Analyst

Unit B

Vanessa Saunders, Manager

- Esmeralda Ramirez, Analyst
- Jumaane Cowan, Analyst
- Miguel Zuloaga, Analyst
- Amber Jones, Analyst
- Michelle Clavecilla, Analyst
- Marcia Smith, Analyst



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BACKGROUND

- APMU and CMU staff merged in 2016 and created the Governance and Administration Units A & B
- Error rate reviews for Alternative Payment Program began December 2005
- Completed AP baseline reviews in FY 2008–09
- Still working on Center-based baseline
- Approximately 56 Error Rate Reduction Plans are in progress
 - 5 Alternative Payment
 - 51 Center-based
- Completed three federal reviews



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CDE Resources

<http://www.cde.ca.gov/sp/cd/>

The Child Development home page contains links to:

- Program Overview
- Contractor Information
- Laws, Regulations & Requirements



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Program Overview

<http://www.cde.ca.gov/sp/cd/op/>

The Program Overview web page provides descriptions and budget information about child development programs administered by the Department, including but not limited to the following:

- Alternative Payment Program
- California Work Opportunity and Responsibility to Kids (CalWorks) Child Care
- Migrant Alternative Payment Program



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Contractor Information

<http://www.cde.ca.gov/sp/cd/ci/>

The Contractor Information web page is the primary source for frequently needed information and resources, including but not limited to:

- **Assigned Field Services Consultant** – The Early Education and Support Division (EESD) consultant from the Field Services Office are assigned to work with agencies by specified regions. The consultant will:
 - Answers questions
 - Provides technical assistance
 - Monitors contracts
- **CalWORKs**
 - Frequently asked questions
- **E-mail Distribution List Subscription**
 - Primary source for distributing information and documents regarding EESD programs and services
 - Required for Executive Directors and Program Administrators
 - Anyone interested in information are encouraged to subscribe



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Contractor Information (cont.)

- Fiscal Services
 - Displays the fiscal resources available to EESD contractors
- Forms
 - Confidential Application for Child Development Services and Certification of Eligibility (CD9600) and translations in Chinese, Hmong, Korean, Tagalog, Spanish, Vietnamese
 - Child Care Data Collection Privacy Notice and Consent Form (CD9600A) and translations
 - Emergency and Identification Information (CD-9607) and translations



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Contractor Information (cont.)

- Forms (cont.)
 - Child Development Data Reporting (CDD-801A & CDD801B)
 - This is an online report that must be submitted monthly to CDMIS
 - EESD uses this information to report to the federal government on subsidized child care and development programs
 - Contact CDMIS staff for assistance or additional information
 - Equipment Purchase Approval (CD-2703)
 - Income Calculation Worksheet (CD-ICW)
 - Family Fee Rate Calculator
 - Parent Plan for Seeking Employment (EESD-PPSE)



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Contractor Information (cont.)

- Forms (cont.)
 - Statement of Incapacity (CD-9606) and translations
 - Training Verification – Parent or Caretaker Attending School or receiving training (EESD-9605)
- Reimbursement Ceilings for Subsidized Child Care
 - Maximum reimbursements (ceilings) for subsidized child care provided through programs that are subject to the Regional Market Rate (RMR)
 - Database used to identify ceilings by county
 - Rates are displayed by provider type, child's age, and hours of care



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Contractor Information (cont.)

- **Management Bulletins**
 - Provide legal and regulatory information to EESD contractors and other interested parties
 - Distributed to individuals that subscribe to e-mail distribution list
- **Training Review Guide**
 - The material in the guide provides contractors with clear written information regarding error rate monitoring reviews
 - Selecting a statistically valid sample of children receiving subsidized early education services
 - Analyzing the family and provider files associated with those children for errors, and
 - Recording and aggregating those errors for the purpose of administrative improvement



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Contractor Information (cont.)

- Parental Appeal Information
 - EESD Parent Appeal Pamphlet
 - EESD Management Bulletin (MB)
 - MB 13-04 Parent Appeals
 - Notice of Action (NOA)
 - 5 CCR Section 18119 (a)(b)
 - Local Hearing
 - 5 CCR Section 18120
 - Decision Letter
 - 5 CCR Section 18120 (j)
 - CDE Appeal
 - 5 CCR Section 18121



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Laws, Regulations & Requirements

Legal and regulatory requirements

<http://www.cde.ca.gov/sp/cd/lr/>

- **California *Education Code (EC)***
Statutes applied to programs identified within the Child Care and Development Services Act
- **Title 5, *California Code of Regulations (5 CCR)***
Program operations requirements for contractors
Requirement for recipients of child care and development services
- **Title 22, *California Code of Regulations (22 CCR)***
Licensing requirements for child care facilities, including child care centers and family child care homes
- **Funding Terms and Conditions**
Aligned to the *EC* and *5 CCR*, these documents are prepared by contract type and represent a compilation of required program implementation practices



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Laws, Regulations & Requirements (cont.)

Legal and regulatory requirements

- California School Accounting Manual
 - Reference source of acceptable accounting principles and practices
- Audit Guide
 - Guidelines for independent auditors who conduct examination of child development services contracts
- Federal Program Monitoring/Contract Monitoring Review 2015–16 Program Instrument
 - Used to conduct reviews of programs offering subsidized child development services
 - This tool presents each compliance area the EESD staff examines
 - Also used as a reference tool for self-monitoring



QUESTIONS



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