Provider Guide Notice of Changes
Effective October 1, 2025
This notice will only highlight policy changes.

The following changes have been made to the CDR Provider Guide. Pages referenced are from the Rev August 2024 guide.

Guest Attendance Policy for Provider Meetings with CDR Staff – Page 7
This policy has been added to clarify process.

New:
Providers are permitted to bring guests to meetings, including orientations; however, to maintain confidentiality and ensure a respectful and secure environment for all, written authorization must be submitted by the provider prior to the meeting. If written consent is not received in advance and the provider requests to have a guest present, CDR staff may not be able to proceed with the meeting. In such cases, the meeting may need to be rescheduled to allow time for proper verification.

Temporary Suspension of Services – Pages 26
This policy has been removed due to implementation of guidance on determining the eligibility period for a child who is added during an existing eligibility period and when a family voluntarily disenrolls from services per Senate Bill (Sb) 1047 and Welfare and Institutions Code (WIC) 10271(H)(4)

Current:
A Temporary Suspension of Services (TSOS) may be granted for a limited period if a family temporarily has no need for child care. The family does not lose their child care with CDR, but CDR will not reimbursefor child care during this time. When a family is placed on a TSOS, the provider will receive a Notice of Communication (NOC) from CDR.

TSOS shall not be approved for more than 6 months at a time. Children on an approved TSOS will not be disenrolled from the program; however, providers will not be reimbursed by CDR for services rendered during the suspension period.

Reimbursement will resume when the child returns to the care of the provider as specified in the NOC.Parents should communicate the need for any stoppage in services with their provider. It is in the provider's discretion if the child will be readmitted to their facility. CDR cannot require a provider to re- admit a child following a TSOS.

*County programs such as CalWORKs Stage 1 and the Emergency Child Care Bridge Program for

Foster Children do not allow for a TSOS.

Parent Voluntary Disenrollment of Child Care Services – Page 29
This policy has been added to clarify policy in compliance with Senate Bill (SB) and Welfare and Institution Code (WIC) 10271(h)(4), and Title 5, California Code of Regulations Section 18082.3.

New:
If a parent voluntarily requests to be disenrolled during their 24-month eligibility period, the parent can request to reinstate their services without collecting any new documentation or another application for services. A NOA will be issued that reinstates the family and ensures the certification period is extended to ensure a total of 24 months of eligibility.

If a parent requests to be reinstated for services at a later time, if there is funding, the family may begin services immediately. However, if there is no funding available, the following will take place:

- Family will be placed on the waitlist and when services are able to be reinstated, a NOA will be issued to reflect the remaining time on their eligibility period; or
- CDR will connect the parent with another Resource and Referral Agency or Child Care Agency that may have funding to provide services. If the family chooses to receive services from another contractor and space is available, CDR shall transfer the family file and services shall be reinstated.

The provider is not required to hold a spot for the child. Parent may need to find a new provider when resuming services.

Suspension and Expulsion Policy – Page 31 - 32
This policy has been updated to align with Assembly Bill (AB) 2806 related to policies and procedures to prevent expulsion and suspension within child care and development programs.

New:
Prior to a FCCHEN provider expelling, suspending, or disenrolling a child due to persistent and serious behaviors, ITP staff must collaborate with FCCHEN providers to meet the requirements described in WIC Section 10491.1.

For the purposes of these procedures the following definitions are adopted pursuant to WIC section 10491:

- **Expulsion** - means the permanent dismissal of a child from a program in response to a child's behavior. Along with procedures to inform parents that the program can no longer support the child.
- **Suspension** - means any removal of a child from all or part of the program day, or the prevention of a child from attending the program for one or more days, in response to the child's behavior.
- **Persistent and serious behaviors** - means either repeated patterns of behavior that significantly interfere with the learning of other children, or interactions with peers and adults that are not

responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury.

When a FCCHEN provider is having difficulty with a child, they are required to communicate and provide documentation to ITP staff. ITP staff will then collaborate with the FCCHEN provider, parents, and if applicable the local agency responsible for implementing the IFSP or IEP by establishing a safety and support plan to help improve the persistent and serious behavior of the child to prevent their suspension and/or possible expulsion from the program. The following steps will take place when a child is exhibiting persistent and serious behaviors:

a. If a FCCHEN provider is considering suspending or expelling a child, documentation must be provided to CDR that demonstrates that the child is exhibiting persistent and serious behaviors that significantly interfere with the learning of other children, or interactions with peers and adults that are not responsive to the use of developmentally appropriate guidance. This includes, but is not limited to, physical aggression, property destruction, and self-injury.
b. A Support Plan will be created between staff and the FCCHEN provider to improve the child's behavior, ensure the safe participation of all children in the program, and ultimately prevent the suspension/expulsion of the child.
c. If, after having put into place a Support Plan, the child's behavior continues to be physically dangerous to him/herself, other enrolled children, and/or the FCCHEN provider and their staff, it may be determined that the program is not the appropriate placement for the child. A Transition Plan will be created that best meets the needs of the child.
d. In the event of a suspension or expulsion of a child, the parent will receive a Notice of Action specific to suspension and expulsion policies with an effective date no less than 24 hours after the service of the notice. The Notice of Action will also inform the parent in writing of their right to file an appeal of the action directly with CDSS no later than 14 calendar days after receipt of the notice.
e. In the case that a suspension/expulsion is conducted, the parent has the right to appeal directly to the California Department of Social Services.