

How Payments are Made

If you select a family member, friend or neighbor caregiver, he or she must pass a background check through TrustLine, the State of California's registry of in-home (non-licensed) child care providers. The child's grandparents, aunts or uncles are not required to submit to a background check.

Caution! Child care payments will not be processed until your provider has been TrustLine registered. Retroactive payments can be made for a maximum of 120 days from the date child care was requested and TrustLine is cleared. You may choose to utilize another authorized provider until the non-licensed provider is TrustLine cleared to avoid being responsible for payment in the event there is a lapse in processing time or your provider is denied. If your provider is denied TrustLine registration, payment will never be made. For more information about Trustline, visit www.trustline.org.

While your child is in care you will be required to document his/her care by completing an attendance form. Your worker provided you with a CCP2145, the CalWORKs Child Care Payment Request form, when you requested care.

Once the form is completed by you and your provider, signed and dated on the last day of care for the month, attached to proof of your work or WTW approved activity, it should be delivered to your worker for processing.

Your worker will review this paperwork for accuracy and completeness and forward it to the DHA Child Care Unit for processing. Payment will be made by check sent directly to your provider from the County's Department of Finance. The amount paid is based on the type of provider used, the age of the child, the number of hours of care used and regional market rates. The reimbursement ceilings are set by the State and are found at <http://cde.ca.gov>.

Once you are stable in an activity, you will be referred to Child Action, Inc. for Stage Two enrollment. After you are enrolled with Child Action, Inc. the 085AF form will be used instead of the CCP2145 and you will turn this in directly to Child Action, Inc. by the 15th of every month for services rendered in the prior month.



Child Care Benefits for CalWORKs Families



(916) 874-6000
www.dhawebs.saccounty.net



(916) 369-0191
www.childaction.org

Getting Started

At your intake interview, you were asked to complete a CCP-1007 (CalWORKs) or CCP-1008 (Cal-Learn) Stage One Child Care Request Form and Payment Rules Form. This informs your worker that you need help paying for child care services in order to work or attend your approved welfare-to-work (WTW) activity.

You must provide your worker with employment information or a school schedule to show that you are engaged in an approved WTW activity and to document the hours you need child care.

Once you have documented your child care need and services are approved, your worker will provide a referral on your behalf to Child Action, Inc. You will be contacted within 10 days to obtain the information necessary to create your child care schedule. Once you are stable in your activity you will be contacted for an enrollment appointment. You must attend this enrollment appointment or your child care services will be denied.

Finding a Child Care Provider

Because you have a limited time to find a child care provider, Child Action, Inc.'s free enhanced referral services can help. Once you have been approved for CalWORKs child care, a Child Action, Inc. referral counselor will contact you and explain your child care options, discuss any special needs your child may have and identify providers in your area. If you prefer, the referral counselor will call potential providers on your behalf to determine if they would be appropriate for your family's needs. You may also contact Child Action, Inc. directly by calling (916) 369-0191 or by emailing info@childaction.org. These services are available in English, Spanish or Russian for all CalWORKs recipients.



Selecting a Child Care Provider

You should take time to get to know potential providers. Set up time to visit them so you can consider the physical and emotional environment, health and safety, activities and structure, discipline policies, communication and staffing.

For detailed information about selecting a child care provider, visit the Child Action, Inc. website at www.childaction.org and click on "Choosing Your Child's Care." You can find detailed information and questions to think about when selecting a provider for your child. There are checklists you can print and take with you when visiting and interviewing potential child care providers.