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Child Care & Development Division Updates

Dear Child Care and Development Contractors,

As a reminder, in accordance with [Welfare and Institutions Code \(WIC\) section 10233.5](#), alternative payment programs (APP) must provide notice to child care providers of **a change in reimbursement amounts for child care services, a change in hours of care, rates, or schedules**. The APP must provide the notice, as well as the effective date of any of these changes, on the same day a NOA is issued to the family. If the change in policy outlined in Child Care Bulletin (CCB) Nos. [21-14](#) or [21-15](#) results in an amended child care schedule for school-age children on school days, or changes to reimbursement amounts or hours of care, adequate notification is required.

Pursuant to [Title 5 of the California Code of Regulations \(5 CCR\) section 18119](#), **contractors must issue a NOA when changes are made to the service agreement, including a decrease in the amount of services**. In limited circumstances, contractors must mail or deliver the NOA to parents at least 14

calendar days before the effective date of the intended action, including when the agreement for services was a limited term authorization which has come to the end of the term, and at the time of approval of the limited term authorization, the parent was informed in writing of the date services would terminate.

For instance, if the policy outlined in [CCB Nos. 21-14](#) or [21-15](#) results in changes to the service agreement, including a decrease in the amount of services, adequate notification is required. Based on the above statutes and regulations, contractors must provide parents and providers with individualized notice at least 14 days prior November 15, 2021, if their reimbursement amounts and services will be decreased pursuant to the change in policy regarding reimbursements for school-age children. Contractors are encouraged to provide notice as soon as possible.

If you have any questions, please contact your assigned Child Development Consultant via the [Child Care & Development Contractor Landing Page](#) or by phone at (916) 651-5375.

In Partnership,
Child Care and Development
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[Child Care & Development Division Website](#)

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