



The ABC's of Obtaining Subsidized Child Care Client Rights and Responsibilities

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| Your Welfare to Work Interview | During your intake interview you were asked to fill out a CCP-1007 (CalWORKs) or CCP-1008 (Cal-Learn) Stage One Child Care Request Form and Payment Rules Form. This is the initial communication with your worker when you would declare that you need assistance to pay for child care services so that you can work or attend your approved welfare-to-work (WTW) activity. |
| Report Activity to Worker | You must prove to your worker that you are in an approved WTW activity by providing all of your employment information or school schedule that shows the actual daily hours of child care needed. |
| Your Worker Refers You to Child Action, Inc. | A referral will be done on your behalf and Child Action, Inc. will contact you within 10 days to schedule an enrollment appointment. You must attend this enrollment appointment or your subsidized child care services will be denied. |
| Choose Your Child Care Provider | <p>If you have already chosen your provider, let your worker know their name, address, phone number, and optionally their California Drivers License number. If you need assistance finding a provider, help is available through Child Action's Resource & Referral line at (916) 369-0191 or on-line at www.childaction.org. While on-line, be sure to check out the guide "Choosing Child Care." Page 41 has great questions to think about and can even be printed and taken with you when visiting and interviewing potential child care providers. When visiting potential providers you will want to consider the physical and emotional environment, health and safety, activities and structure, discipline policies, communication, and staffing.</p> <p><i>(Please note: Neither Child Action, Inc. nor your worker can recommend a provider. You are best suited to judge the most ideal situation for placing your child.)</i></p> |
| Megan's Law | Information about registered sex offenders can be found at www.meganslaw.ca.gov . |
| Types of Providers | <p>There are many things to consider when choosing a child care provider. Understanding the types of providers available may help direct your search; each offers something different.</p> <p>Licensed Center – Provides a more structured learning environment; structured hours of operation; serving an average of 49 children.</p> <p>Licensed Family Child Care Home – Care in the home of the provider; can be small or large; serving no more than 14 children with specific age requirements.</p> <p><i>Licensed care is held to stricter standards: staffing ratios, training and health & safety conditions, but is typically more expensive than non-licensed care.</i></p> <p>Non-Licensed Center – This type of center is exempt from having a license because it would be located on school property. <i>This type of care can be convenient because care can be at the same location where the child attends school.</i></p> <p>Non-Licensed Home – This is in-home care where the provider cares for their own children and the children of one other unrelated family or this is where a relative (grandparent, aunt, or uncle) not living with the child is providing the care. <i>This type of care is generally more flexible in accommodating unusual work hours and is typically less expensive.</i></p> <p><i>Please note: Be advised that if you choose to have care provided in your own home, you will be considered your provider's employer and must assume all the financial and legal obligations of such when transferring to Stage 2 of the Subsidized Child Care Program.</i></p> |
| Understanding Trustline | <p>Trustline is the State of California's registry of in-home (non-licensed) child care providers who have passed a background check. Your provider must be Trustline registered unless you are using the child's grandparent, aunt or uncle to provide care. Child Action will contact your provider to enroll them in the program and help them through the Trustline process if needed.</p> <p>Caution! Due to recent changes in the law, payment will not be processed for your child care until your provider has been Trustline registered. Once the provider is Trustline registered payment can be</p> |

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| <p>Understanding Trustline <i>continued</i></p> | <p>made for the first 120 days from the date you requested Subsidized Child Care. You may choose to utilize another provider (already Trustline registered or licensed) 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.</p> <p>If you would like more information about Trustline see the website www.trustline.org. The Resource and Referral Network can provide application status information at 800-822-8490. Trustline information can also be found in the Parent Handbook that will be given to you at your Child Action enrollment appointment and can be found at www.childaction.org/subsidy/default.asp.</p> |
| <p>Know Your Rights</p> | <p>Oliver's Law: In selecting a provider, it may be helpful to know that parents have the right to obtain information regarding complaints filed with the California Department of Social Services, Community Care Licensing Division. Since 1997 California law has required all licensed child care facilities to provide this information to parents when they request it. You can also find information at http://cclcd.ca.gov.</p> <p>Open Door Policy: While your child is in care in a licensed center or family child care home you have the right to enter, visit, and inspect that facility at any time without advance notice.</p> <p>Your child has rights too! While at a child care center your child should be treated with dignity; be in safe and healthy accommodations; free from corporal or unusual punishment; not locked up or restrained. These rights in detail can be found in the California Code of Regulations, Title 22.</p> |
| <p>How Payment is Made</p> | <p>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, 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.</p> <p>Your worker will review this paperwork and if filled out properly will forward to Child Action. If Child Action has everything they need to process this, payment will be made to your provider in approximately 10 days to their direct deposit account through electronic transfer. 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.</p> <p>After you are enrolled with Child Action, the 085AF form will be used instead of the CCP2145 and you will turn this in directly to Child Action by the 15th of every month for services rendered in the prior month.</p> |
| <p>Stage 1</p> | <p>The CalWORKs child care subsidy program is a three stage program covering children in the assistance unit up through age 12. Children 13 and older may be covered with a verified physical, mental, or developmental disability, or if under court supervision. While you are receiving cash aid and part of the WTW program your child care subsidy program is covered under Stage 1 until your work activity becomes stable. You can then be transferred to Stage 2.</p> |
| <p>Stage 2</p> | <p>Under Stage 2 you may be eligible for child care for up to 24 months immediately following the last month you receive cash aid or until your income reaches 75% of the State Median Income.</p> |
| <p>Stage 3</p> | <p>Stage 3 is for families whose income is below a certain level if funding is available.</p> |
| <p>What is the CEL</p> | <p>The Centralized Eligibility List (CEL) is a list of income eligible families waiting for an opening in a subsidized child care program. By filling out an application at http://sacramento.thecel.net or calling Child Action at 916-369-0191 you will be contacted when child care programs that meet your needs have an opening and you may be able to obtain free or low-cost child care.</p> |