



Parent Guide Notice of Changes Effective June 1, 2023

The following changes have been made to the CDR Parent Guide

Parental Choice

Page 14

Current:

Parental Choice is a key element of our child care payment assistance programs. Parents have the right to choose the type of child care and child care services provider that best meets their family's needs.

While Parental Choice is a cornerstone of our programs, providers may not participate in our programs unless they complete and comply with a Provider Service Agreement that outlines all program and agency requirements.

Changed to:

Parental Choice is a key element of our child care payment assistance programs. Parents have the right to choose the type of child care and child care services provider that best meets their family's needs.

While Parental Choice is a cornerstone of our programs, providers may not participate in our programs unless they complete and comply with a Provider Subsidized Child Care Agreement that outlines all program and agency requirements.

As required by the California Department of Social Services to receive subsidy child care reimbursement, the chosen provider must not conduct religious instruction or worship for children participating in state or federal funded programs.

Enrollment Priorities

Page 17

Current:

When a family requests enrollment in the Alternative Payment Program, the family is placed on the CDR Eligibility Waiting List (CEWL), which is housed within the CareWait database.

A family's position (also known as the ranking) on the CEWL is based on income, family size, and the date of their enrollment request. As funding becomes available, families on the CEWL are contacted by phone, text, email, and/or mail based on their ranking.

In addition to a family's CEWL ranking, CDR must prioritize enrollment applications in the following order:

1. Families with a Child Protective Services (CPS) or At-Risk Services referral submitted by a social service agency or provider.
2. Families with a child with an exceptional need verified by an active Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP).
3. Families with the lowest gross monthly income in relation to family size.
 - a. If two families rank equally, the child(ren) with exceptional needs will be enrolled first.
 - b. If the child(ren) does not have an exceptional need, the family with the earliest enrollment request date will be prioritized.

When a family is contacted to initiate the enrollment process, their eligibility and need will be verified. If the family is determined to be eligible, an appointment will be scheduled to begin the certification process.

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A family's position (also known as the ranking) on the CEWL is based on income, family size, and the date of their enrollment request. As funding becomes available, families on the CEWL are contacted by phone, text, email, and/or mail based on their ranking.

In addition to a family's CEWL ranking, CDR must prioritize enrollment applications in the following order:

1. Families with a Child Protective Services (CPS) or At-Risk Services referral submitted by a social service agency or provider.
2. Families with the lowest gross monthly income in relation to family size.
 - a. If two families rank equally, the child(ren) with exceptional needs will be enrolled first.
 - b. If the child(ren) does not have an exceptional need, the family in which the primary home language is a language other than English will be enrolled first.
 - c. If the child(ren) does not qualify with either option above, the family with the earliest enrollment request date will be prioritized.

When a family is contacted to initiate the enrollment process, their eligibility and need will be verified. If the family is determined to be eligible, an appointment will be scheduled to begin the certification process.

Certification

Page 19

This policy has been updated per guidance from California Department of Social Services (CDSS) has removed this requirement.

Current:

Once a parent completes and submits all required documentation, the parent will be certified for no less than 12 months. CDR's decision to approve services to a family will be communicated through a written statement referred to as a Notice of Action (NOA).

If services are approved, the NOA will contain eligibility information, the flat monthly family fee if applicable, the duration of the eligibility, and certified hours for each child approved for services.

If there is a discrepancy on any information provided on the NOA, it is the parent's responsibility to discuss it with their CDR Parent Services Specialist (PSS).

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Changed to:

Once a parent completes and submits all required documentation, the parent will be certified for no less than 12 months for families in all CalWORKs programs Stage 1, Stage 2, and Stage 3. Families certified in the Alternative Payment Program and Infant/Toddler Program are eligible for no less than 24 months. CDR's decision to approve services to a family will be communicated through a written statement referred to as a Notice of Action (NOA).

If services are approved, the NOA will contain eligibility information, the flat monthly family fee if applicable, the duration of the eligibility, and certified hours for each child approved for services.

If there is a discrepancy on any information provided on the NOA, it is the parent's responsibility to discuss it with their CDR Specialist.

Enrolled in a Means Tested Government Program

Page 18

Policy has been added per guidance from CDSS:

Categorical eligibility applies to a family when documentation is submitted for anyone included in the family size is certified to receive benefits from any of the means-tested government programs listed below.

1. Medi-Cal
2. CalFresh
3. California Food Assistance Program
4. California Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
5. The Federal Food Distribution Program on Indian Reservations
6. Head Start
7. Early Head Start

Continuity of Care

Page 20

Policy has been added per guidance from CDSS.

If a family or child is disenrolled due to limited or exhausted funding from any of the programs listed above, CDR will explore placement in all other subsidy programs to ensure the continuity of care for the child or family is met. If no program funding is available within CDR, CDR will reach out to neighboring agencies.

Enrollment in the Infant Toddler Program

Page 23

Section has been added to clarify Parent participation in the Infant and Toddler Program:

Parents enrolled in the ITP program receive comprehensive services enhanced support to meet your child care needs and overall family wellbeing. The following are additional components of the Infant Toddler Program.

PARENT INVOLVEMENT

Families enrolled in the Infant and Toddler Program (ITP) are required to participate in the following to meet program requirements:

- Orientation that includes program philosophy, goals, objectives, activities for the child to enhance the parents understanding of child development and due process for eligibility and enrollment.
- Attend at least two individual conferences with the parent and provider.
- Attend quarterly parent meeting with CDR staff.
- Participate in a Parent Advisory Committee that advises CDR on issues related to services for parents and their children.
- Parents are also encouraged to participate in daily activities whenever possible at the Family Child Care Home, therefore provider must have an open-door policy to allow the parent to participate when activities take place at the facility.
- Parent, provider and staff shall share information concerning the child's progress.

DESIRED RESULTS DEVELOPMENT PROFILE (DRDP)

A DRDP is required for each child enrolled in the Infant and Toddler Program that is enrolled for at least 10 hours per week. A DRDP is used to develop plans and activities that are developmentally and age appropriate by the child care provider. A DRDP is required within the first 60 days of enrollment and at least once every six months for infants, toddlers, preschoolers, and school aged children.

PARENT SURVEY

Annually a survey will be distributed to parents to determine program needs, plan and conduct activities to help parents support their child's learning and development and to meet the needs of the family. The results of the Parent Survey will be used as part of CDR's annual self-evaluation process.

NUTRITION

Nutrition is a component of the ITP as it ensures that children have nutritious meals and snacks when in child care. Family Child Care Home providers in ITP are required to be part of the California Food Program.

Parent Request to Withdraw Child from Care (Current Title)

Page 25

Current:

Parents may choose to discontinue services with their provider at any time. Parents are encouraged to notify their providers and CDR in accordance with the provider's rules and policies regarding discontinue of services. Parents are encouraged to notify CDR at least 19 calendar days

prior to the change to allow time for the change to be processed.

CDR will discontinue services on the date the parent notifies us of the discontinued care. If a future date is reported, the future date will be indicated. Discontinued services will not be processed retroactively.

Parent Request to Withdraw Child from Child Care Provider (Title Changed)

Page 27

Changed to:

Parents may choose to discontinue services with their provider at any time. Parents are encouraged to notify their providers and CDR in writing according to the provider's rules and policies regarding discontinuation of services. Parents are strongly encouraged to notify CDR in writing at least 19 calendar days prior to the change to allow time for the change to be processed.

CDR will discontinue services on the date the parent notifies CDR in writing of the discontinued care. If a future date is reported, the future date will be indicated. Discontinued services will not be processed retroactively.

Provider Request to Discontinue Child Care Services (Current Title)

Page 27

Current:

Providers may discontinue services according to their written policies and procedures if an enrolled parent and/or child does not comply.

Providers who discontinue services for a child(ren) enrolled in a CDR program are asked to notify the parent and it is recommended that they notify CDR at least ten (10) business days prior to the last date of service. CDR will not reimburse the provider beyond the last day of care provided.

CDR will not be responsible for the reimbursement of child care to an unauthorized child care provider or for services after the last day of approved services.

Provider Request to Discontinue Child Care Services For A Specific Family (Title Changed)

Page 28

Changed to:

Providers may discontinue services according to their written policies and procedures if an enrolled parent and/or child does not comply.

Providers who discontinue services for a child(ren) enrolled in a CDR program are asked to notify the parent and it is recommended that they notify CDR in writing at least ten (10) business days prior to the last date of service. CDR will not reimburse the provider beyond the last day of care provided.

CDR will not be responsible for the reimbursement of child care to an unauthorized child care provider or for services after the last day of approved services.

Resource and Referral Lending Library

Page 28

Section has been removed:

Acronyms and Definitions

Page 30

Section has been removed.