

California Department of Social Services

2022–23 Funding Terms and Conditions (FT&C) Summary of Changes

The changes for 2022–23 are as follows:

Entire document

- Dates throughout the document have been revised
- Grammar and formatting issues have been corrected throughout the document
- Citations were revised throughout to align with appropriate 5 *CCR*, 45 *CFR*, and *WIC* authority
- Formatting changes to align document with Section 508 compliance
- Updated Audits & Investigation Division (AID) to Office of Audit Services (OAS)
- Removed references to 12-month eligibility Implementation Guidance
- Removed **certified need** and replaced with **certified schedule** throughout document to align with new definition
- Removed all references and definitions associated with California State Preschool Program (CSPP)
- References to:
 - ✓ **early learning and care** have been updated to **childcare and development**
 - ✓ *Education Code (EC)* have been updated to *Welfare and Institutions Code (WIC)*
 - ✓ **FPM/CCR** have been updated to **compliance review**
 - ✓ *Superintendent of Public Instruction (SSPI)* have been updated to *California Department of Social Services (CDSS)*

Definitions

- Incorporated all definitions (except program quality definitions) in one place
- Added the following definitions:
 - ✓ “Certified schedule”
 - ✓ “Educational Programs”
 - ✓ “Income eligible
 - ✓ “Maximum Subsidy Amount”
 - ✓ “Recertification”
 - ✓ “Variable Schedule”
 - ✓ “Vocational Training”
 - ✓ “Unnecessarily Increase in Value”
- Updated the following definitions:
 - ✓ “Income Fluctuation”
 - ✓ “Initial Certification”
 - ✓ “Notice of Action”
 - ✓ “Support Services”
 - ✓ “Total Countable Income”
- Removed the following definitions:
 - ✓ “Agricultural worker”
 - ✓ “English Learner”
 - ✓ “Fishing”

- ✓ “Family Size”
- ✓ “FPM/CMR”
- ✓ “Immediate Need”
- ✓ “Initial Eligibility”
- ✓ “Ongoing Eligibility”
- ✓ “Provisional Childcare”

Accounting and Reporting Requirements

Reserve account caps for AP contractors was increased from 2% to 8%, or \$1000 whichever is greater (WIC 10441 as amended in AB210).

2022–23 Program Requirements (Non-CalWORKs Contracts)

Table of Contents

- Document headings were renamed and reorganized, and sections were moved to appropriate headings
 - ✓ Operational Requirements
 - ✓ Admission, Priorities, Waiting List, and Displacement
 - ✓ Eligibility, Need, Residency, and Age Requirements
 - ✓ Initial Certification, Reporting Changes, Recertification, and Content of Family Data File
 - ✓ Family Data File and Documentation
 - ✓ Family Fees
 - ✓ Due Process Requirements
- Additionally, headings were added and/or renamed for AP contracts
 - ✓ Policies and Procedures: Program, Parents and Providers
 - ✓ Services, Payments and Records
 - ✓ Receipt of Community Care Licensing (CCL) Notification

Operational Requirements

- Continuity of Care added 45 *CFR* 98.21 federal continuity of care language

Admission, Priorities, Waiting List, and Displacement

- Admission Priorities aligned with WIC 10271 and 5 CCR 18106 (Not applicable to CalWORKs, CMIG, CMAP, or CHAN)

Eligibility, Need, Residency, and Age Requirements

- Age Eligibility aligned with 45 *CFR* 98.21 and WIC 10273

Initial Certification, Reporting Changes, Recertification, and Content of Family Data File

- Initial Certification of Eligibility aligned with 5 CCR 18082
- Requirement to Report when Income Exceeds 85% of State Median Income (SMI): aligned with 5 CCR 18082.2
- A Family’s Right to Voluntarily Request Changes aligned with 5 CCR 18082.3
- Recertification of Eligibility aligned with 5 CCR 18082

Family Data File and Documentation

- Application for Services aligned with 5 CCR 18083
- Income Calculation aligned with 5 CCR 18084.1 to reflect calculation for income fluctuations
- Documentation of Need, Employment: aligned with 5 CCR 18086 to clarify:
 - ✓ Determination of certified schedule for variable and unpredictable employment.
 - ✓ Sleep time
- Documentation of Need: Vocational Training; Service Limitations aligned with 5 CCR 18087
- Documentation of Eligibility and Need: Homelessness aligned with 5 CCR 18090

Family Fees

- Exceptions for Fee Assessment aligned with WIC 10260, 10291; 5 CCR 18084(c), and 18110
- No Additional Payments or Costs/Exceptions aligned with WIC 10292 and 5 CCR 18111 (Not applicable for AP and CalWORKs contractors)
- Advance Payment of Fees; Delinquent Fees; Notice of Delinquency reworded to clarify that contractors must have a provider policy when requiring provider to collect fee (AP and CalWORKs only)

Due Process Requirements

- Notice of Action (NOA), Recipient of Services reworded section to better align with regulations describing when a NOA may be issued

Program Quality Requirements (Center-based only)

- Added all quality related requirements including:
 - ✓ Definitions
 - ✓ Staffing Qualifications
 - ✓ Staffing Ratios

Policies and Procedures: Program, Parents and Providers (AP and CalWORKs only)

- Written Information to be Given to Parents, removed requirement to provide Uniform Complaint Procedure as this is a CDE process
- In-Home Care, removed requirement for contractors to verify that parent is following FLSA requirements, instead parent is required to provide a signed self-attestation
- Notification of Ineligible Status of a Licensed-Exempt Provider aligned with 5 CCR 18224.6
- Provisional Childcare was removed as 45 CFR prohibits reimbursement to non-Trust Lined providers

2022–23 Program Requirements (CalWORKs Contracts)

Table of Contents

- Document headings were renamed and reorganized, and sections were moved to appropriate headings.
 - ✓ Operational Requirements

- ✓ Admission, and Waiting List
- ✓ Eligibility, Need, Residency, and Age Requirements
- ✓ Transfer/Enrollment, Certification of Transfer/Enrollment, Reporting Changes, Recertification and Content of Family Data File
- ✓ Family Data File and Documentation
- ✓ Family Fees
- ✓ Due Process Requirements
- ✓ Policies and Procedures: Program, Parents and Providers
- ✓ Services, Payments and Records
- ✓ Receipt of CCL Notification

Operational Requirements

- Confidentiality of Records aligned with 5 CCR 18117 and 18415
- Continuity of Care added 45 *CFR* 98.21 federal continuity of care language

Eligibility, Need, Residency, and Age Requirements

- Age Eligibility aligned with 45 *CFR* 98.21 and WIC 10273

Transfer/Enrollment, Certification of Transfer/Enrollment, Reporting Changes, Recertification, and Content of Family Data File

- Enrollment into CalWORKs Stage 2 by Transfer from CalWORKs Stage 1 Agency aligned with 5CCR 18409 and WIC 10271
- Enrollment into CalWORKs Stage 2 when Transferring from another CalWORKs Stage 2 Agency aligned with 5 CCR 18409.3 and WIC 10271
- Enrollment into CalWORKs Stage 3 by Transfer from CalWORKs Agency aligned with 5 CCR 18424 and WIC 10271
- Enrollment into CalWORKs when Not Transferring from Another CalWORKs Agency aligned with 5 CCR 18409.5 and 18421
- Requirement to Report when Income Exceeds 85% of State Median Income (SMI): aligned with 5 CCR 18410.2 and 18425.2
- A Family's Right to Voluntarily Request Changes aligned with 5 CCR 18410.3 and 18425.3
- Twelve-Month Eligibility aligned with 5 CCR 18410 and 18425
- Recertification of Eligibility aligned with 5 CCR 18410.1 and 18425.1
- Contents of Family Data File aligned with 5 CCR 18081, 18412, and 18427

Family Data File and Documentation

- Application for Services aligned with 5 CCR 18083
- Income Calculation aligned with 5 CCR 18084.1 to reflect calculation for income fluctuations.
- Documentation of Need, Employment: aligned with 5 CCR 18086 to clarify:
 - ✓ Determination of certified schedule for variable and unpredictable employment.
 - ✓ Sleep time
- Documentation of Need: Vocational Training; Service Limitations aligned with 5 CCR 18087
- Documentation of Eligibility and Need: Homelessness aligned with 5 CCR 18090

Family Fees

- Exceptions for Fee Assessment aligned with WIC 10260,10291, 5 CCR 18084(c), and 18110
- No Additional Payments or Costs/Exceptions deleted, does not apply to CalWORKs
- Advance Payment of Fees; Delinquent Fees; Notice of Delinquency reworded to clarify that contractors must have a provider policy when requiring provider to collect fee

Due Process Requirements

- Notice of Action (NOA), Recipient of Services reworded section to better align with regulations describing when a NOA may be issued.