



Early Learning and Care Division Field Services Office

A look at the updated Review Guides



TONY THURMOND
State Superintendent
of Public Instruction

Agenda

- Purpose and Goals
- What is the Review Guide?
- Review Guide alignment with IPERIA
- Elements of the Review Guides
- New Definitions and Terms

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

Agenda (2)

- A closer look into the Review Guide
 - Eligibility for Services
 - Family Size
 - Need for Services
- Individualized County Child Care Subsidy Plans (Pilots) Review Guide
- Questions and Answers

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

Purpose and Goals

- Provide overview of the updated review guides
 - Center-based
 - Alternative Payment/Family Child Care Home Networks
- Introduce the review guide for pilot counties/contractors

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

What is the review guide?

The review guide provides clear written information that can be used in state and federal error rate reviews.

Contains instructions for:

- Selecting a statistically valid sample of children receiving subsidized childcare services
- Analyzing the family and provider files associated with those children for errors
- Recording and aggregating those errors for the purposes of improvement

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

Review guides alignment with IPERIA

The review guides have been updated and aligned with definitions and terms used in the Improper Payment Elimination and Recovery Improvement Act (IPERIA) reviews that we also conduct which require federally funded agencies to:

- Review programs and activities they administer annually
- Identify those programs that have improper payment and administrative errors
- Submit a report on actions taken to reduce improper payments by June 30, 2020



TONY THURMOND
State Superintendent
of Public Instruction

Elements of the Review Guide

Section I.

- CDD-801A Monthly Population Report
- Initial Certification and Recertification
- Parental Right to Voluntarily Report Changes
- Eligibility
- Family Size
- Income Calculation

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

Elements of the Review Guide (2)

- Need for Services
- Family Fees
- Notice of Action
- Attendance
- ~~Reimbursement~~ Sample Month Payment Determination

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

Elements of the Review Guide (3)

Section II. Resource Tools

- Process to Select Sample Size
- ~~File~~ Administrative Error Determination Process
- Method to Determine ~~Material~~ Improper Payment Error Amount
- Sample ~~Material~~ Improper Payment Error Rate Determination Worksheet
- Error Rate Reduction Plan Process
- Sample Error Rate Reduction Plan Form

DRAFT



TOM TORLAKSON
State Superintendent
of Public Instruction

Lets take a closer look into the Review Guide



New Definitions and Terms



TONY THURMOND
State Superintendent
of Public Instruction

- An improper payment error occurs when a violation of misapplication of policy or procedure governing the child care program results in an overpayment or underpayment to the child care provider
- An administrative error is defined as any instance in which child care subsidy policy was misapplied, or rules or regulations were not followed, that did not result in an improper payment

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

New Definitions and Terms (2)

- A compliance finding when a contractor is out of compliance with applicable laws, regulations, or contractual provisions

DRAFT



TOM TORLAKSON
State Superintendent
of Public Instruction

CDD-801A Monthly Population Report

Type of findings
that can be
assessed

1. CDD-801A Monthly Population Report	
Child Reported on the CDD 801A	Findings
1.1 Did the child receive services in the review month (<i>California Code of Regulations</i> , Title 5 (5 CCR), Section 18070 and Management Bulletin (MB) 09-12)?	Compliance: If the random sample files pulled include children that did not receive services during the review month, a compliance finding will be determined.

Question
number

Question
with Title 5
Section
and/or MB #



TOM TORLAKSON
State Superintendent
of Public Instruction

Initial Certification and Recertification

Types of Errors that can be assessed

Question Number	Initial Certification and Recertification (Application for Services)	Findings
2.1	Is there a completed, accurate and signed Application for Services in the family data file? (5 CCR sections 18081, 18082 and 18083)	<p>Material Improper Payment: If the Application for Services is not present in the family data file an error will be determined in eligibility. The error will equal the cost of services provided for the sample month <u>sample month payment</u> or the portion of the month in which there was insufficient documentation, whichever is less.</p> <p>File Administrative Error: If the Application for Services is incomplete/inaccurate, an error will be determined in eligibility.</p>
2.2	Was the Application for Services completed prior to serving the child? (5 CCR Section 18082[b])	<p>Material Improper Payment: If services were provided prior to the Application for Services being completed, an error will be determined in eligibility. The error amount will be determined as in 2.1.</p>

Question number

Question with Title 5 Section and/or MB #

DRAFT



TOM TORLAKSON
State Superintendent
of Public Instruction

Lets take a closer look at Eligibility for Services



DRAFT

15



TOM TORLAKSON
State Superintendent
of Public Instruction

ELIGIBILITY

Education Code (EC) Section 8263(a)(1)

Eligibility is based on **documentation** and **verification** of at least one of the following:

- Child Protective Services(CPS)/At-Risk
- Income Eligibility
- Current Aid Recipient
- Homeless

The **parent** provides the required documentation and the **contractor** verifies



TOM TORLAKSON
State Superintendent
of Public Instruction

Let's Review and Discuss

- The eligibility test questions
- Type of errors that can be assessed for each test question
- What is your agency best practice?
 - Provide feedback on index card



TOM TORLAKSON
State Superintendent
of Public Instruction

Lets take a closer look at Family Size





TOM TORLAKSON
State Superintendent
of Public Instruction

Family Size

Supporting Documentation

- The parent shall provide *supporting documentation* regarding the number of children and parents in the family
- Supporting documentation for the number of children shall be **at least one** of the following:
 - a) Birth certificate
 - b) Child custody court order
 - c) Adoption documents



TOM TORLAKSON
State Superintendent
of Public Instruction

Family Size

Supporting Documentation (2)

- d) Foster Care placement records
- e) School or medical records
- f) County welfare department records
- g) Other reliable documentation **indicating the relationship of the child to the parent**



TOM TORLAKSON
State Superintendent
of Public Instruction

Let's Review and Discuss Family Size

- The family size test questions
- Type of errors that can be assessed for each test question
- What is your agency best practice?
 - Provide feedback on index card



TOM TORLAKSON
State Superintendent
of Public Instruction

Lets take a closer look at Need for Services





TOM TORLAKSON
State Superintendent
of Public Instruction

Need for Services



For family to receive child care services they must have a qualifying need in at least one of the categories below:

- Employment
- Seeking Employment
- Vocational Training
- Parent Incapacitation
- Homeless
- Seeking Permanent Housing
- Child Protective Services (CPS)
- At risk of abuse, neglect, or exploitation

DRAFT



TOM TORLAKSON
State Superintendent
of Public Instruction

Let's Review and Discuss Need for Services

- The need test questions
- Type of errors that can be assessed for each test question
- What is your agency best practice?
 - Provide feedback on index card



TOM TORLAKSON
State Superintendent
of Public Instruction

Individualized County Child Care Subsidy Plans (Pilots)

- Created to allow counties flexibility to set local policies for Child Care and Development programs
- Local policy may supersede state law in specific areas:
 - Eligibility
 - 24 month certification timeframe
 - 85% State Median Income
 - Fees
 - Reimbursement Rates



TOM TORLAKSON
State Superintendent
of Public Instruction

Lets take a closer look into the Review Guide for Pilot Counties



DRAFT



TOM TORLAKSON
State Superintendent
of Public Instruction

Initial Certification and Recertification Pilot Counties

Type of
Error that
can be
assessed

Test
Question
number

Test
Question

Question Number	Initial Certification and Recertification (Application for Services)	Findings
2.3	If applicable, did the recertification occur no sooner than 24 months from when they were last certified?	Note: CDE is currently working on timeline for recertification Administrative Error: If the recertification was completed before the twelve month timeframe an error will be determined eligibility.

DRAFT



TONY THURMOND
State Superintendent
of Public Instruction

QUESTIONS



DRAFT



Thank You for Your Participation!

DRAFT