



# CONTRA COSTA COUNTY

## AGENDA

### Head Start Committee

Supervisor John Gioia, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

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**Monday, September 15, 2025**

**9:00 AM**

**1470 Civic Court, Suite 200, Concord |  
11780 San Pablo Ave., Suite D, El  
Cerrito | 450 Summer Street, Boston, MA  
| Audio: 888-278-0254 code 9910418**

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**Zoom: <https://cccounty-us.zoom.us/j/89752281411>**

1. The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.
2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
3. Call to Order
4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).
5. APPROVE the late receipt of this agenda in order to proceed. [25-3868](#)  
**Attachments:** [Extenuating Circumstances for Waiving the Better Government Ordinance 96 Hour Posting Timeline](#)
6. APPROVE the Board of Supervisors Head Start Committee Minutes of July 21, 2025. [25-3869](#)  
**Attachments:** [Head Start Committee Minutes - 7.21.25 DRAFT](#)
7. DISCUSS and ACCEPT the Head Start Committee Update. [25-3870](#)  
**Attachments:** [September 2025 Head Start Committee Update](#)
  - [1. MB-25-07 Revised Guidance on Identification of Dual Language Learners](#)
  - [2. MB-25-08 Continued Funding Application FY26-27](#)
  - [3. CCB-25-20 FY25-26 Voucher-Based Budget Act Amendments](#)
  - [4. CCB-25-21 Alternative Payment Program Administrative Support Allocation](#)
  - [5. New HSPPS Compliance Timeline and Analysis](#)

8. The next meeting is currently scheduled for November 17, 2025.
9. Adjourn

#### General Information

This meeting provides reasonable accommodations for persons with disabilities planning to attend a the meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

#### HOW TO PROVIDE PUBLIC COMMENT:

Persons who wish to address the Committee during public comment on matters within the jurisdiction of the Committee that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should offer comments when invited by the Committee Chair. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phones.

Public comments generally will be limited to two (2) minutes per speaker. In the interest of facilitating the business of the Board Committee, the total amount of time that a member of the public may use in addressing the Board Committee on all agenda items is 10 minutes. Your patience is appreciated.

Public comments may also be submitted to Committee staff before the meeting by email or by voicemail. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting.

For Additional Information Contact: Sheila Walsh ([swalsh@ehsd.cccounty.us](mailto:swalsh@ehsd.cccounty.us))



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3868

**Agenda Date:** 9/15/2025

**Agenda #:** 5.

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Choose an item.

Meeting Date: 9/15/2025

Subject: Extenuating Circumstances for Waiving the Better Government Ordinance 96 Hours Posting Timeline

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: MJ Robb

Contact: Sheila Walsh

**Recommendation(s)/Next Step(s):**

APPROVE the late receipt of this agenda in order to proceed.

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***Extenuating Circumstances for Waiving the Better Government Ordinance 96  
Hour Posting Timeline – Head Start Committee Meeting 9/15/25***

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**Statement:**

The agenda for this meeting was posted 3 hours late due to extenuating circumstances. There was a longer than expected delay obtaining one of the required reporting elements. Once it was received, we finalized the presentation and began obtaining the required internal approvals. Once all approvals were received on 9/11/25, we uploaded the agenda by 12:00pm.

**Authority:**

Section 25-2.206(a) of the Contra Costa County Better Government Ordinance allows this meeting to take place by a  $\frac{3}{4}$  vote of the body to accept the late posted agenda. The body must receive written notice of why this was necessary. This is that notice.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3869

**Agenda Date:** 9/15/2025

**Agenda #:** 6.

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Choose an item.

Meeting Date: September 15, 2025

Subject: APPROVAL of Minutes

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: MJ Robb

Contact: Sheila Walsh

**Recommendation(s)/Next Step(s):**

APPROVE the Board of Supervisors Head Start Committee Minutes of July 21, 2025.



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Head Start Committee

Supervisor John Gioia, Chair

Supervisor Shanelle Scales-Preston, Vice Chair

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**Monday, July 21, 2025**

**9:00 AM**

**1470 Civic Court, Suite 200, Concord  
11780 San Pablo Ave., Suite D, El Cerrito  
1025 Escobar Street, Martinez  
Audio: 888-278-0254 code 9910418**

---

**Zoom: <https://cccounty-us.zoom.us/j/89752281411>**

1. The public may attend this meeting in person at either above location. The public may also attend this meeting remotely via Zoom or call-in.
2. Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee.
3. Call to Order.

**Attendees: Supervisor John Gioia (Chair), Supervisor Scales-Preston (Vice Chair)  
Chair Gioia called the meeting to order at 9:00am when a quorum was reached.**

4. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two (2) minutes).

**There was no public comment.**

5. APPROVE the Board of Supervisors Head Start Committee Minutes of May 19, 2025. [25-2857](#)

**Attachments:** [Head Start Committee Minutes - May 19 2025](#)

**This Discussion Item was approved.**

**Motion:** Scales-Preston

**Second:** Gioia

6. DISCUSS and ACCEPT the Head Start Committee Update.

[25-2858](#)

**Attachments:**

[July 2025 Head Start Committee Update](#)

[1. Notice of Award 09CH012839-02](#)

[2. OHS Monitoring Review Report - 09CH012839](#)

[3. MB-25-05 Revised State Median Income Ceilings and Income Ranking Table for FY25-26](#)

[4. MB-25-06 Assessment and Reporting of Family Fees for FY25-2](#)

[5. CCB-25-15 Implementation of Assembly Bill \(AB\) 1808](#)

[6. CCB-25-16 Revised Family Fee Schedule for FY25-26](#)

[7. CCB-25-17 Revised State Median Income Ceilings and Income Ranking Table for FY25-26](#)

[8. New HSPPS Compliance Timeline and Analysis](#)

**This Discussion Item was accepted.**

7. The next meeting is currently scheduled for September 15, 2025.

8. Adjourn

**Meeting adjourned at 9:28am.**

General Information

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For Additional Information Contact: Sheila Walsh 925-608-8809



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-3870

**Agenda Date:** 9/15/2025

**Agenda #:** 7.

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Choose an item.

Meeting Date: September 15, 2025

Subject: Head Start Committee Update

Submitted For: Marla Stuart

Department: Employment and Human Services

Presenter: MJ Robb

Contact: Sheila Walsh

**Recommendation(s)/Next Step(s):**

DISCUSS and ACCEPT the Head Start Committee Update.



# Head Start Committee Update



September 15, 2025

Marla Stuart, MSW, PhD, EHSD Director and Head Start Executive Director  
MJ Robb, Community Services Bureau Interim Director, Head Start Director

[info@ehsd.cccounty.us](mailto:info@ehsd.cccounty.us) | (925) 608-4800

# Outline

Topic	Federal Head Start	State Child Care
Federal Environment Updates	To date	
Child Care Center Services	July 2025	July 2025
Policy Council Actions	Aug 2025	
Budget	July 2025	
Monitoring	July 2025	July 2025
Official Funder Communication	Aug 2025	Aug 2025
Recommendation	✓	
Appendices	For Information	

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- Federal Environment Updates
- Child Care Center Services
- Policy Council Actions
- Budget
- Monitoring
- Official Funder Communication
- Recommendation
- Appendices

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# Federal Environment Updates

## Sources of Information

1. Project 2025
2. Executive Orders
3. Federal Department Actions
4. Congressional Actions

## Categories of Impact

1. Potential Funding Reduction
2. Potential Funding Increase
3. Changes to Program Regulations
4. Change that may Impact Customers
5. Change that may Impact Contracts with Partners



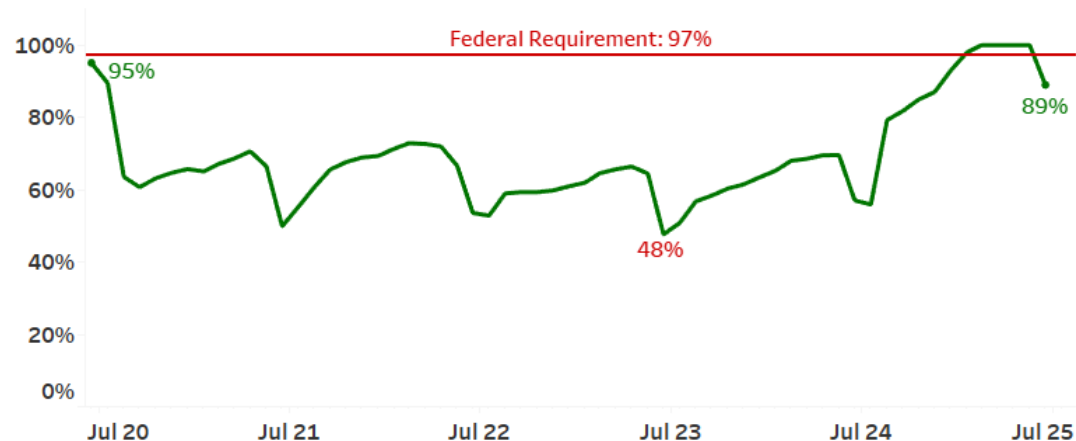
- Federal Environment Updates
- **Child Care Center Services**
- Policy Council Actions
- Budget
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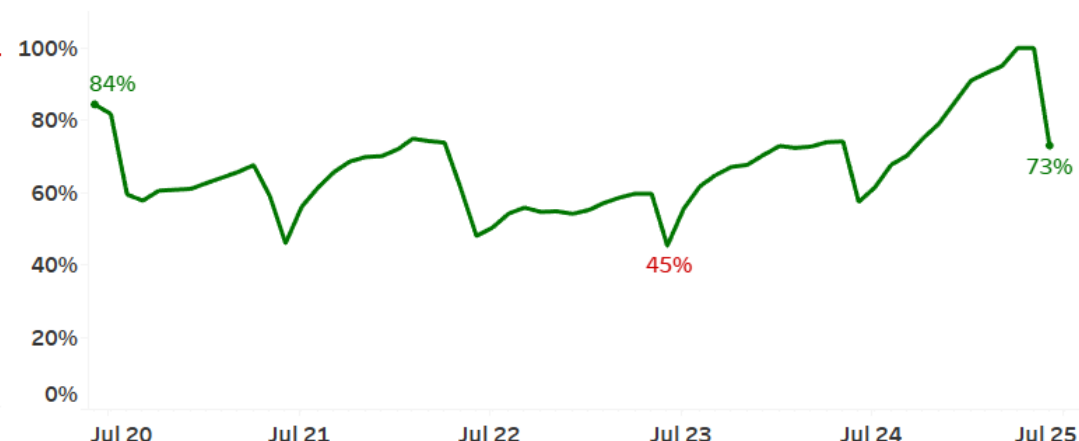


# Center Enrollment Rates

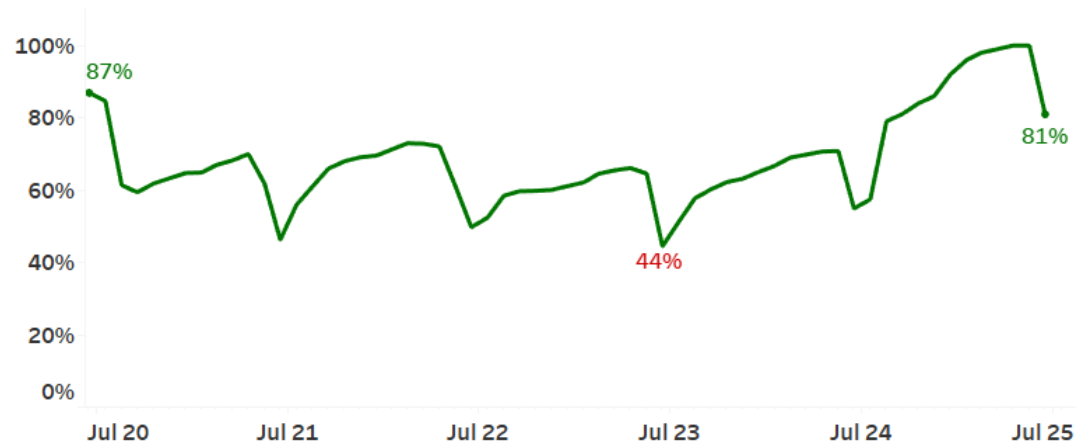
Federal Filled Slots



State Filled Slots



Total Filled Slots



## Current Slot Allotments:

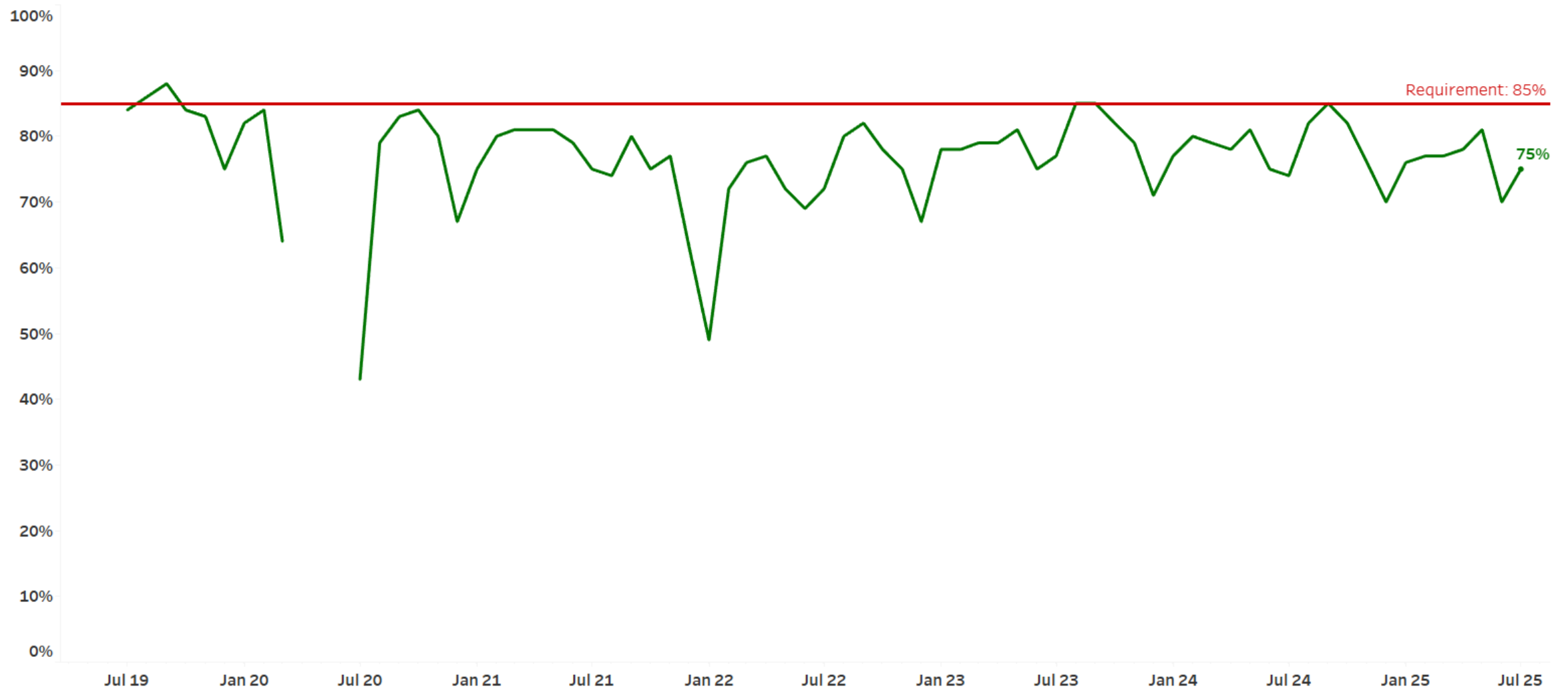
- Federal Slots (Head Start) = 1,201 (1,063 filled slots as of July 2025)
- State Slots (CDE and CDSS) = 764 (559 filled slots as of July 2025)
- Total Unique Slots = 1,345 (1,094 filled slots as of July 2025)

## Current Enrollment Requirements:

- Federally Funded = 97% slots filled
- State Funded = Currently “hold harmless” meaning no penalties for not filling all slots. When “hold harmless” ends in June 2026, we will no longer be funded for unfilled slots.

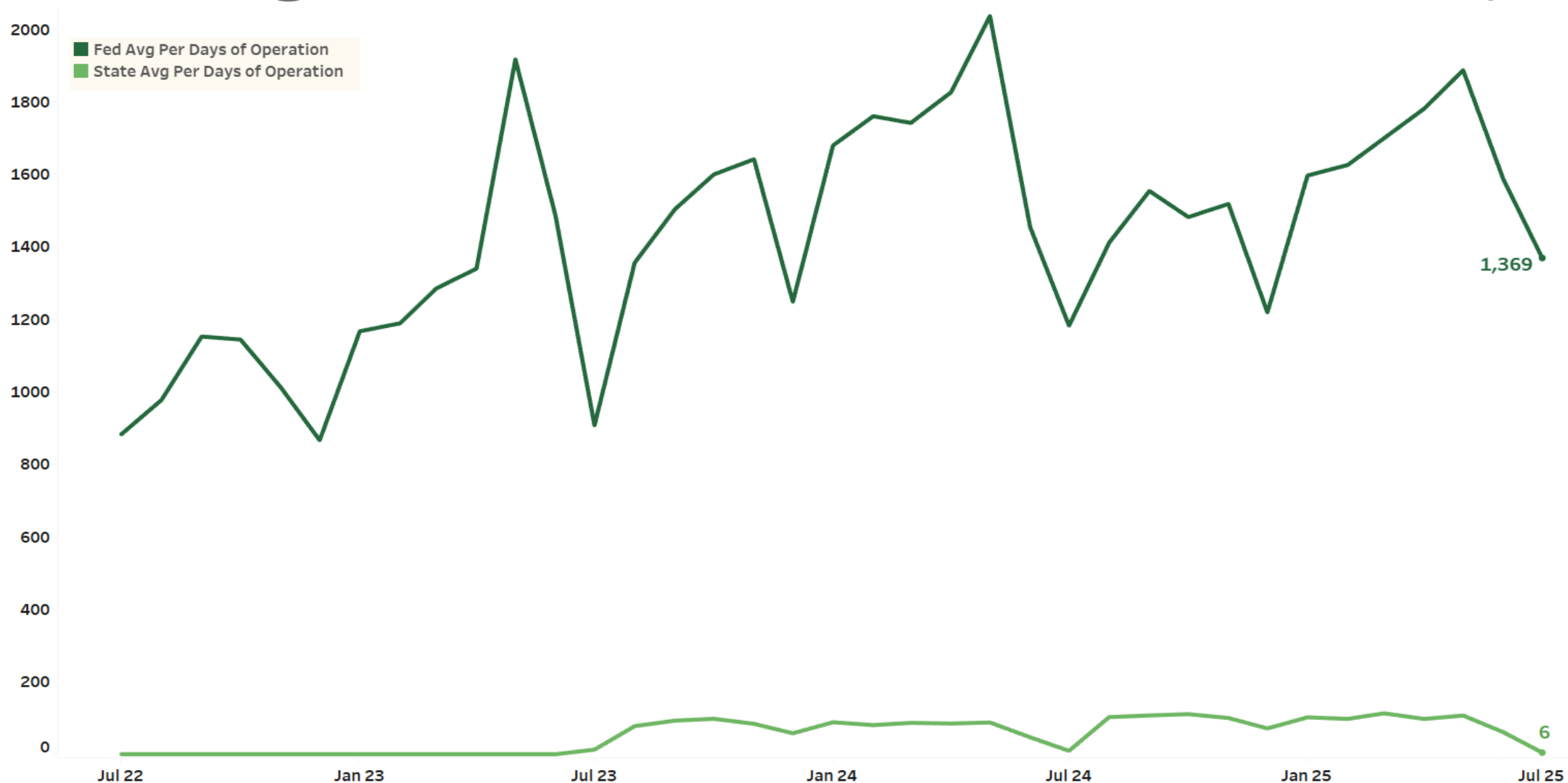
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# Center Attendance Rates



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# Average Center Meals & Snacks Per Day



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# Vended Meal Services Transition

BOS approved vended meal services contract following RFP process on July 22, 2025.

Recent activities include:

- Mid-August 2025: Ran a pilot of vended meal services with West County centers and identified areas that needed additional alignment prior to full launch.
- September 4, 2025: Ran a second pilot of vended meal services in West County centers.
- September 8, 2025: Expanded pilot to West and Central County centers.
- September 15, 2025: Full launch across all sites.

We are on track to vacate the current EHSD kitchen facilities at 847 Brookside Drive, Richmond, CA by the September 30, 2025 deadline.

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# OHS Funding for Nutrition & Healthy Eating

**Requested Funding Amount:** \$428,550

**Timeframe:** September 2025 – June 2026

**Application Submitted:** August 22, 2025

## Key Purchases & Activities

### For Centers

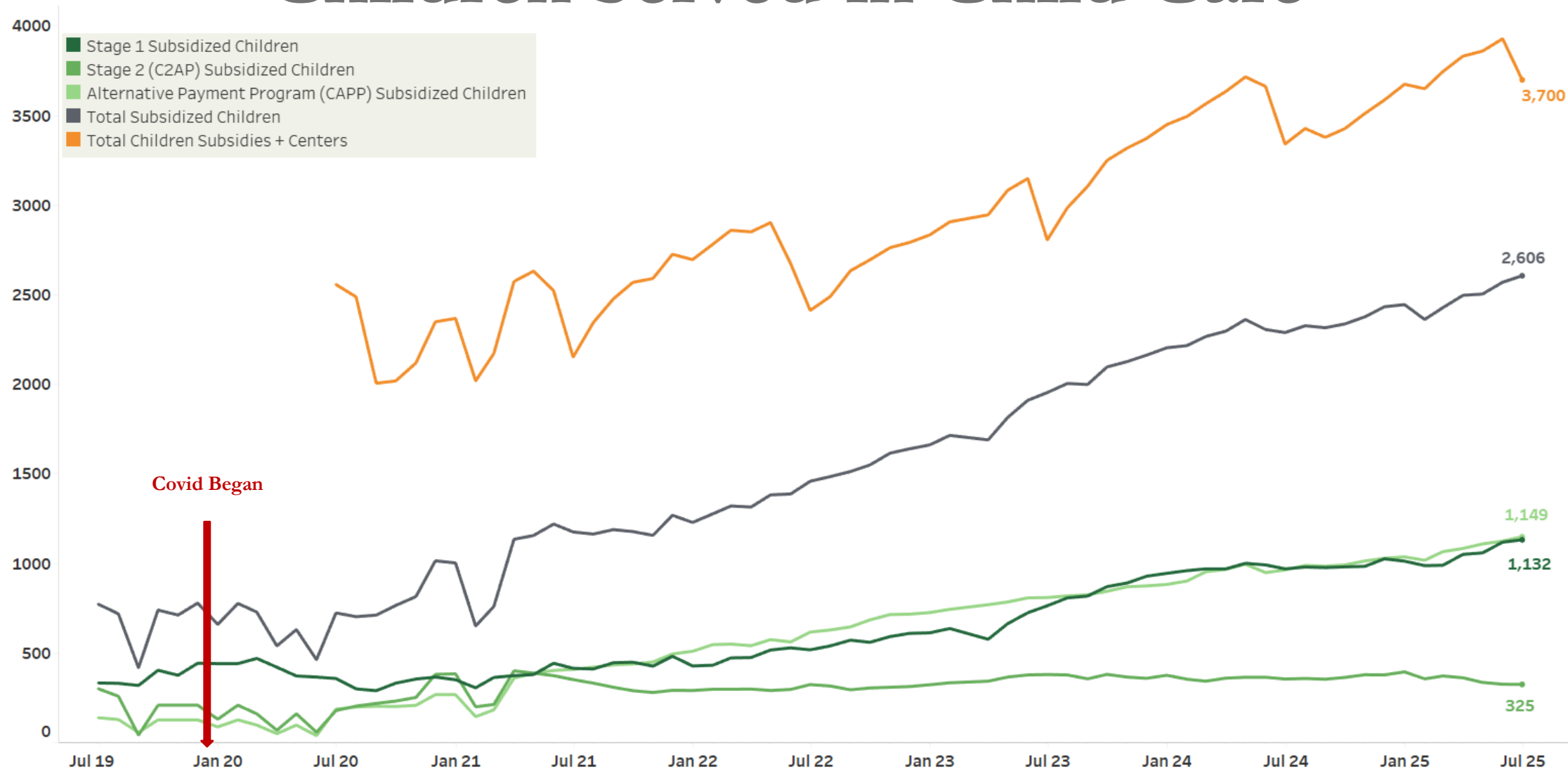
1. Developmentally appropriate food service materials
2. Upgraded appliances, including in classroom refrigerators
3. Safe bottle-feeding supplies for centers
4. Gardening kits for centers
5. Nutrition Train the Trainer program

### For Families

6. Newborn baby kits
7. Healthy eating kits
8. Food pantry services
9. Gross motor skills materials
10. Cooking demonstrations
11. Healthy food at site events for parents

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# Children Served in Child Care



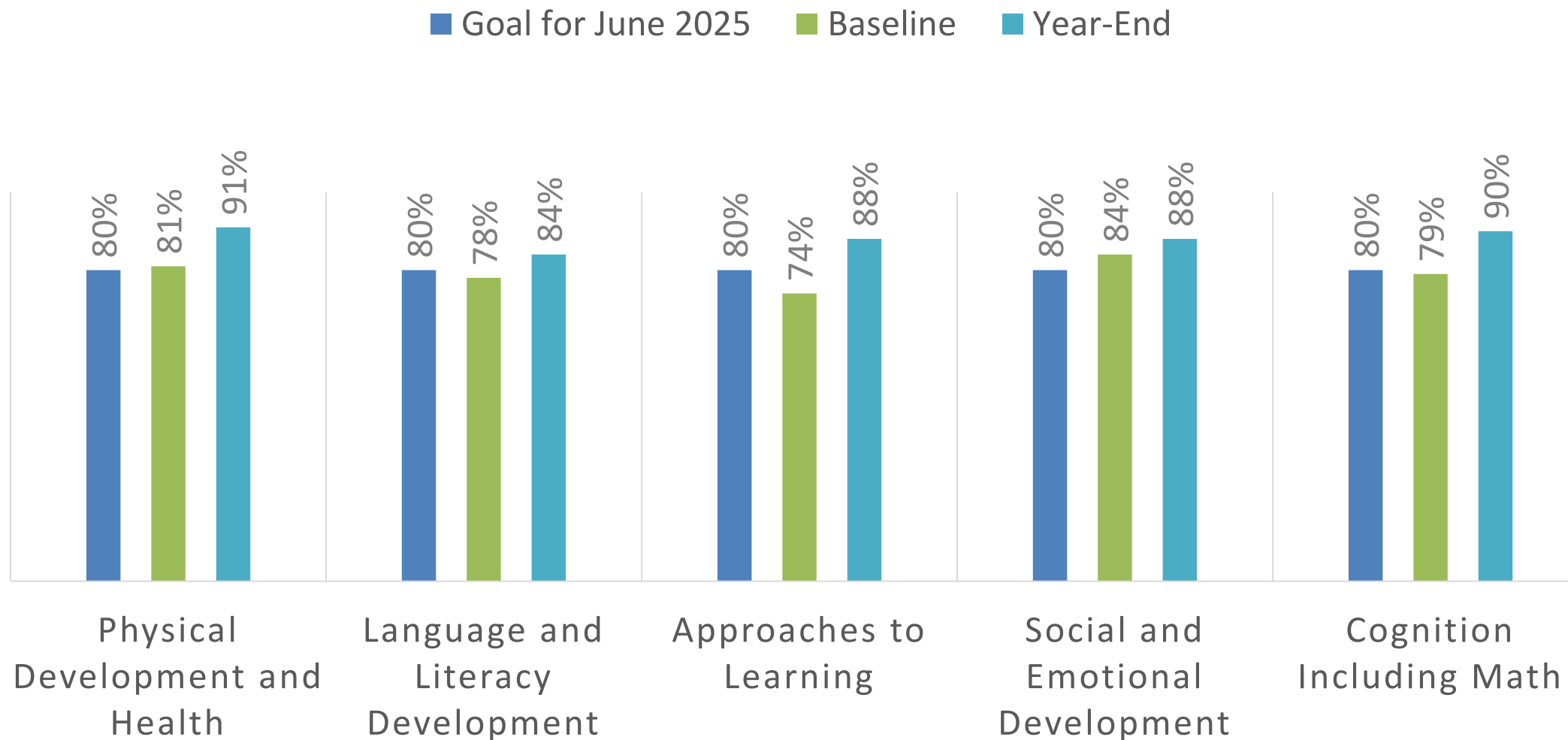
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# FY24-25 School Readiness Results: Overview

Domain	Infant (Age: 0-11 months)	Toddler (Age: 1-2 years)	Preschool (Age: 3-4 years)	Pre-K (Age: 4-5 years)
Physical Development & Health	✓	✓	✓	✓
Language & Literacy Development	✓	✓	✓	✓
Approaches to Learning	✓	✓	✓	✓
Social & Emotional Development	✓	✓	✓	✓
Cognition Including Math	✓	✓	✓ & Science	✓ & Science
English Language Development			✓	✓

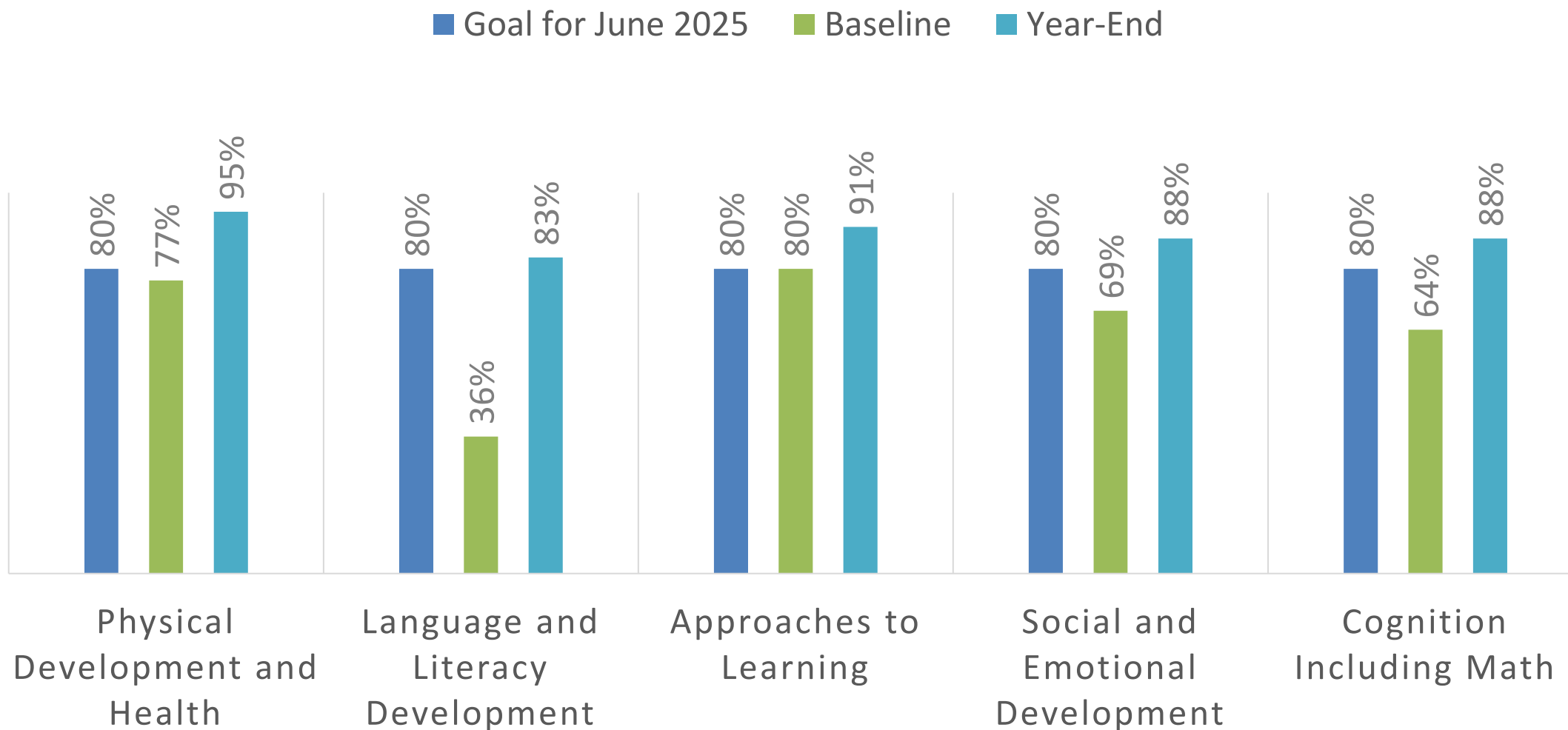
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# School Readiness Results: Infants



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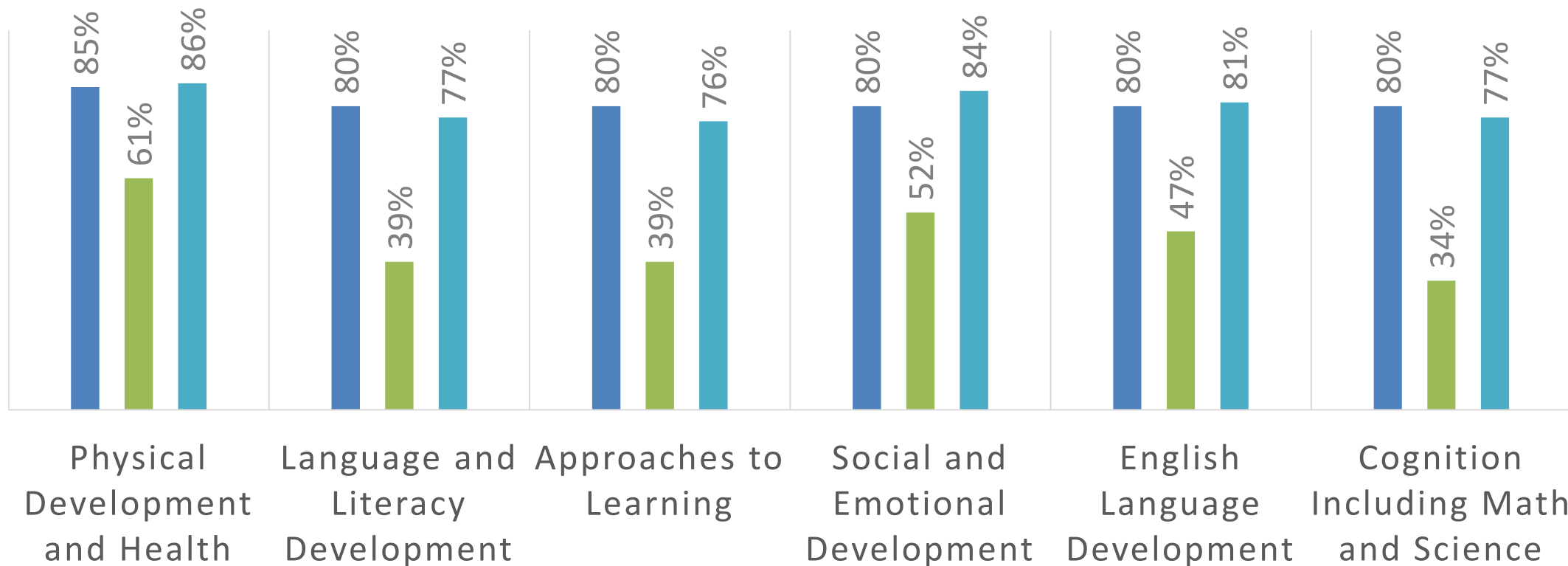
# School Readiness Results: Toddlers



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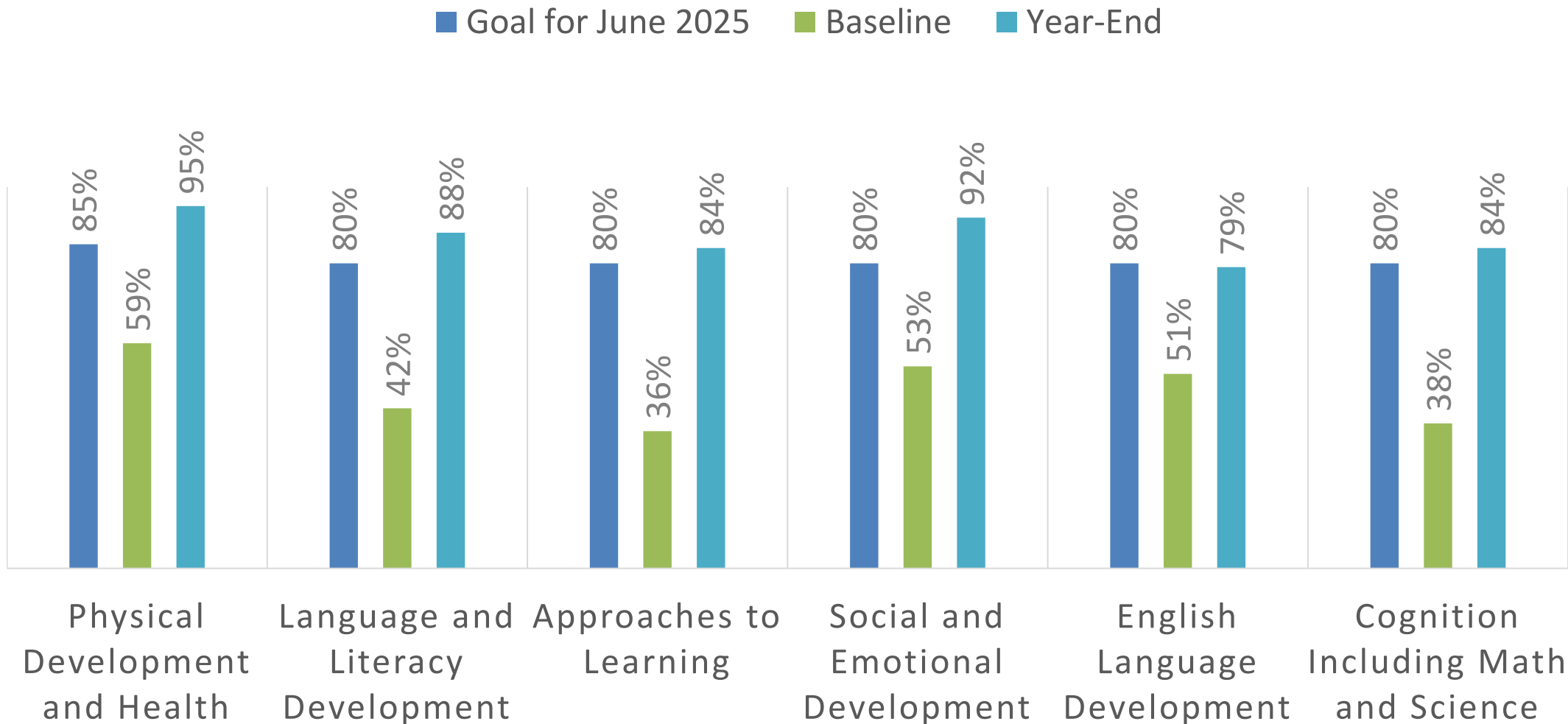
# School Readiness Results: Preschool Children

■ Goal for June 2025   ■ Baseline   ■ Year-End



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# School Readiness Results: Pre-K Children



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- Federal Environment Updates
- Child Care Center Services
- **Policy Council Actions**
- Budget
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# August 2025 Policy Council Actions

The Head Start Policy Council convened on August 20, 2025. Key actions included:

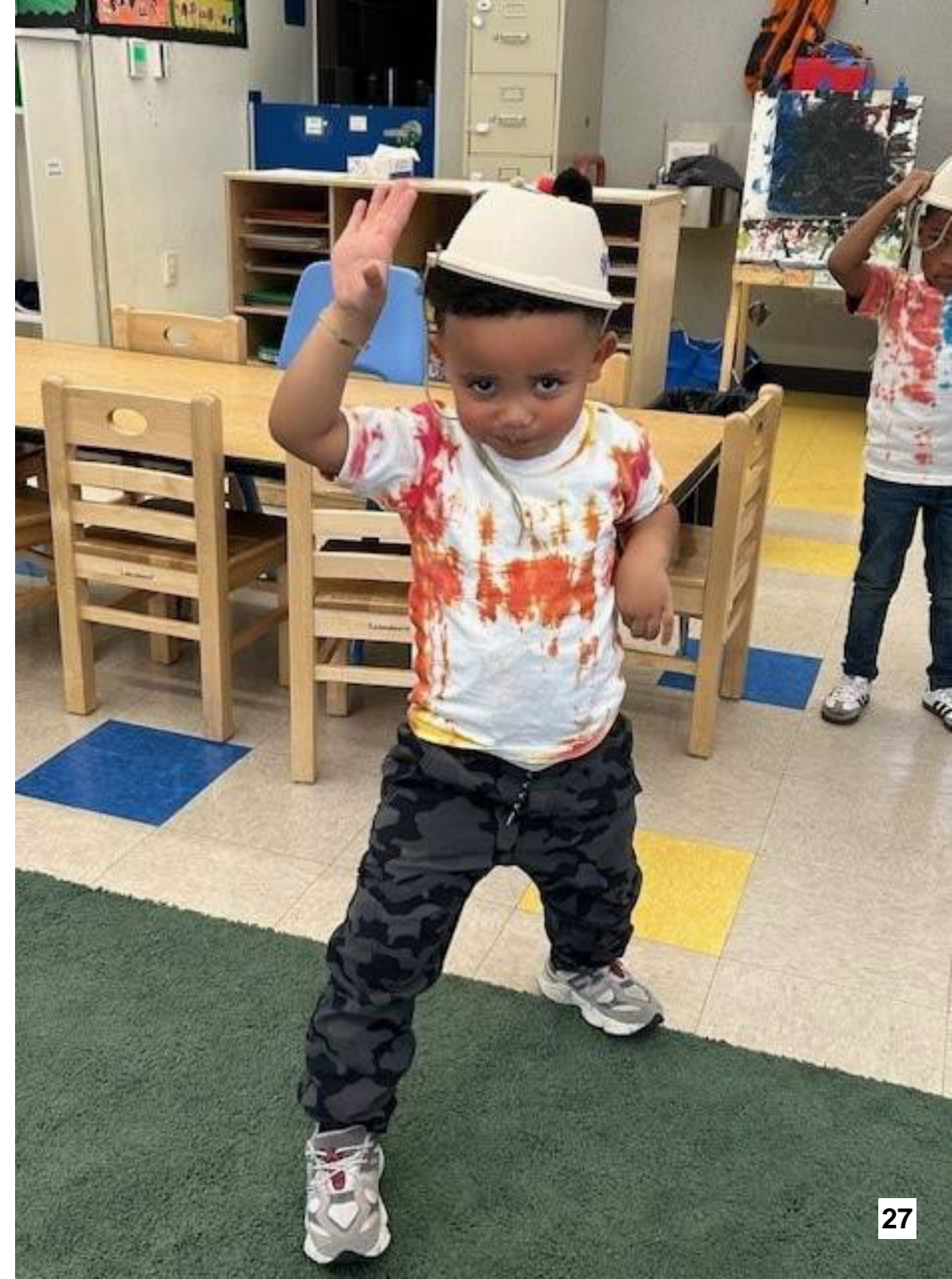
- Approved FY25-26 CSB Planning Calendar
- Received monthly updates on program administration and financials
- Received presentation on 2024-2026 Community Assessment results
- Received presentation on Parent Survey results from parents of children enrolled in state-funded early childhood education centers or receiving state-funded subsidized vouchers
- Staff honored the Policy Council for their year of service

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- Federal Environment Updates
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# Head Start Budget Expenditures

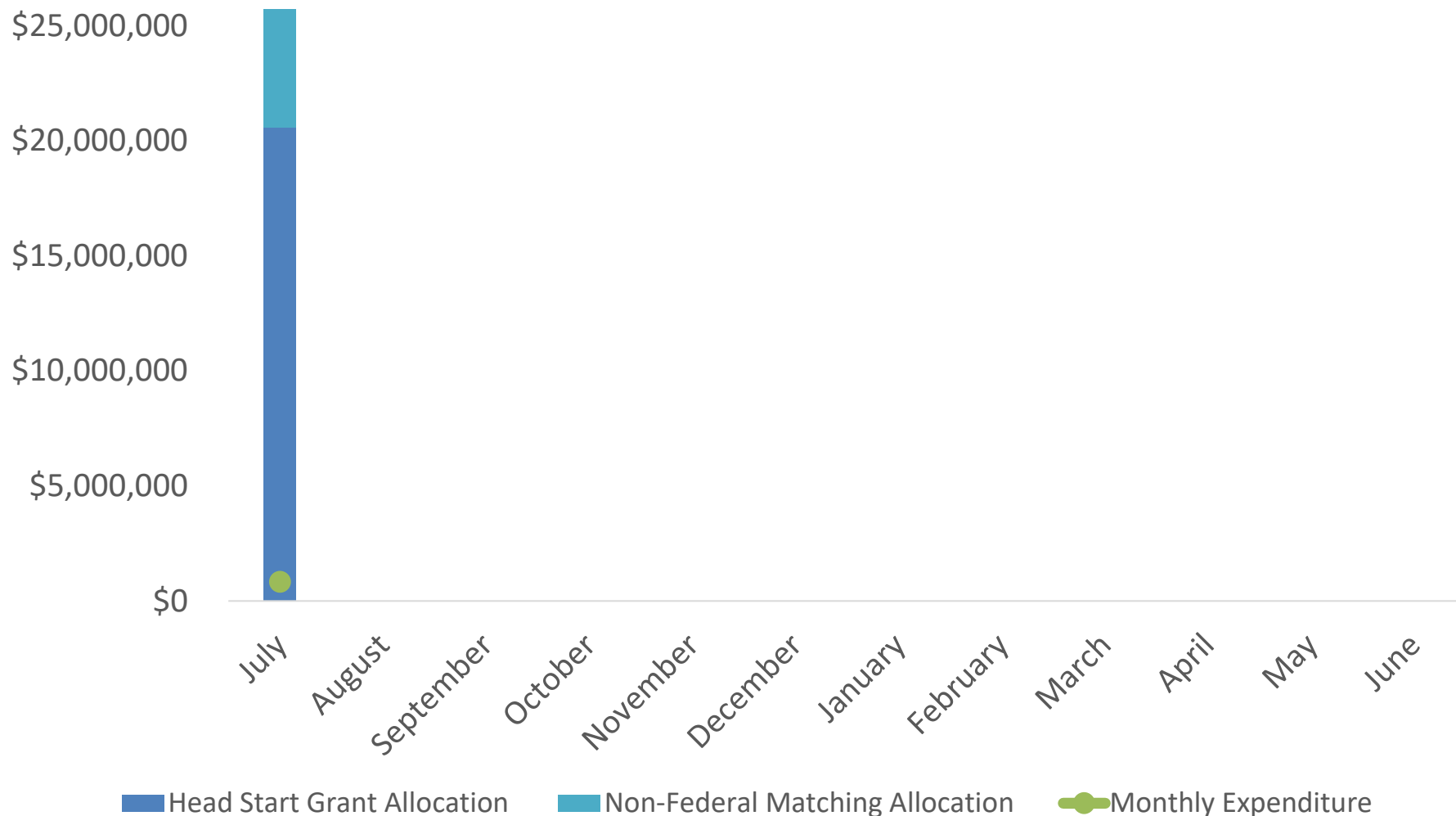
## FY25-26 Head Start Budget Allocations:

1. Head Start Grant Allocation = \$20,577,342
2. Non-Federal Matching Allocation = \$5,144,336

Total Allocations = \$25,721,678

## FY25-26 Head Start Budget Expenditures:

1. July = \$836,944.12, 4%
2. Year-to-Date = \$836,944.12, 4%



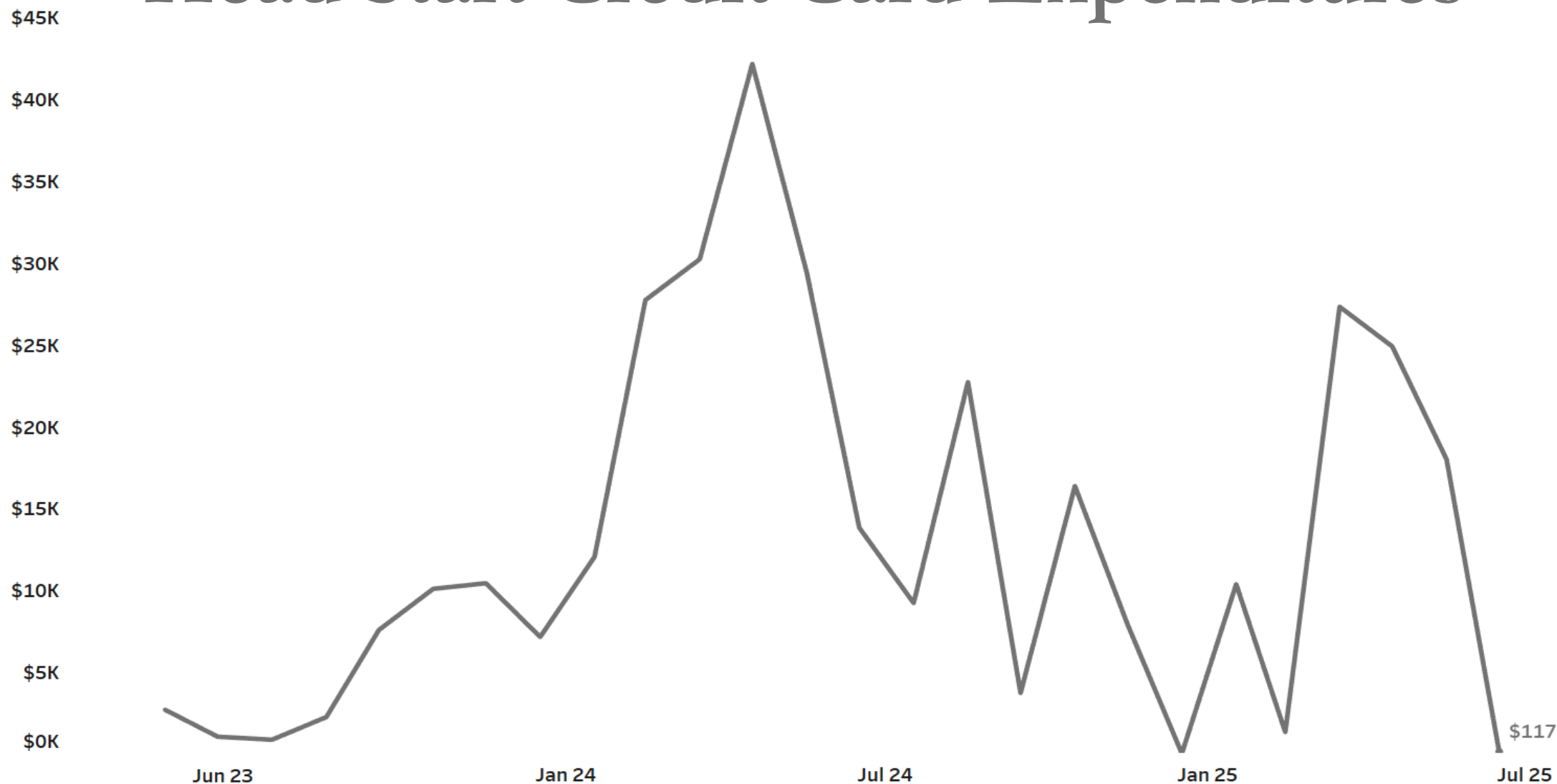
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# Head Start Grant Budget

Budget Year Completed – 8%

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
	<b>Budget</b>	<b>YTD ACTUAL</b>	<b>% YTD ACTUAL</b>	<b>Remaining Budget</b>
<b>1. Personnel</b>	\$6,261,244	\$524,634	8%	\$5,736,610
<b>2. Benefits</b>	\$4,136,150	\$277,337	7%	\$3,858,813
<b>3. Equipment</b>	\$0	N/A	N/A	N/A
<b>4. Supplies</b>	\$365,797	\$6,362	2%	\$359,435
<b>5. Travel</b>	\$57,213	\$0	0%	\$57,213
<b>6. Construction</b>	\$0	N/A	N/A	N/A
<b>7. Other</b>	\$2,497,266	\$93,490	4%	\$2,403,776
<b>8. Contractual</b>	\$6,057,509	\$(64,878)	-1%	\$6,122,387
<b>9. Indirect Costs</b>	\$1,202,163	\$0	0%	\$1,202,163
<b>TOTAL CHARGES</b>	<b>\$20,577,342</b>	<b>\$836,945</b>	<b>4%</b>	<b>\$19,740,397</b>

# Head Start Credit Card Expenditures



All credit card expenditures are made by authorized staff for budgeted purchases to support reasonable program expenditures.

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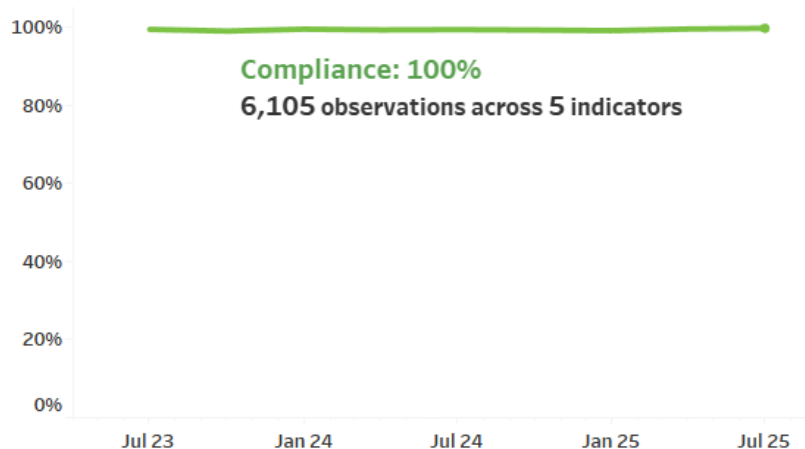
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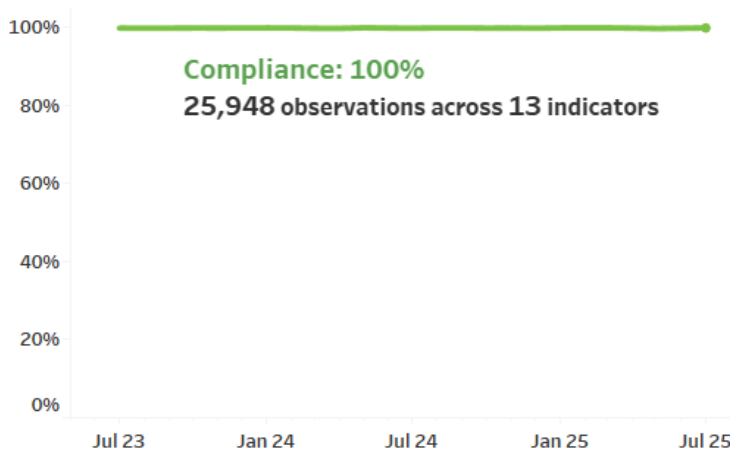


# Health and Safety Compliance

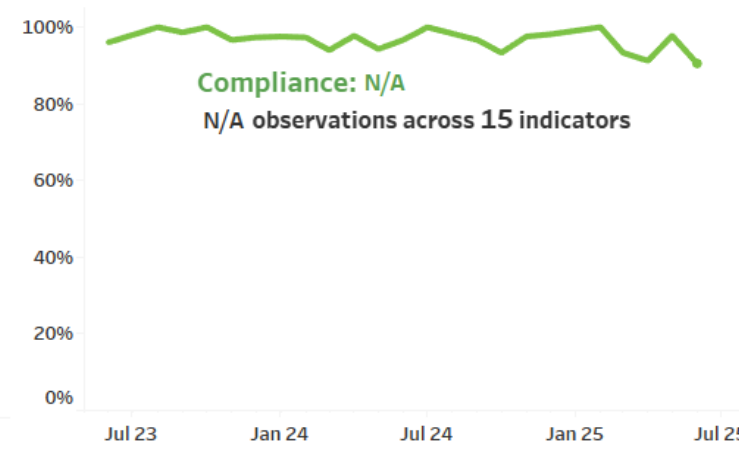
## Daily Playground Safety



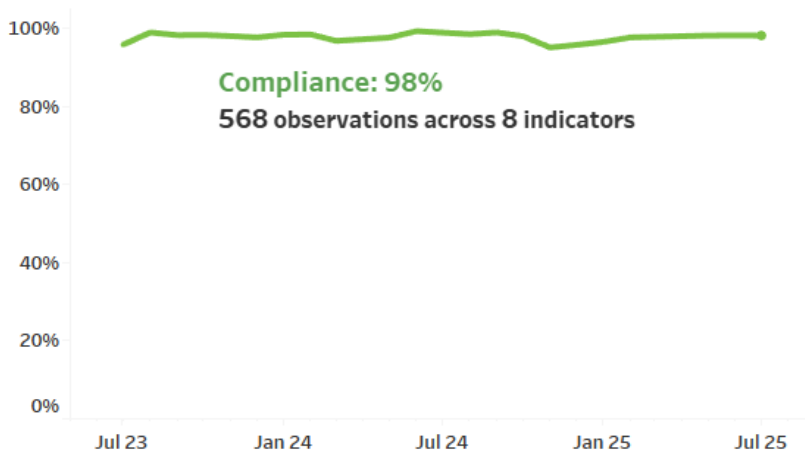
## Daily Classroom Health & Safety



## Child Transition & Safety



## Weekly Facility Safety



## Monthly Playground Safety



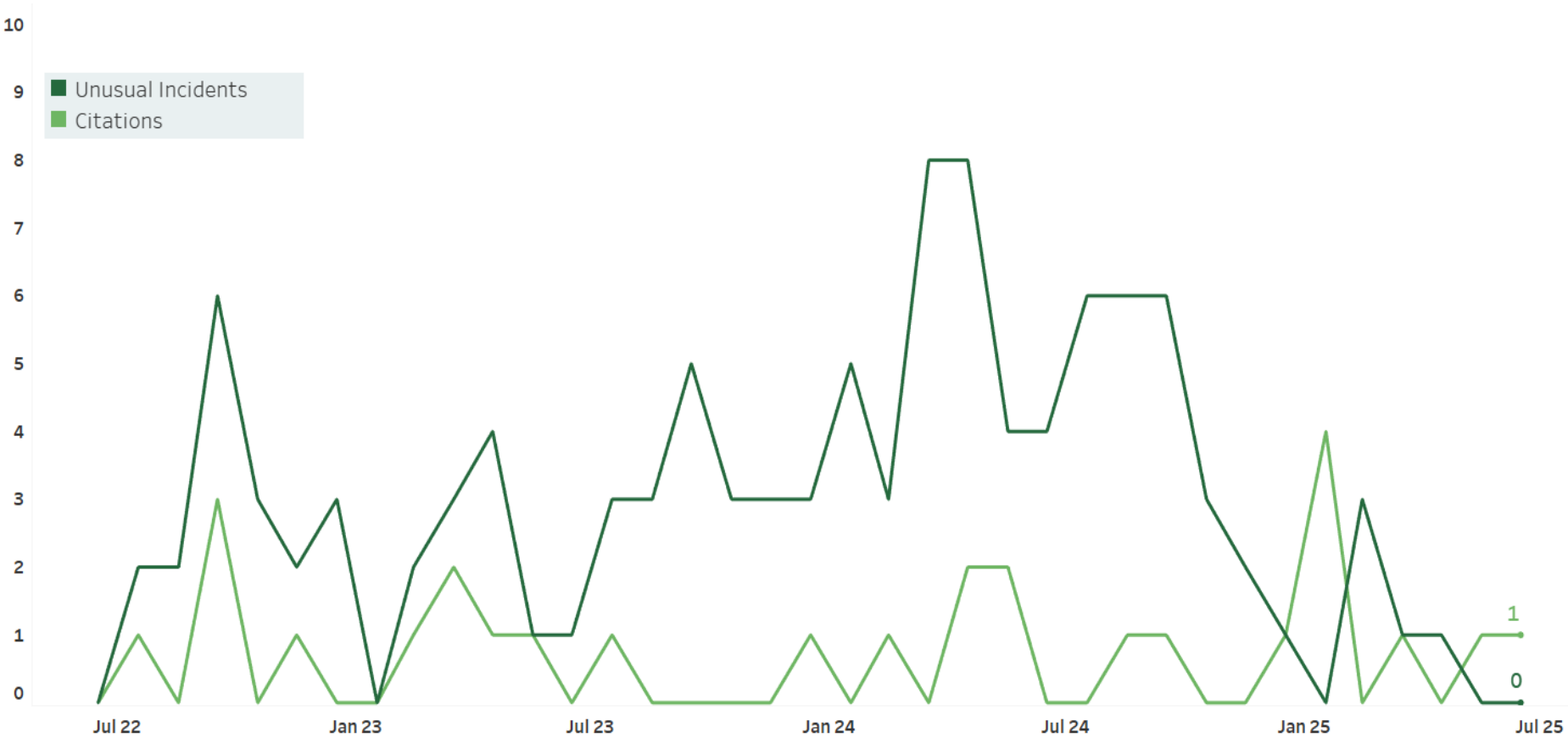
Indicators with non-compliances over 10% in July 2025:

1. Alarms and locks in hallways, front doors, and gates are in working order.  
(9/71= 13% non-compliance)

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# Unusual Incidents & Citations



**Reportable incidents as defined by the Office of Head Start (OHS)**

OHS considers a “significant incident” to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at [45 CFR §1302.90\(c\)](#), or results in a child being left alone, unsupervised, or released to an unauthorized adult. A program must report all significant incidents affecting the health and safety of children with 7 days.

**California Department of Social Services Community Care Licensing Citations**

- Type A: An immediate risk to the health, safety or personal rights of children in care.
- Type B: If not corrected right away, may be a risk to the health, safety, and personal rights of the children in care.

- Federal Environment Updates
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# CDE Management Bulletin

**Management Bulletin MB-25-07 issued:** July 31, 2025

**Subject:** Revised Guidance on Identification of Dual Language Learners

**Information:** Notifies and provides guidance to California State Preschool Program (CSPP) contractors regarding the requirements for identifying and collecting data on dual language learners (DLL) including multilingual learners, language characteristics of preschool programs, and language composition of program staff.

**Action:** CSB staff began using the updated Family Language Instrument and Family Language and Interest Interview forms ahead of the September 1, 2025 deadline. Staff also updated the process for how the forms are completed. The new guidance allows forms to be completed via phone and web conferencing with enrollment staff and for families to complete and return on their own. We are now in compliance.



# CDE Management Bulletin

**Management Bulletin MB-25-08 issued:** August 22, 2025

**Subject:** Continued Funding Application (CFA), Fiscal Year (FY) 2026-27

**Information:** Provides guidance to current California Department of Education (CDE), Early Education Division (EED), California State Preschool Program (CSPP) and California Prekindergarten and Family Literacy (CPKS) contractors regarding how to request continued funding for fiscal year 2026-27 CSPP and CPKS contracts.

**Action:** Staff are preparing the application to come to the Board of Supervisors for approval prior to the November 14, 2025 deadline.





# CDSS Child Care Bulletin

**Child Care Bulletin 25-20 issued:** July 23, 2025

**Subject:** Fiscal Year 2025-26 Voucher-Based Budget Act Amendments

**Information:** Informs Alternative Payment Programs child care and development contractors of Fiscal Year (FY) 2025-26 Voucher-Based Budget Act Amendments. Senate Bill 120 revised the initial allocations regarding alternative payment programs to reimburse child care providers based on families' certified need. The revised allocations will be issued to contractors who hold Alternative Payment Programs (CAPP, C2AP, and C3AP).

**Action:** Included in 9/16/25 Board agenda for approval. Contra Costa County's CAPP funding increased from \$13,201,794 to \$13,567,266 and C2AP funding increased from \$5,936,493 to \$6,129,571.



# CDSS Child Care Bulletin

**Child Care Bulletin 25-21 issued:** August 13, 2025

**Subject:** Fiscal Year 2025-26 Voucher-Based Budget Act Amendments

**Information:** Provides information to child care and development contractors regarding administrative allocations appropriated in Assembly Bill (AB) 102 for Alternative Payment (CAPP, CMAP, C2AP, and C3AP) and CFFCC contracts.

**Action:** Included in 9/16/25 Board agenda for approval. Contra Costa County was allocated \$705,022, the same level as FY24-25.



- Federal Environment Updates
- Child Care Center Services
- Policy Council Actions
- Budget
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- Official Funder Communication
- **Recommendation**
- Appendices

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# Recommendation

DISCUSS and ACCEPT the Head Start Committee update, and provide guidance, as recommended by the Employment and Human Services Director.



- Federal Environment Updates
- Child Care Center Services
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# 2025 Head Start Governance Updates Calendar

	Federal Requirement*	1/21/25	2/25/25	3/25/25	4/15/25	5/20/25	6/24/25	7/22/25	8/12/25	9/16/25	10/21/25	11/18/25	12/16/25
1. Monthly Program Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov-Dec '24	Jan '25	Feb '25	None	Mar-Apr '25	May '25	Jun '25	None	Jul '25	Aug-Sep '25	None	Oct '25
2. Monthly Financial Updates	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Nov '24	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '25	Aug '25	Sep '25	Oct '25
3. Funder Communications	HSA 642(d)(2) HSPPS 1301.2(b)(2)	Dec '24	Jan '25	Feb '25	Mar '25	Apr '25	May '25	Jun '25	Jul '26	Aug '25	Sep '25	Oct '25	Nov '25
4. Annual HS Governance and Eligibility Training	HSA 642(d)(3) HSPPS 1301.5, 1302.12(m)		Training										
5. Annual Goals and Objectives (included in Grant application)	HSPPS 1302.102(a)			Approval Item									
6. Annual Non-Competitive Grant Renewal Application	HSA 642(c)(1)(E) HSPSS 1301.2(b)(1)			Approval Item									
7. Annual Selection Criteria and Recruitment Plan	HSPSS 1302.13, 1302.14(a)				Approval Item								
8. Annual Community Needs Assessment	HSA 640(g)(1)(C) HSPPS 1302.11(b), 1302.102(d)(2)										Share Results		
9. FY25-26 Planning Calendar	HSA 640(g)(1)(D) HSPPS 1302.11(b), 1302.102(d)(2)										Approval Item		
10. Annual Self-Assessment	HSA 642(d)(2) HSPPS 1302.102(b)(2)										Approval Item		
11. Annual County Single Financial Audit	HSA 642(d)(2) HSPPS 1301.2(b)(2)										Approval Item		
12. Annual Program Information Report	45 CFR Part 75											Share Results	
13. CSB Agency Policies & Procedures	HSA 642(c)(1)(E)	As needed											

Contra Costa County Resolution 2023/274 includes all of these requirements.

*Building Brighter Futures Together*

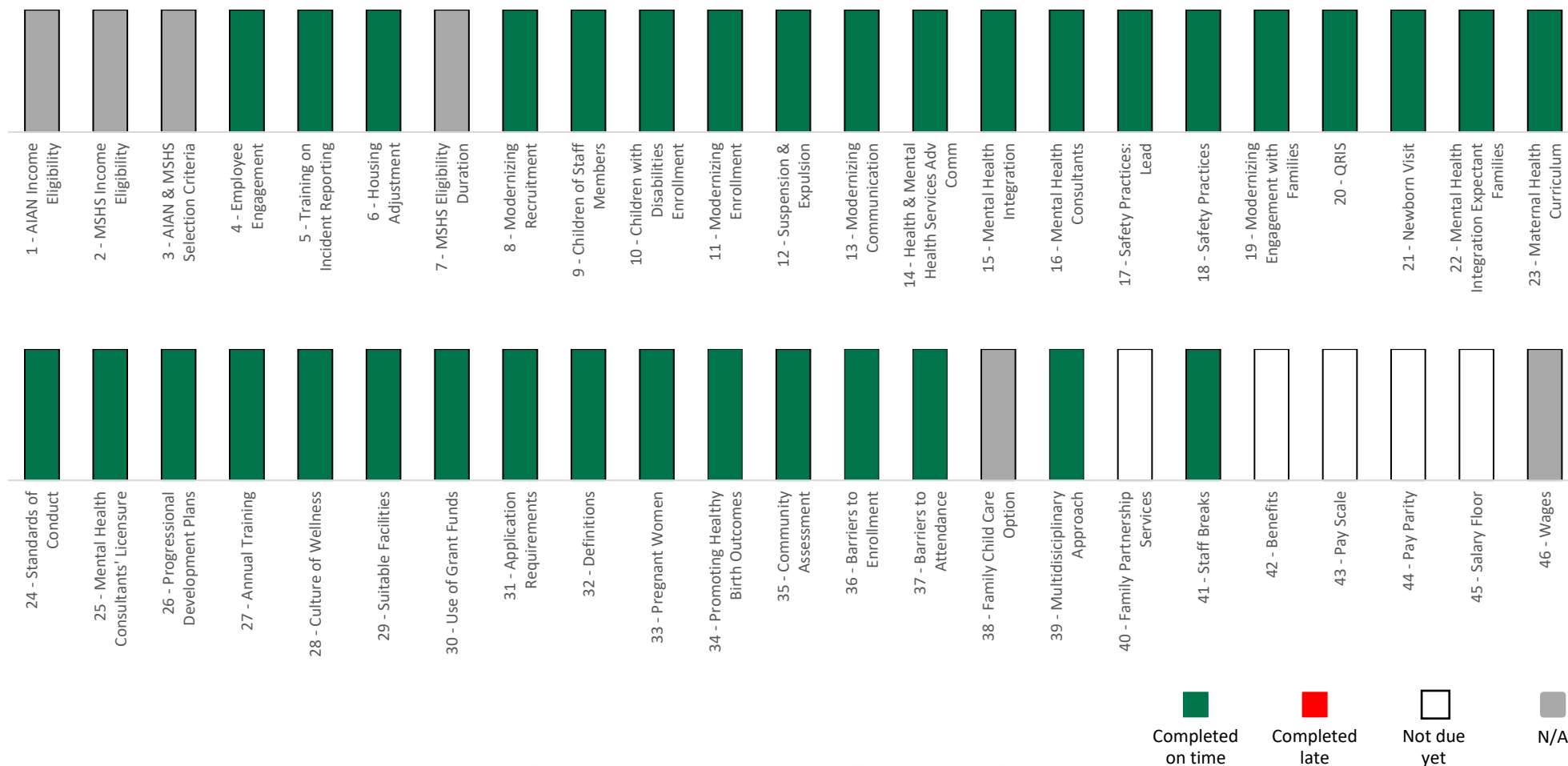


Planned



Completed

# HSPPS Compliance Timeline Progress Chart





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## Management Bulletin 25-07

This Management Bulletin notify and update guidance to California State Preschool Program contractors regarding the requirements for identifying and collecting data on dual language learners.

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### Early Education Division

**Subject:** Revised Guidance on Identification of Dual Language Learners

**Number:** 25-07

**Date:** July 2025

**Expires:** Until rescinded or superseded by regulations

**Authority:** California *Education Code (EC)* Section 8241.5; Assembly Bill (AB) 2268 (Chapter 15, Statutes of 2024)

**Attention:** Executive Directors and Program Directors of all California State Preschool Programs

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**Note:** This Management Bulletin (MB) rescinds and replaces MB 23-03.

### Purpose

The purpose of this MB is to notify and provide guidance to California State Preschool Program (CSPP) contractors regarding the requirements for identifying and collecting data on dual language learners (DLL) including multilingual learners, language characteristics of preschool programs, and language composition of program staff.

This MB provides guidance to contractors regarding the following:

- Designating CSPP children as DLLs, including children who are dually enrolled in transitional kindergarten (TK) or kindergarten and CSPP;
- Conducting the Family Language Instrument and Family Language and Interest Interview;
- Teacher Designation of a DLL;



- Determining DLL status from kindergarten through twelfth grade (K-12) English learner (EL) status;
- Reporting data on DLLs; and
- Defining “enrollment date” for the purposes of all guidance related to DLL designation.

## Policy

CSPP contractors are required to use the Family Language Instrument and the directives in this MB for all children, including those children dually enrolled in TK and CSPP, to identify DLLs in CSPP, except as provided below.

For children that are dually enrolled in kindergarten and CSPP for Extended Learning and Care (under the provisions of *Education Code [EC] 48000[I]*), contractors may do either of the following for the purposes of determining DLL status in CSPP:

- Conduct the Family Language Instrument to determine the DLL status of the child, **or**
- Use the child’s designation as an EL student through the state assessment for English Language Proficiency, as provided in the “Determining DLL Status” directive below.

For any child in CSPP, if the contractor determines that the child is a DLL as described above, the contractor must conduct the Family Language and Interest Interview following the procedures listed in the Family Language and Interest Interview section below.

Contractors are required to report child and program data to the California Department of Education (CDE) as directed in the Data Reporting section below.

In addition, effective January 1, 2024, the following changes apply:

- CSPP contractors may use the previous designation of child as a dual language learner by a General Childcare and Development Program (CCTR) or Migrant Childcare and Development Programs (CMIG) to identify the child as a DLL.
- If a parent or guardian chooses not to participate in the identification process, contractors will not be penalized. However, CSPP contractors are still required to provide the Family Language Instrument to the family and report data on these children, either as a non-DLL or DLL through Teacher Designation.

## Directives for Implementation

This MB includes the following documents:

- [Family Language Instrument \(Attachment A\)](#) (DOCX; Updated Jul-2025)
- [Family Language and Interest Interview \(Attachment B\)](#) (DOCX; Updated Jul-2025)

**Note: Contractors may begin using these new forms as of the release of this MB. Contractors are required to use these new forms for any child enrolled on or after September 1, 2025.**

## Determining DLL Status

Contractors must determine DLL status for every child enrolled in CSPP by using one of two approaches no later than upon enrollment:

- Conduct the Family Language Instrument to determine DLL status, **or**
- If the child is dually enrolled in kindergarten for Extended Learning and Care, obtain information on the child's designation as an EL student in kindergarten as specified below.

***Contractors must conduct the Family Language Instrument to determine the DLL status of TK children that are dually enrolled in CSPP, until further notice. Using EL student status for DLL identification of those enrolled in both CSPP and TK is no longer an option.***

## Conducting the Family Language Instrument

The Family Language Instrument (Attachment A) is a four-question survey. When conducting the Family Language Instrument, contractors must ask all four questions in the instrument to the child's family. However, contractors have the flexibility to place the four-question survey onto their own forms.

A completed Family Language Instrument must be kept and saved in the family data file.

The Family Language Instrument must be completed for each child even if there are multiple children from the same family. When multiple children are enrolled from the same family, the CDE recommends the instruments be conducted at the same time to minimize burden for families.

The Family Language Instrument can either be completed in person, via phone and web conferencing with the enrollment staff, or be shared with families as a form for them to fill out and return as part of their enrollment paperwork. The CDE recommends that the staff providing the instrument share information with families about the intent and purpose of the Family Language Instrument before requiring families to complete it. To aid in this conversation, the CDE has included some information in Attachment A that contractors can share with parents.

To the extent possible, the CDE strongly encourages contractors to communicate with the parent about the instrument and provide it in the family's preferred language. To assist with this, the CDE will be providing translations of the Family Language Instrument in: Spanish, Vietnamese, Simplified Chinese, Traditional Chinese, Armenian, Arabic, Filipino (Pilipino or Tagalog), Punjabi (India and Pakistan), Russian, Farsi (Persian), Japanese, and Korean.

These translations can be accessed on the [CSPP DLL Identification Tools Translations](#) web page.

## Determining DLL Status

Contractors must designate children as DLLs in CSPP if either of the following are true:

- If a language other than English is the answer to questions 1, 3, or 4 of the Family Language Instrument, or
- If the answers to the Family Language Instrument questions 1, 3, or 4 indicated English only, but program staff determine within 30 calendar days of enrollment, through child observations, that the child demonstrates they speak, respond to, or understand a language other than English, the contractor must share these observations with the family and review with the family the responses to the Family Language Instrument, updating as necessary to ensure proper designation.

For purposes of DLL identification, the date of enrollment from which to measure 30 calendar days is as follows:

- Part-Day Enrollment: the first day the child is scheduled to receive CSPP services.
- Full-Day Enrollment: the date that the contractor certifies the family for CSPP services.
- Pilot Counties: If you are a provider participating in an approved pilot plan that includes the 120-day Certification of Eligibility for Full-Day CSPP pilot flexibility, use the first day the child is scheduled to receive CSPP services. If you are unsure of your pilot status or unsure if this pilot flexibility is part of your county's pilot plan, please reach out to your Program Quality Implementation (PQI) office Regional Consultant.

Contractors must determine DLL status for every child enrolled in CSPP transferring from CCTR or CMIG by using one of two approaches no later than upon enrollment:

- A CSPP contractor may use the previous designation of child determined by a CCTR or CMIG contractor to identify the child as a DLL or not a DLL.
  - ❖ If the child demonstrates that they speak, respond to, or understand a language other than English, then the contractor will have 30 days from the date of transfer to determine if a Teacher Designation, as described below, is needed.
- Contractors may only require parents or guardians to complete a new Family Language Instrument and Family Language and Interest Interview, as applicable, at the time of transfer into CSPP if they have a written policy to do so.

### **Determining DLL Status Through Staff Observation**

Contractors may designate children as DLLs by having program staff determine, through child observations, that the child demonstrates they speak, respond to, or understand a language other than English within 30 calendar days of enrollment. This is referred to as "Teacher Designation."

Contractors may designate children as DLL through Teacher Designation, if within 30 calendar days from the date of enrollment through child observations, the child demonstrates they speak, respond to, or understand a language other than English and either one of the following are true:

- In the event a parent chooses not to answer questions in the Family Language Instrument. (Note: The child will be initially identified as “not a DLL.”)
- If the parent or guardian initially responded English only to Questions 1, 3, and 4 of the Family Language Instrument.

In the event that observations of the child demonstrate that a child is a DLL, the contractor must meet with the family to share these documented child observations, review the DLL identification process, and revisit the Family Language Instrument to encourage parents to update their initial responses for proper designation. During this meeting, the CDE recommends contractors share the benefits of multilingualism and home language development, share that proper designation can support the program in supporting the child, including their English and home language development, clarify that this designation is specific to CSPP and will not apply in elementary school and beyond, and address any other hesitations or concerns they may have around the process.

If the parent or guardian still chooses not to provide or update their answers to the Family Language Instrument, the contractor may designate the child as a DLL through a Teacher Designation.

For children identified as a DLL through Teacher Designation, contractors should attempt to obtain and document responses to Questions 4, 6, 7, and 8 from the Family Language and Interest Interview within 30 calendar days of designation as these responses are still required to be reported into the Preschool Language Information System (PLIS) or the California Preschool Data Collection (CAPSDAC) system, as applicable.

NOTE: Teacher Designation can only occur after 30 calendar days and after meeting with the parent or guardian.

As a reminder, if Teacher Designation is used, contractors must include the following in the family file:

1. Written observations for how the child has demonstrated they speak, respond to, or understand a language other than English.
2. Documentation from conversation with the family about their responses to the Family Language Instrument.

The CDE recommends the following:

- Reassuring and addressing parents or guardians concerned about the implications of answering these questions and about DLL identification in preschool. The goal is to create interactions with parents and families and provide opportunities to strengthen the relationship



between the program and family.

- Follow the best practices on Teacher Designation found in the [CDE Frequently Asked Questions \(FAQs\)](#) web page.
- Review the Purpose and Framing and Instruction sections found in both the [Family Language Instrument](#) and [Family Language and Interest Interview](#) as these documents offer additional context and supports for both contractors and parents or guardians.
- The following best practices on Teacher Designation can be found in the FAQs page located on the [DLL Support](#) web page.

### **Determining DLL Status from EL Status**

Contractors have two options for determining the DLL status for children receiving extended learning and care from CSPP outside of their kindergarten instructional minutes, pursuant to *EC 48000*, as described below.

Option #1: If a child enrolled in CSPP is also enrolled in kindergarten, the contractor may choose (but is not required) to determine the DLL status of the child based on their EL student designation in the K-12 system. The EL student designation is determined through the Initial English Language Proficiency Assessments for California (ELPAC).

Contractors that are not the local educational agency (LEA) serving the kindergarten student may determine that the child is designated as an EL student in the K-12 system through one of the following ways:

- Contractors may ask families with children enrolled in kindergarten for a copy of the Initial ELPAC Student Score Report (or more recent documentation, if that is available), designating whether their child is an EL student in the K-12 system.
- Contractors may ask parents and guardians to sign a consent form for the LEA serving the kindergarten student to allow the release of the Initial ELPAC Student Score Report (or more recent documentation, if available) to the contractor.
- Contractors may enter into written agreements with LEAs serving the same children to have those LEAs deem the contractor to be their authorized representative for purposes of sharing information on EL student status for CSPP-enrolled students with the contractor. Such agreements must conform to federal and state privacy law requirements including the Family Educational Rights and Privacy Act ([FERPA] 20 U.S.C. § 1232g; 34 *Code of Federal Regulations* [CFR] Part 99) in order for the LEA to share educational records with the contractor without parental and guardian consent. The CDE encourages all LEAs to create such agreements with contractors in their attendance area so they can share information on EL student status with CSPP contractors at their request to remove the burden from families

and ensure important information on children is shared with those responsible for serving the children.

- Contractors that are the LEA serving the kindergarten child may share the child's EL student status with the LEA's preschool staff, as necessary, without the need for parental and guardian consent or a written agreement.

Under any of these approaches, documentation from families or from LEAs serving the child must be saved in the Family Data File.

Option #2: If contractors are unable to or choose not to determine DLL status based on EL student designation for dually enrolled children, contractors must administer the Family Language Instrument for those children to determine DLL status.

If a kindergarten student has been identified as Initially Fluent English Proficient (IFEP) as determined by the Initial ELPAC assessment but appears to know and understand another language besides English, the CDE recommends administering the Family Language Instrument to determine the child's dual language learner status in CSPP.

## **Supporting DLLs**

For any child who is identified as a DLL, the CDE recommends CSPP contractors provide families with resources on the benefits of strengthening children's bi- and multilingualism and ideas for what they can do at home to support their child's language development. Suggested resources to support this can be found at the bottom of this MB.

## **The Family Language and Interest Interview**

The Family Language and Interest Interview (Attachment B) must be completed for all children enrolled in CSPP who have been identified as DLL under the processes described above.

The Family Language and Interest Interview must be conducted by the child's teacher or other designated staff in collaboration with the child's family.

If the child's teacher is not the staff conducting the interview, staff conducting the interview must share the results with the child's teacher in order to best support the child. For children that are identified as DLLs, any notes and/or responses from the Family Language and Interest Interview must be kept as part of the family data file.

The CDE recommends at least fifteen minutes be dedicated per family. Ideally, the interviews are to be conducted in person; but can be done by phone or through an online conferencing application such as Zoom, WebEx, or Teams.

The CDE recommends the teacher or other designated staff conducting the interview provide families with information about the intent and purpose of the Family Language and Interest Interview before asking the questions. To aid in this conversation, the CDE has included some information in

the beginning of Attachment B that contractors can share with parents.

To the extent possible, the CDE strongly encourages contractors to conduct the interview in the family's preferred language. To assist with this, the CDE will be providing translations of the Family Language and Interest Interview in Spanish, Vietnamese, Simplified Chinese, Traditional Chinese, Armenian, Arabic, Filipino (Pilipino or Tagalog), Punjabi (India and Pakistan), Russian, Farsi (Persian), Japanese, and Korean.

These translations can be accessed on the [CDE CSPP DLL Identification Tools Translations](#) web page.

Contractors have the flexibility to place the questions for the Family Language and Interest Interview onto their own forms. Notes and or responses from the Family Language and Interest Interview must be kept as part of the family data file.

The Family Language and Interest Interview must be completed for each child identified as a dual language learner even if there are multiple children from the same family. When multiple children are enrolled from the same family, the CDE recommends the interview questions for all children be asked at the same time to minimize burden for families.

## **Timeline for Implementation**

### **January 1, 2024, and Beyond**

Beginning January 1, 2024, for any child enrolled, contractors must:

- Determine DLL status using the process described in this MB. If using the Family Language Instrument, contractors must complete the instrument with the parent or guardian of each child no later than upon enrollment. These questions must be completed by the parent or guardian of the child no later than upon enrollment. If using EL student designation to determine DLL status, contractors must obtain documentation of the designation no later than upon enrollment.
- Conduct the Family Language and Interest Interview for children identified as a DLL within 30 calendar days of enrollment.

## **Requirements for CSPP Contractors Operating Family Child Care Home Education Networks**

As required by *EC 8241.5*, the procedures to identify and report DLLs as described in this MB are the sole responsibility of the CSPP contractor. As a result, CSPP contractors operating through a Family Child Care Home Education Networks (FCCHENs) are responsible for conducting the Family Language Instrument or obtaining documentation on EL student status for all children enrolled in their CSPP program as described above. CSPP contractors operating through a FCCHEN are also responsible for conducting the Family Language and Interest Interview with families enrolled in their CSPP contract.

The CDE encourages CSPP contractors operating through a FCCHEN to conduct the Family Language and Interest Interview alongside, and in collaboration with, the family childcare provider. To the extent this is not possible, the CSPP contractor must share the results of the interview with the family childcare provider serving the child.

Per *EC 8241.5*, family childcare providers participating in a CSPP FCCHEN are not responsible or liable for the accuracy of data. Additionally, the identification and reporting of DLLs by CSPP contractors shall not impact the status of a provider within a CSPP FCCHEN.

## Data Reporting

Per *EC 8241.5*, contractors are required to report data on DLLs enrolled in a CSPP along with family, classroom, and teacher information.

### **PLIS (Community-Based Organizations [CBOs] and Community College Districts)**

CBO and Community College District CSPP contractors will continue to submit data in the PLIS for the respective reports.

To log in to the [CDE PLIS](#) portal, contractors will enter the same credentials used for the CDMIS. The PLIS Data Reporting Instructions (formerly Attachment C) and the PLIS Reporting Schedule (formerly Attachment D) can be found on the CDE [PLIS Landing Page](#).

Contractors are required to submit the PLIS Report on a quarterly basis. Please refer to the PLIS Landing Page for the latest PLIS Data Reporting Instructions and Data Reporting Schedule.

The CDE will periodically hold technical assistance webinars on the PLIS and PLIS Report; contractors will be notified when these occur, via the Early Education Division (EED) email distribution list. Contractors can also expect to receive reminders of data reporting due dates and data cleaning outreach.

### **CAPSDAC system (LEA CSPP contractors)**

Beginning in the 2025–26 fiscal year (FY), LEA CSPP contractors have submitted child, staff, and classroom data to the CAPSDAC system, including all required child, staff, and classroom language information. Access to the CAPSDAC System, data reporting requirements from guidance, and more information on the CAPSDAC data submission instructions and the CAPSDAC Submission schedule can be found on the CDE [CAPSDAC Support](#) web page.

## Contractor Reimbursement and Fiscal Reporting Requirements

### **Adjustment Factor for DLL Children**

Assembly Bill (AB) 210 increased the DLL adjustment factor from 1.1 to 1.2. The FY 2022–23 Enrollment, Attendance, and Fiscal Report in the Child Development Provider Accounting Reporting Information System (CPARIS) was updated to reflect this change to the DLL adjustment factor.

Note: Unless superseded by a change in statute, due to the provisions of *EC 8244*, the DLL adjustment factor does not apply to part-day CSPP.

## Enrollment, Attendance, and Fiscal Reporting within CPARIS

In order to utilize the DLL adjustment factor, the process for identification of a DLL set forth in this MB must be used.

Contractors must implement the provisions of this MB before they may report under the DLL adjustment factor. Contractors must make the determination that the child is a DLL as described in the Determining DLL Status section above in order to report the child under the DLL adjustment factor category. Documentation of DLL status using the process described above will support the reporting of the child days of enrollment under the DLL adjustment factor category.

## Background and Authority

*EC* Section 8205 defines “DLL children” as children whose first language is a language other than English or children who are developing two or more languages, one of which may be English.

*EC* Section 8244 allows for actual child days of enrollment to be adjusted by an adjustment factor when the child meets specified criteria. Adjustment factors recognize that different categories of children require special and appropriate services and that the costs for these services vary. Specifically, *EC* Section 8244(b)(4) states that in order to reflect the additional expense of serving full-day preschool children, the adjustment factor for DLLs, as defined in *EC* Section 8205(o) and have been identified as a dual language learner, shall be 1.2.

Pursuant to *EC* Section 8241.5, enacted through AB 1363 in 2021 and later modified by AB 210 (2022), the CDE is required to develop procedures for CSPP contractors to identify and report data on children that are DLLs enrolled in a CSPP. At a minimum, these procedures are required to include all of the following:

- The distribution and collection of a completed family language instrument
- A family language and interest interview
- Criteria for CSPP contractors to use to accurately identify dual language learners enrolled in their preschool programs

*EC* 8241.5 also requires data to be reported about children that are DLLs and the preschool program that they are being served in, which shall include at a minimum all of the following:

- A child’s home language, the language the child uses most, and the family’s preferred language in which to receive verbal and written communication.
- A child’s race or ethnicity.

- Language characteristics of the preschool program, including, but not limited to, whether the program uses the home language for instruction, such as a dual language immersion program, or another program that supports the development of home languages.
- The language composition of the program staff.

As required by *EC* 8241.5, DLL identification for CSPP students enrolled in kindergarten may be determined through the EL student designation process (through administration of the Initial ELPAC) in the K-12 system and that identification for children enrolled in CSPP will not be connected to or associated with the EL student designation in the K-12 system.






In addition, AB 321 (Statutes of 2022) modified *EC* Section 8241.5, effective January 1, 2023, to require that the Family Language Instrument be completed no later than upon enrollment of the child. More recently, AB 393 (Statutes of 2023) modified *EC* Section 8241.5 to state that parents or guardians of a child enrolled in CSPP are not required to complete the Family Language Instrument or to participate in the Family Language and Interest Interview. If a parent or guardian chooses not to participate in the identification process, contractors will not be penalized, nor will it affect the family's eligibility for enrollment in a CSPP. It also states that a CSPP contractor may use the previous designation of child as a DLL by a general childcare and development program or migrant childcare program to identify the child as DLL. This requirement was effective January 1, 2024.

Finally, AB 2268 (Statutes of 2024) amended *EC* Section 60810(b) to exempt TK students from both the Initial ELPAC or the Alternative ELPAC and the summative ELPAC/Alternate ELPAC. Thus, any children dually enrolled in both TK and CSPP must be determined as DLL using the Family Language Instrument or through Teacher Designation.

The CDE intends to promulgate regulations in the future to implement these requirements. In the interim, pursuant to authority provided in *EC* 8241.5(g)(2), this MB and accompanying attachments constitute implementation procedures and related guidance to implement the legislation and, as such, the directives in this MB must be followed by contractors.



## Resources

### Resources to share with families regarding the benefits of multilingualism and home language development:

- [Ways to Develop Your Child's Bilingualism \(Spanish\)](#)  (PDF)
- [Keeping Your Home Language \(available in 16 languages\)](#) 
- [Benefits of Multilingualism](#)  (PDF)
- [The Importance of Home Language Series | Early Childhood Learning and Knowledge Center \(available in English, Spanish, Arabic, Chinese, and other languages\)](#) 
- [Supporting DLL's Families](#) : This resource engages DLLs' families in discussion about language goals and practices. Topics include how families frame their language goals and



practices and what those practices look like during everyday interactions with children such as playing and reading.

- The following resources include family tip sheets, outreach toolkits, multilingual read-alouds, and parent perspective videos and can be found on the [Quality Start Los Angeles DLL Resources](#) 
  - ◆ The [Two Languages, Twice the Opportunities Dual Language Learning Campaign](#)  spreads the message about the benefits of being bilingual and bicultural. It's time to empower the next generation.
  - ◆ The [DLL Resources for Families](#) web page provides tools that can help you on this incredible journey to support your child's developing bi-/multilingualism.

**For technical support, up to date guidance, FAQs, and resources for the identification, reporting, and support of DLLs in the CSPP, visit the following web page.**

- [Dual Language Learner \(DLL\) Support](#)

If you have **programmatic** questions regarding the information in this MB, please contact your assigned [Early Education Division \(EED\) Program Quality Implementation \(PQI\) Office Regional Consultant](#).

If you have **fiscal** questions regarding the information in this MB, please contact your assigned [Early Education and Nutrition Fiscal Services \(EENFS\) fiscal apportionment analyst](#).

**Questions: Early Education Division | 916-322-6233**

Last Reviewed: Tuesday, August 5, 2025



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## Management Bulletin 25–08

Fiscal Year 2026-27 Continued Funding Application information, forms, and instructions for California State Preschool Program contractors.

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### Early Education Division

**Subject:** Continued Funding Application (CFA), Fiscal Year (FY) 2026-27

**Number:** 25-08

**Date:** August 22, 2025

**Expires:** When Rescinded

**Authority:** *California Code of Regulations*, Title 5 (5 CCR) Section 17726

**Attention:** Executive Officers and Program Directors of California State Preschool Programs (CSPP) and Prekindergarten and Family Literacy Support (CPKS) Programs

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### Purpose

This Management Bulletin (MB) provides information and guidance to current California Department of Education (CDE), Early Education Division (EED), CSPP and CPKS contractors regarding how to request continued funding for fiscal year (FY) 2026–27 CSPP and CPKS contracts. This MB supersedes the CFA information found in MB 24-09.

### Policy

To be considered for continued funding for FY 2026–27, CSPP and CPKS contractors must complete and submit the FY 2026–27 CFA on or before 5 p.m. on **November 14, 2025**. The FY 2026–27 CFA will be sent to each contractor via email, and associated forms are available to download on the CDE [CFA web page](#).

By completing and returning the FY 2026–27 CFA, your agency indicates that it wishes to renew its CSPP contract for FY 2026–27, and CPKS contract, as applicable, and accepts all of the terms and conditions of such contract(s), which will be provided to all contractors being renewed for funding no later than June 1, 2026.

CSPP and CPKS contractors who apply for and are approved for continued funding will not need to sign and return a CSPP and/or CPKS contract to provide services for FY 2026–27, as contractors who apply for and are approved for continued funding through the CFA process will be automatically renewed in accordance with all applicable federal and state laws, as well as all contract terms and conditions that will be incorporated into the FY 2026–27 contract.

If CSPP and CPKS contractors do not wish to have a contract in 2026–27, they may reject the terms of the new contract(s) and opt not to renew their services under the terms of the new contract(s). Contractors that

wish to reject the terms of the FY 2026–27 contract(s) must provide written notice that the terms of the contract are rejected by sending an email to [EarlyEducationContracts@cde.ca.gov](mailto:EarlyEducationContracts@cde.ca.gov) on or before June 30, 2026. Such email should come from the Executive Director/Superintendent of the contracting entity or their authorized representative and state that the terms of the FY 2026–27 CSPP contract, and CPKS contract if applicable, are rejected. Contractors providing such notice to CDE of the rejection of the terms of the contract will not have a contract in effect for FY 2026–27.

**Note: If your agency requires formal board approval to enter into contracts, it is important that your agency seek such approval as soon as possible to ensure timely submission of the CFA. Please review the CFA Overview and Instructions for signature authorization requirements.**

## Implementation Directives

**Applications must be received by the CDE, Early Education Division (EED), on or before 5 p.m., November 14, 2025, regardless of the method of application submission.**

1. Each contractor will receive a copy of their CFA by email. The email will be sent from [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov) to the individuals the contractor has listed in the Child Data Management Information System (CDMIS) as the Executive Director and Program Director. The CFA is prepopulated with information the agency has provided in the CDMIS.
2. Each contractor must review and verify that all information in the CFA is complete and accurate. If updates or corrections are needed, log into CDMIS and submit changes. Notify [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov) when you have submitted changes in CDMIS.
3. Download, complete, and save all required supporting documents from the CDE [CFA web page](#).
4. Obtain the authorized representative's signature on all signature pages. The CFA and accompanying documents must be signed by a person who has been delegated the legal authority to sign contractual documents on behalf of the agency. Signatures may be provided using a digital signature program such as AdobeSign or DocuSign, or you may print a paper copy and sign by hand.
5. The CFA and supporting documentation may be submitted by email or by US mail. Email submissions of the CFA are strongly encouraged. Please keep a copy of the CFA for your records.

### ***Option 1: Submit by Email***

Scan and email the completed and signed documents to [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Include the following message in the body of your email:

"I have electronically submitted the Continuing Funding Application (CFA) to the California Department of Education on behalf of my agency/organization. I certify that I was authorized to submit the CFA for [Insert Contractor Name], vendor number [XXXX]. [Insert Contractor Name] intends for the CFA transaction to be completed by electronic means, which shall have the same effect as if it were signed in ink on a piece of paper, and all signatures included with the CFA are intended to be binding upon [Insert Contractor Name]."

Your application will be incomplete without this email certification.

### ***Option 2: Submit Hard Copy by US Mail***

If submitting by US mail, send the completed and signed CFA and all required attachments to the following address:

California Department of Education

## Early Education Division

Attention: Continued Funding Application 2026–27

1430 N Street, Suite 3410

Sacramento, CA 95814-5901

## Background and Authority

Per *California Code of Regulations*, Title 5 (5 CCR) Section 17726(d), “Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Early Education Division in accordance with the instructions and timelines specified in the request.”

In addition, 5 CCR Section 17726(e) states, “Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Early Education Division of the contractor’s intent to discontinue services at the end of the current contract period unless the contractor has received a written extension of the original timeline from the Early Education Division.” Failure to respond to requests from the EED for additional information will result in the application being deemed incomplete.

## Resources

If there are any questions regarding the application process, contact the CFA team by email at [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov). Include your agency’s name, vendor number, and phone number on all inquiries.

If you have any **programmatic** questions regarding the information in this MB, please contact your assigned EED, Program Quality Implementation (PQI) office consultant by using the CDE [Consultant Regional Assignments](#) directory web page.

If you have any **fiscal**-related questions regarding the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services fiscal analyst by using the [Fiscal Apportionment Analyst Directory](#) web page.

**Questions:** Early Education Division | [CFA@cde.ca.gov](mailto:CFA@cde.ca.gov)

Last Reviewed: Friday, August 22, 2025

July 23, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**CHILD CARE BULLETIN (CCB) NO. 25-20**

The purpose of this Child Care Bulletin is to provide voucher-based child care and development contractors with an overview of the Budget Act amendment allocations for Fiscal Year 2025-26 as authorized in Senate Bill 120 (Chapter 13, Statutes of 2025) related to child care and development investments.



JENNIFER TROIA  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
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GAVIN NEWSOM  
GOVERNOR

July 23, 2025

CHILD CARE BULLETIN (CCB) NO. 25-20

GUIDANCE TYPE: FISCAL

TO: ALL ALTERNATIVE PAYMENT PROGRAMS CHILD CARE AND  
DEVELOPMENT CONTRACTORS

SUBJECT: FISCAL YEAR 2025-26 VOUCHER-BASED BUDGET ACT  
AMENDMENTS

APPLICABLE PROGRAMS: CALIFORNIA ALTERNATIVE PAYMENT PROGRAMS (CAPP),  
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS STAGES TWO (C2AP) AND THREE (C3AP)

REFERENCE: [SENATE BILL \(SB\) 120 \(CHAPTER 13, STATUTES OF 2025\)](#)  
[CHILD CARE BULLETIN \(CCB\) NUMBER \(NO.\) 25-12;](#)  
[CHILD CARE BULLETIN \(CCB\) NUMBER \(NO.\) 25-09](#)

## Purpose

The purpose of this CCB is to inform Alternative Payment Programs child care and development contractors of Fiscal Year (FY) 2025-26 Voucher-Based Budget Act Amendments. The [Senate Bill \(SB\) 120 \(Chapter 13, Statutes of 2025\)](#) revised the initial allocations communicated in [CCB 25-12](#) and [CCB 25-09](#), regarding alternative payment programs to reimburse childcare providers based on families' certified need. The revised allocations will be issued to contractors who hold Alternative Payment Programs (CAPP, C2AP, C3AP).

## Background

Voucher-based programs, also referred to as Alternative Payment Programs, provide voucher-based child care subsidies to help income-qualified families pay for child care.



Prior to SB 120, alternative payment programs were required to reimburse childcare providers based upon actual days and hours of attendance. Families with variable schedules and license-exempt providers who provided part-time services were required to be reimbursed based on actual days and hours of attendance, up to the maximum certified hours. To support maximum parental choice, vouchers are provided to families to obtain care in license-exempt care, licensed child care centers, or licensed family child care homes. Voucher-based programs are reimbursed on the Regional Market Rate (RMR) schedule. The RMR ceilings are the maximum amounts that voucher-based child care providers can be reimbursed from the state for subsidized child care.

Alternative Payment Programs use federal and state funding to provide vouchers for eligible low-income families. Alternative Payment Program agencies help families enrolled in CalWORKs Child Care or CAPP arrange child care services and make payment for those services directly to the child care provider selected by the family.

Effective July 1, 2025, [SB 120](#) (Chapter 13, Statutes 2025) provided the funding to maintain reimbursement at maximum authorized hours of care, regardless of attendance, for voucher-based providers through June 30, 2026. Families certified for a variable schedule and license-exempt providers who provide part-time services shall also be reimbursed based on the maximum authorized hours of care. Contractors shall not be required to track absences for purposes of reimbursement to alternative payment program providers. Allocations for reimbursement based on certified need will remain consistent with amounts awarded in FY 2023-24 and FY 2024-25.

### **Claiming**

The terms Project Cost Account (PCA) and Service Location (SL) codes are interchangeable and represent the same funding source.

As a reminder, Maximum Reimbursable Amounts are comprised of multiple funding sources. Each funding source's corresponding PCA/SL is listed in the contract. Reimbursements are processed through a system-generated percent-to-total for each contract, which is comprised of multiple PCAs/SLs. Contractors are encouraged to review the PCA information and funding details in their local agreements and this CCB.

Attachment I displays the Budget Act Amendment Allocation for CAPP:

<b>Project Cost Account/Service Location Code</b>	<b>Code Title</b>	<b>Federal Catalog Number</b>
25400	CCDF Discretionary Federal Fund	93.575
15467	Proposition 64 Fund	N/A
13186	Child Development (CD) Alternative Payment State General Fund	N/A
13373	Reimbursement Based on Certified Need	N/A

Attachment II displays the Budget Act Amendment Allocation for C2AP:

<b>Project Cost Account/Service Location Code</b>	<b>Code Title</b>	<b>Federal Catalog Number</b>
24178	CCDF Title XX Alternative Payment Stage Two Federal Fund	93.575
13367	Child Development (CD) Alternative Payment Program Stage Two State General fund	N/A
13373	Reimbursement Based on Certified Need	N/A

Attachment III displays the Budget Act Amendment Allocation for C3AP:

<b>Project Cost Account/Service Location Code</b>	<b>Code Title</b>	<b>Federal Catalog Number</b>
23881	CCDF CalWORKs Discretionary Alternative Payment Stage Three Federal Fund	93.575
25452	CCDF CalWORKs Matching Stage Three Federal Fund	93.596
13024	Child Development (CD) Alternative Payment Program Stage Three State General fund	N/A
13373	Reimbursement Based on Certified Need	N/A

For further information about fiscal reporting and claiming for voucher-based Child and Development programs, please refer to the Enrollment, Attendance, and Fiscal Reporting and Reimbursement Procedures for Child Care and Development Contracts, commonly referred to as the Fiscal Handbook located on the [Fiscal Resources webpage](#). An update to the Fiscal Handbook is forthcoming for FY 2025-26.

If you have questions or need additional guidance regarding the information in this letter, please contact the Child Development Fiscal Services inbox at [ChildDevelopmentFiscal@dss.ca.gov](mailto:ChildDevelopmentFiscal@dss.ca.gov).

Sincerely,

***Original Document Signed By***

RAYMOND ULIASSI, Acting Chief  
Fiscal Forecasting Branch  
Finance and Accounting Division

Attachments

## Budget Act Amendments for the California Alternative Payment Program (CAPP)

Agency Code	Agency Name	Contract Number	Initial 2025-26 Maximum Reimbursable Amount	Reimbursement based on Certified Hours of Care	2025-26 Budget Act Maximum Reimbursable Amount
0000002401	ALAMEDA CO SOCIAL SERVICES AGY	CAPP5000	\$4,411,799	\$122,667	\$4,534,466
000000B325	BANANAS INC	CAPP5001	\$16,427,265	\$445,970	\$16,873,235
000000B376	COMM CHILD CARE COORD CNCL OF ALAMEDA	CAPP5002	\$22,298,781	\$585,702	\$22,884,483
000000B388	HIVELY	CAPP5003	\$17,739,063	\$467,306	\$18,206,369
000000U243	THE DAVIS ST COMM CNTR INC	CAPP5004	\$7,007,995	\$184,974	\$7,192,969
000000N852	VALLEY OAK CHILDRENS SERVICES INC	CAPP5005	\$9,909,759	\$281,992	\$10,191,751
000000X675	THE RESOURCE CONN OF AMADOR & CALAVERAS	CAPP5006	\$4,438,377	\$112,460	\$4,550,837
0000001006	COLUSA COE	CAPP5007	\$3,907,227	\$110,538	\$4,017,765
000000H860	COCOKIDS, INC.	CAPP5008	\$54,452,315	\$1,538,203	\$55,990,518
0000002207	CONTRA COSTA CO EMPL/HUMAN SVC	CAPP5009	\$13,201,794	\$365,472	\$13,567,266
000000X707	DEL NORTE CHILD CARE COUNCIL	CAPP5010	\$1,632,071	\$42,971	\$1,675,042
000000N604	CNTRL VLY CHILDRENS SVCS NTWK	CAPP5011	\$2,089,679	\$54,101	\$2,143,780
000000J162	SUPPORTIVE SERVICES INC	CAPP5012	\$34,273,995	\$1,256,564	\$35,530,559
0000001011	GLENN COE	CAPP5013	\$5,373,070	\$149,149	\$5,522,219
000000B205	CHANGING TIDES FAMILY SERVICES	CAPP5014	\$10,092,328	\$278,684	\$10,371,012
0000001013	IMPERIAL COE	CAPP5015	\$8,506,487	\$229,993	\$8,736,480
0000001014	INYO COE	CAPP5016	\$2,415,724	\$65,290	\$2,481,014
0000001015	KERN CO SUPT OF SCHOOLS	CAPP5017	\$62,913,466	\$1,808,574	\$64,722,040
000000P155	KINGS COMMUNITY ACTION ORG INC	CAPP5018	\$9,373,554	\$256,890	\$9,630,444
0000001018	LASSEN COE	CAPP5019	\$1,079,515	\$29,312	\$1,108,827
000000G090	CHILD CARE RESOURCE CENTER INC	CAPP5020	\$248,572,116	\$6,024,463	\$254,596,579
000000N616	CHILDRENS HOME SOCIETY OF CAL	CAPP5021	\$152,873,609	\$4,335,235	\$157,208,844
0000002187	CITY OF NORWALK	CAPP5022	\$1,451,637	\$38,153	\$1,489,790
000000Y908	CONNECTIONS FOR CHILDREN	CAPP5023	\$9,186,105	\$252,487	\$9,438,592
0000002219	LA COUNTY DEPT OF CHILDREN & FAMILY SVCS	CAPP5024	\$42,158,709	\$1,213,523	\$43,372,232
000000B749	CRYSTAL STAIRS INC	CAPP5025	\$67,598,676	\$1,886,650	\$69,485,326
000000T292	DREW CHILD DEV CORP INC	CAPP5026	\$9,269,101	\$251,204	\$9,520,305
000000B460	INTL INSTITUTE OF LOS ANGELES	CAPP5027	\$1,853,454	\$52,031	\$1,905,485
000000B763	MEXICAN AMER OPP FOUNDATION	CAPP5028	\$50,277,972	\$1,413,918	\$51,691,890
000000J852	OPTIONS FOR LEARNING	CAPP5029	\$35,038,875	\$925,199	\$35,964,074
000000Y628	PATHWAYS LA	CAPP5030	\$18,421,548	\$510,621	\$18,932,169
0000006490	POMONA USD	CAPP5031	\$36,923,149	\$979,397	\$37,902,546
000000B509	COMM ACTION PARTNERSHIP OF MADERA CNTY	CAPP5032	\$8,077,726	\$217,039	\$8,294,765
000000F228	MARIN CHILD CARE COUNCIL	CAPP5033	\$6,405,456	\$176,268	\$6,581,724
0000002221	MARIN CO HEALTH & HUMAN SVCS	CAPP5034	\$885,073	\$25,356	\$910,429
000000B514	NORTH COAST OPPORTUNITIES INC	CAPP5035	\$8,978,911	\$232,958	\$9,211,869
0000001024	MERCED COE	CAPP5036	\$17,059,433	\$455,418	\$17,514,851
000000N984	TRAINING EMPL & COMM HELP INC	CAPP5037	\$1,690,777	\$44,209	\$1,734,986
0000001026	MONO COE	CAPP5038	\$1,164,466	\$31,489	\$1,195,955
000000B524	COMM RESOURCES FOR CHILDREN	CAPP5039	\$9,203,166	\$264,864	\$9,468,030
000000H910	SIERRA NEVADA CHILDRENS SERVS	CAPP5040	\$3,009,755	\$79,299	\$3,089,054
0000001030	ORANGE CO DEPT OF EDUCATION	CAPP5041	\$119,001,846	\$3,454,781	\$122,456,627
0000001031	PLACER COE	CAPP5042	\$20,450,565	\$553,842	\$21,004,407
000000N674	PLUMAS RURAL SERVICES	CAPP5043	\$2,053,085	\$53,412	\$2,106,497
0000001033	RIVERSIDE COE	CAPP5044	\$229,163,486	\$6,610,588	\$235,774,074
000000J388	CHILD ACTION INC	CAPP5045	\$56,005,721	\$1,523,905	\$57,529,626
000000T007	CHILD DEVELOPMENT ASSOC INC	CAPP5046	\$85,377,376	\$2,299,625	\$87,677,001
000000H945	YMCA OF SAN DIEGO COUNTY	CAPP5047	\$67,892,449	\$1,905,619	\$69,798,068
000000B610	CHILDRENS COUNCIL SAN FRANCISCO	CAPP5048	\$19,389,275	\$523,021	\$19,912,296
0000002238	DEPT OF EARLY CHILDHOOD	CAPP5049	\$2,425,535	\$65,287	\$2,490,822
000000B620	FAM RESOURCE & REFERRAL CTR OF SAN JOAQ	CAPP5050	\$24,529,091	\$680,586	\$25,209,677
000000B621	COMM ACTION PARTNERSHIP OF SLO CNTY INC	CAPP5051	\$8,987,553	\$241,061	\$9,228,614
000000M232	CHILD CARE COORD CNCL OF SAN MATEO CNTY	CAPP5052	\$19,977,432	\$562,228	\$20,539,660
0000002241	SAN MATEO CO HUMAN SERVICES AGENCY	CAPP5053	\$3,502,819	\$100,157	\$3,602,976
000000B845	CHILDREN'S RESRC & REF OF SANTA BARBARA	CAPP5054	\$22,527,869	\$480,226	\$23,008,095
0000001042	SANTA BARBARA COE	CAPP5055	\$40,996,521	\$1,152,261	\$42,148,782
000000B655	CATALYST FAMILY INC.	CAPP5056	\$4,228,610	\$112,461	\$4,341,071
000000X358	CHILD DEVELOPMENT INC	CAPP5057	\$38,617,807	\$1,069,971	\$39,687,778
000000B649	GO KIDS INC	CAPP5058	\$39,565,084	\$1,086,433	\$40,651,517
0000001045	SHASTA COE	CAPP5059	\$14,174,934	\$396,705	\$14,571,639
000000J803	SISKIYOU CHILD CARE COUNCIL	CAPP5060	\$3,112,362	\$80,888	\$3,193,250
000000B689	SOLANO FAMILY & CHILDREN'S COUNCIL INC	CAPP5061	\$34,628,541	\$979,402	\$35,607,943
000000B822	COMM CC CNCL OF SONOMA CO	CAPP5062	\$19,076,324	\$510,120	\$19,586,444

## Budget Act Amendments for the California Alternative Payment Program (CAPP)

Agency Code	Agency Name	Contract Number	Initial 2025-26 Maximum Reimbursable Amount	Reimbursement based on Certified Hours of Care	2025-26 Budget Act Maximum Reimbursable Amount
000000B883	RIVER TO COAST CHILDREN'S SVCS	CAPP5063	\$2,236,608	\$61,792	\$2,298,400
0000002249	SONOMA CO HUMAN SERVICES DEPT	CAPP5064	\$1,287,744	\$38,382	\$1,326,126
0000001050	STANISLAUS COE	CAPP5065	\$39,670,465	\$1,150,806	\$40,821,271
000000N677	HUMAN RESPONSE NETWORK	CAPP5066	\$786,667	\$21,254	\$807,921
0000001054	TULARE COE	CAPP5067	\$19,915,038	\$552,112	\$20,467,150
000000N235	INFANT/CHILD ENRICHMT SVCS INC	CAPP5068	\$4,454,040	\$113,959	\$4,567,999
000000B715	CHILD DEV RES OF VENTURA CO INC	CAPP5069	\$37,310,882	\$1,047,520	\$38,358,402
		<b>Total</b>	<b>\$2,002,989,707</b>	<b>\$55,224,997</b>	<b>\$2,058,214,704</b>

## BUDGET ACT AMENDMENTS FOR THE CALWORKS STAGE TWO PROGRAM (C2AP)

AGENCY CODE	AGENCY NAME	CONTRACT NUMBER	INITIAL 2025-26	REIMBURSEMENT	2025-26 BUDGET ACT
			MAXIMUM REIMBURSABLE AMOUNT	BASED ON CERTIFIED HOURS OF CARE	MAXIMUM REIMBURSABLE AMOUNT
000000B325	BANANAS, INCORPORATED	C2AP5000	\$2,141,585	\$72,433	\$2,214,018
000000B376	COMMUNITY CHILD CARE COORD CO OF ALAMEDA	C2AP5001	\$4,681,543	\$168,887	\$4,850,430
000000B388	HIVELY	C2AP5002	\$2,870,677	\$74,619	\$2,945,296
000000U243	THE DAVIS STREET COMMUNITY CENTER INC	C2AP5003	\$2,468,459	\$68,551	\$2,537,010
000000N852	VALLEY OAK CHILDREN'S SERVICES, INC	C2AP5004	\$2,769,938	\$115,232	\$2,885,170
000000X675	THE RES CONN OF AMADOR & CALAVERAS CO, INC	C2AP5005	\$405,376	\$10,198	\$415,574
0000001006	COLUSA COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5006	\$248,041	\$10,484	\$258,525
000000H860	COCOKIDS, INC.	C2AP5007	\$2,818,681	\$112,177	\$2,930,858
0000002207	CONTRA COSTA CO EMPL & HUMAN SERVICES DEP	C2AP5008	\$5,936,493	\$193,078	\$6,129,571
000000X707	DEL NORTE CHILD CARE COUNCIL	C2AP5009	\$106,873	\$2,235	\$109,108
000000N604	CENTRAL VALLEY CHILDREN'S SERVICES NETWORK	C2AP5010	\$3,418,953	\$87,306	\$3,506,259
000000J162	SUPPORTIVE SERVICES INC	C2AP5011	\$6,857,806	\$184,224	\$7,042,030
0000001011	GLENN COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5012	\$300,145	\$12,731	\$312,876
000000B205	CHANGING TIDES FAMILY SERVICES	C2AP5013	\$873,021	\$24,668	\$897,689
0000001013	IMPERIAL COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5014	\$6,462,567	\$280,853	\$6,743,420
0000001014	INYO COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5015	\$70,526	\$1,418	\$71,944
0000001015	KERN COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5016	\$10,784,215	\$411,157	\$11,195,372
000000P155	KINGS COMMUNITY ACTION ORGANIZATION, INC	C2AP5017	\$3,530,153	\$93,011	\$3,623,164
0000001018	LASSEN COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5018	\$274,217	\$10,892	\$285,109
000000G090	CHILD CARE RESOURCE CENTER, INC	C2AP5019	\$98,992,997	\$3,030,294	\$102,023,291
000000N616	CHILDREN'S HOME SOCIETY OF CALIFORNIA	C2AP5020	\$21,778,475	\$864,644	\$22,643,119
0000002187	CITY OF NORWALK	C2AP5021	\$1,850,453	\$39,103	\$1,889,556
000000Y908	CONNECTIONS FOR CHILDREN	C2AP5022	\$3,221,612	\$79,863	\$3,301,475
000000B749	CRYSTAL STAIRS, INC	C2AP5023	\$57,547,876	\$1,374,573	\$58,922,449
000000T292	DREW CHILD DEVELOPMENT CORPORATION, INC.	C2AP5024	\$12,928,354	\$311,950	\$13,240,304
000000B460	INTERNATIONAL INSTITUTE OF LOS ANGELES	C2AP5025	\$760,445	\$24,668	\$785,113
000000B763	MEXICAN AMERICAN OPPORTUNITY FOUNDATION	C2AP5026	\$7,562,743	\$178,077	\$7,740,820
000000J852	OPTIONS FOR LEARNING	C2AP5027	\$10,550,885	\$221,009	\$10,771,894
000000Y628	PATHWAYS LA	C2AP5028	\$6,625,605	\$184,797	\$6,810,402
0000006490	POMONA UNIFIED SCHOOL DISTRICT	C2AP5029	\$13,539,063	\$311,996	\$13,851,059
000000B509	COMM ACTION PARTNERSHIP OF MADERA CO, INC.	C2AP5030	\$1,848,171	\$66,804	\$1,914,975
000000F228	MARIN CHILD CARE COUNCIL	C2AP5031	\$1,299,372	\$40,814	\$1,340,186
000000B514	NORTH COAST OPPORTUNITIES, INC	C2AP5032	\$677,672	\$26,580	\$704,252
0000001024	MERCED COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5033	\$3,632,587	\$143,819	\$3,776,406
000000N984	TRAINING, EMPLOYMENT AND COMMUNITY HELP, INC.	C2AP5034	\$79,681	\$86	\$79,767
0000001026	MONO COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5035	\$100	\$0	\$100
000000B524	COMMUNITY RESOURCES FOR CHILDREN	C2AP5036	\$482,627	\$9,378	\$492,005
000000H910	SIERRA NEVADA CHILDREN'S SERVICES	C2AP5037	\$532,510	\$21,719	\$554,229
0000001030	ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5038	\$8,499,200	\$356,117	\$8,855,317
0000001031	PLACER COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5039	\$2,105,165	\$65,904	\$2,171,069
0000001033	RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5041	\$10,820,792	\$335,087	\$11,155,879
000000J388	CHILD ACTION, INC.	C2AP5042	\$50,305,246	\$1,677,931	\$51,983,177
000000T007	CHILD DEVELOPMENT ASSOCIATES, INC	C2AP5043	\$70,030,096	\$1,586,175	\$71,616,271
000000H945	YMCA OF SAN DIEGO COUNTY	C2AP5044	\$44,266,784	\$1,112,488	\$45,379,272
0000002238	DEPT OF EARLY CHILDHOOD	C2AP5045	\$8,688,130	\$296,438	\$8,984,568
000000B620	FAMILY RESOURCE & REFERRAL CENTER OF SAN JOAQUIN	C2AP5046	\$9,755,404	\$369,813	\$10,125,217
000000B621	COMM ACTION PARTNERSHIP OF SAN LUIS OBISPO CO, INC.	C2AP5047	\$2,495,877	\$89,050	\$2,584,927
000000M232	CHILD CARE COORD CO OF SAN MATEO CO, INC	C2AP5048	\$926,278	\$15,597	\$941,875
0000002241	COUNTY OF SAN MATEO HUMAN SERVICES AGENCY	C2AP5049	\$566,512	\$14,104	\$580,616
000000B845	CHILDREN'S RES & REF OF SANTA BARBARA	C2AP5050	\$9,087,494	\$57,713	\$9,145,207
0000001042	SANTA BARBARA CO SUP OF SCHOOLS	C2AP5051	\$4,909,597	\$142,928	\$5,052,525
000000B655	CATALYST FAMILY INC.	C2AP5052	\$1,541,238	\$61,924	\$1,603,162
000000X358	CHILD DEVELOPMENT INCORPORATED	C2AP5053	\$13,327,221	\$508,194	\$13,835,415



## BUDGET ACT AMENDMENTS FOR THE CALWORKS STAGE TWO PROGRAM (C2AP)

AGENCY CODE	AGENCY NAME	CONTRACT NUMBER	INITIAL 2025-26 MAXIMUM	REIMBURSEMENT BASED ON	2025-26 BUDGET ACT MAXIMUM
			REIMBURSABLE AMOUNT	CERTIFIED HOURS OF CARE	REIMBURSABLE AMOUNT
000000B649	GO KIDS, INC	C2AP5054	\$3,502,306	\$146,383	\$3,648,689
0000001045	SHASTA COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5055	\$3,312,604	\$97,456	\$3,410,060
000000J803	SISKIYOU CHILD CARE COUNCIL	C2AP5056	\$150,267	\$2,369	\$152,636
000000B689	SOLANO FAMILY & CHILDREN'S COUNCIL, INC	C2AP5057	\$10,955,705	\$372,515	\$11,328,220
000000B822	COMM CHILD CARE COUNCIL OF SONOMA CO	C2AP5058	\$2,396,273	\$98,732	\$2,495,005
000000B883	RIVER TO COAST CHILDREN'S SERVICES	C2AP5059	\$99,576	\$3,604	\$103,180
000000N677	HUMAN RESPONSE NETWORK	C2AP5060	\$100	\$0	\$100
0000001054	TULARE COUNTY SUPERINTENDENT OF SCHOOLS	C2AP5061	\$6,736,372	\$236,431	\$6,972,803
000000N235	INFANT/CHILD ENRICHMENT SERVICES, INC.	C2AP5062	\$312,240	\$9,399	\$321,639
000000B715	CHILD DEV RES OF VENTURA COUNTY INC	C2AP5063	\$3,299,451	\$141,132	\$3,440,583
000000N674	PLUMAS RURAL SERVICES	C2AP5040	\$76,119	\$3,188	\$79,307
		<b>Total</b>	<b>\$569,096,544</b>	<b>\$16,665,000</b>	<b>\$585,761,544</b>

## BUDGET ACT AMENDMENTS FOR THE CALWORKS STAGE THREE PROGRAM (C3AP)

AGENCY CODE	AGENCY NAME	CONTRACT NUMBER	INITIAL 2025-26 MAXIMUM REIMBURSABLE AMOUNT	REIMBURSEMENT BASED ON CERTIFIED HOURS OF CARE	2025-26 BUDGET ACT MAXIMUM REIMBURSABLE AMOUNT
000000B325	BANANAS, INCORPORATED	C3AP5000	\$7,513,595	\$250,629	\$7,764,224
000000B376	COMM CHILD CARE COORD COUNCIL OF ALAMEDA CO	C3AP5001	\$8,901,979	\$325,127	\$9,227,106
000000B388	HIVELY	C3AP5002	\$3,538,299	\$78,841	\$3,617,140
000000U243	THE DAVIS STREET COMMUNITY CENTER INCORPORATED	C3AP5003	\$3,402,966	\$127,677	\$3,530,643
000000N852	VALLEY OAK CHILDREN'S SERVICES, INC	C3AP5004	\$3,412,406	\$94,501	\$3,506,907
000000X675	THE RES CONN OF AMADOR & CALAVERAS CO, INC	C3AP5005	\$366,509	\$14,082	\$380,591
0000001006	COLUSA COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5006	\$267,698	\$9,583	\$277,281
000000H860	COCOKIDS, INC.	C3AP5007	\$17,704,353	\$585,991	\$18,290,344
000000X707	DEL NORTE CHILD CARE COUNCIL	C3AP5008	\$142,749	\$6,463	\$149,212
000000N604	CENTRAL VALLEY CHILDREN'S SERVICES NETWORK	C3AP5009	\$3,575,796	\$113,620	\$3,689,416
000000J162	SUPPORTIVE SERVICES INC	C3AP5010	\$8,565,457	\$310,105	\$8,875,562
0000001011	GLENN COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5011	\$224,912	\$7,144	\$232,056
000000B205	CHANGING TIDES FAMILY SERVICES	C3AP5012	\$310,563	\$12,101	\$322,664
0000001013	IMPERIAL COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5013	\$5,098,551	\$163,091	\$5,261,642
0000001014	INYO COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5014	\$89,307	\$2,575	\$91,882
0000001015	KERN COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5015	\$13,292,998	\$440,812	\$13,733,810
000000P155	KINGS COMMUNITY ACTION ORGANIZATION, INC	C3AP5016	\$1,989,340	\$73,780	\$2,063,120
0000001018	LASSEN COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5017	\$187,065	\$4,871	\$191,936
000000G090	CHILD CARE RESOURCE CENTER, INC	C3AP5018	\$92,229,033	\$2,884,635	\$95,113,668
000000N616	CHILDREN'S HOME SOCIETY OF CALIFORNIA	C3AP5019	\$22,053,982	\$794,981	\$22,848,963
0000002187	CITY OF NORWALK	C3AP5020	\$1,975,235	\$71,333	\$2,046,568
000000Y908	CONNECTIONS FOR CHILDREN	C3AP5021	\$1,971,428	\$59,056	\$2,030,484
000000B749	CRYSTAL STAIRS, INC	C3AP5022	\$71,419,581	\$2,505,202	\$73,924,783
000000T292	DREW CHILD DEVELOPMENT CORPORATION, INC.	C3AP5023	\$9,458,943	\$286,505	\$9,745,448
000000B460	INTERNATIONAL INSTITUTE OF LOS ANGELES	C3AP5024	\$550,988	\$19,162	\$570,150
000000B763	MEXICAN AMERICAN OPPORTUNITY FOUNDATION	C3AP5025	\$7,074,326	\$246,300	\$7,320,626
000000J852	OPTIONS FOR LEARNING	C3AP5026	\$7,583,197	\$257,356	\$7,840,553
000000Y628	PATHWAYS LA	C3AP5027	\$8,752,587	\$191,086	\$8,943,673
0000006490	POMONA UNIFIED SCHOOL DISTRICT	C3AP5028	\$8,199,452	\$286,945	\$8,486,397
000000B509	COMM ACTION PARTNERSHIP OF MADERA CO, INC.	C3AP5029	\$1,166,253	\$36,833	\$1,203,086
000000F228	MARIN CHILD CARE COUNCIL	C3AP5030	\$1,877,337	\$50,146	\$1,927,483
000000B514	NORTH COAST OPPORTUNITIES, INC	C3AP5031	\$728,257	\$27,225	\$755,482
0000001024	MERCED COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5032	\$3,485,435	\$111,254	\$3,596,689
000000N984	TRAINING, EMPLOYMENT AND COMMUNITY HELP, INC.	C3AP5033	\$100	\$0	\$100
0000001026	MONO COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5034	\$100	\$0	\$100
000000B524	COMMUNITY RESOURCES FOR CHILDREN	C3AP5035	\$623,440	\$21,206	\$644,646
000000H910	SIERRA NEVADA CHILDREN'S SERVICES	C3AP5036	\$477,273	\$12,117	\$489,390
0000001030	ORANGE COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5037	\$4,210,051	\$143,936	\$4,353,987
0000001031	PLACER COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5038	\$2,445,019	\$79,440	\$2,524,459
0000001033	RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5040	\$14,800,460	\$549,423	\$15,349,883
000000J388	CHILD ACTION, INC.	C3AP5041	\$23,336,715	\$811,202	\$24,147,917
000000T007	CHILD DEVELOPMENT ASSOCIATES, INCORPORATED	C3AP5042	\$31,033,385	\$1,063,763	\$32,097,148
000000H945	YMCA OF SAN DIEGO COUNTY	C3AP5043	\$18,435,382	\$652,448	\$19,087,830
000000B610	CHILDREN'S COUNCIL OF SAN FRANCISCO	C3AP5044	\$13,379,947	\$484,144	\$13,864,091
000000B620	FAMILY RESOURCE & REFERRAL CENTER OF SAN JOAQUIN	C3AP5045	\$10,995,222	\$385,775	\$11,380,997
000000B621	COMM ACTION PARTNERSHIP OF SAN LUIS OBISPO CO, INC.	C3AP5046	\$2,413,251	\$89,668	\$2,502,919
000000M232	CHILD CARE COORD COUNCIL OF SAN MATEO CO, INC	C3AP5047	\$2,665,593	\$95,079	\$2,760,672
000000B845	SANTA BARBARA FAMILY CARE CENTER	C3AP5048	\$2,248,402	\$77,345	\$2,325,747
0000001042	SANTA BARBARA COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5049	\$3,437,735	\$119,508	\$3,557,243
000000B655	CATALYST FAMILY INC.	C3AP5050	\$879,362	\$29,723	\$909,085
000000X358	CHILD DEVELOPMENT INCORPORATED	C3AP5051	\$15,159,458	\$465,685	\$15,625,143
000000B649	GO KIDS, INC	C3AP5052	\$8,211,432	\$268,248	\$8,479,680

## BUDGET ACT AMENDMENTS FOR THE CALWORKS STAGE THREE PROGRAM (C3AP)

AGENCY CODE	AGENCY NAME	CONTRACT NUMBER	INITIAL 2025-26 MAXIMUM REIMBURSABLE AMOUNT	REIMBURSEMENT BASED ON CERTIFIED HOURS OF CARE	2025-26 BUDGET ACT MAXIMUM REIMBURSABLE AMOUNT
0000001045	SHASTA COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5053	\$2,884,126	\$98,763	\$2,982,889
000000J803	SISKIYOU CHILD CARE COUNCIL	C3AP5054	\$39,031	\$1,145	\$40,176
000000B689	SOLANO FAMILY & CHILDREN'S COUNCIL, INC	C3AP5055	\$7,643,490	\$251,727	\$7,895,217
000000B822	COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY	C3AP5056	\$2,773,883	\$94,243	\$2,868,126
000000B883	RIVER TO COAST CHILDREN'S SERVICES	C3AP5057	\$40,757	\$789	\$41,546
000000N677	HUMAN RESPONSE NETWORK	C3AP5058	\$100	\$0	\$100
0000001054	TULARE COUNTY SUPERINTENDENT OF SCHOOLS	C3AP5059	\$5,507,486	\$181,798	\$5,689,284
000000N235	INFANT/CHILD ENRICHMENT SERVICES, INC.	C3AP5060	\$232,246	\$9,359	\$241,605
000000B715	CHILD DEV RES OF VENTURA COUNTY INC	C3AP5061	\$6,831,159	\$227,936	\$7,059,095
000000N674	PLUMAS RURAL SERVICES	C3AP5039	\$73,183	\$1,518	\$74,701
		<b>Total</b>	<b>\$497,888,365.00</b>	<b>\$16,665,000</b>	<b>\$514,553,365</b>

August 13, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**EXECUTIVE SUMMARY**

**CHILD CARE BULLETIN (CCB) NO. 25-21**

The purpose of this Child Care Bulletin is to provide information to child care and development contractors regarding administrative allocations appropriated in Assembly Bill (AB) 102 for the administration and support costs associated with implementing ongoing provisions of the Memorandum of Understanding with Child Care Providers United.



JENNIFER TROIA  
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



GAVIN NEWSOM  
GOVERNOR

August 13, 2025

CHILD CARE BULLETIN (CCB) NO. 25-21

GUIDANCE TYPE: FISCAL

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY CHILD CARE COORDINATORS  
ALL CHILD CARE AND DEVELOPMENT CONTRACTORS

SUBJECT: **ALTERNATIVE PAYMENT PROGRAM ADMINISTRATIVE  
SUPPORT ALLOCATION**

APPLICABLE  
PROGRAMS: CALIFORNIA ALTERNATIVE PAYMENT PROGRAMS (CAPP)  
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO  
KIDS (CALWORKS), STAGE TWO (C2AP), AND THREE (C3AP)  
FAMILY CHILD CARE HOME EDUCATION NETWORKS (CFCC)  
MIGRANT ALTERNATIVE PAYMENT PROGRAM (CMAP)

REFERENCE: [ASSEMBLY BILL \(AB\) 102](#); [AB 378 \(CHAPTER 385, STATUTES OF 2019\)](#); [TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS \(5 CCR\) SECTION 18065](#); WELFARE AND INSTITUTIONS CODE (WIC) SECTIONS [10225](#); [10370](#); [10421](#); [10424.5](#); [ENROLLMENT ATTENDANCE AND FISCAL REPORTING AND REIMBURSEMENT PROCEDURES FOR CHILD CARE AND DEVELOPMENT CONTRACTS](#);

## Purpose

The purpose of this Child Care Bulletin is to provide information to child care and development contractors regarding administrative allocations appropriated in Assembly Bill (AB) 102. Administrative Support allocation has been issued to contractors who hold Alternative Payment (CAPP, CMAP, C2AP, C3AP) and CFCC contracts.

## Background

Effective January 1, 2020, [Assembly Bill \(AB\) 378 \(Chapter 385, Statutes of 2019\)](#) authorized family child care providers, defined in Welfare and Institutions Code (WIC) Section 10421(b) as licensed family child care home operators or license-exempt providers who participate in a state-funded early care and education program, to meet and confer with the state regarding matters within the scope of representation as established in WIC Section 10424.5. Family child care providers chose Child Care Providers United (CCPU) to act as their union representative, and CCPU was subsequently certified by the Public Employment Relations Board.

On June 30, 2023, the State and CCPU reached an agreement, which became effective from the date of full ratification and through July 1st, 2025. CCPU members ratified the tentative agreement on July 31, 2023, and it was fully ratified and codified in WIC Section 10277.1 via [Senate Bill \(SB\) 140 \(Chapter 193, Statutes of 2023\)](#). Previous allocations were issued in FY 2023-24 and FY 2024-25 to support administrative work. Funds allocated in FY 2025-26, pursuant to [AB 102 \(Chapter 5, Statutes 2025\)](#), are consistent with the FY 2024-25 allocation. For more information regarding the FY 2024-25 allocation, please refer to [CCB 24-24](#).

Pursuant to [AB 102 \(Chapter 5, Statutes 2025\)](#), the funds are appropriated for Alternative Payment Contractors in acknowledgement of administration and support costs associated with implementing and maintaining ongoing provisions of the Memorandum of Understanding with Child Care Providers United.

## Eligibility

Agencies that administer at least one of the following contracts will be eligible for the Alternative Payment Program Administrative Allocation to support ongoing provisions of the Memorandum of Understanding with Child Care Providers United:

- California Alternative Payment Programs (CAPP)
- Family Child Care Home Education Networks (CFCC)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Two (C2AP) and Three (C3AP)
- Migrant Alternative Payment Program (CMAP)



### Allowable Use of Funds

This payment is intended to assist with activities related to provide resources to alternative payment program agencies for administration and support costs associated with implementing ongoing provisions of the Memorandum of Understanding with Child Care Providers United. Support activities include but are not limited to, dues deduction, meeting new Subsidized Provider Report (SPR) requirements outlined in the MOU, data collection related to CCPU data requests, and any additional activities or staff support related to supporting administration of [AB 378 \(Chapter 385, Statutes of 2019\)](#).

For questions seeking additional guidance regarding 'allowable use of funds' please contact the Child Care Development Division (CCDD) inbox at [ccpb@dss.ca.gov](mailto:ccpb@dss.ca.gov).

### Claiming

The terms Project Cost Account (PCA) and Service Location (SL) codes are interchangeable and represent the same funding source.

Attachment I displays the allocation for alternative programs. Funding is comprised of General Fund.

Project Cost Account/Service Location Code	Code Title	Federal Catalog Number
13265	CCPU MOU Admin Support Costs	N/A

This PCA is associated with administrative allocation to support AB 102 activities. DSS does not utilize or assign SACs/resource codes. As outlined on page 85 of the [Fiscal Handbook](#) for new state PCAs, contractors may use locally defined resource codes within the range of 6160-6199 to track the various child care and development programs/contracts. In doing so, the locally defined codes must roll up to Resource 6160 when reporting data to CDE.

## **Allocation Methodology**

The statewide total funding for the Alternative Payment Program Administrative Support Allocation is \$70,000,000. The FY 2025-26 Administrative Allocation by agency remains consistent with allocation amounts for FY 2024-25. For further details regarding past year allocation, please refer to [CCB 24-24](#). Individual contractor allocations were established with a \$300,000 base and a maximum allocation of \$2,000,000. The remaining allocations are determined based on each contractor's Maximum Reimbursable Amount (MRA). A proportional share, calculated as each contractor's percentage of the total MRA, is reapplied to distribute the remaining funds.

Refer to Attachment I for a list of Administrative Support allocations by contractor. If you have questions or need additional guidance regarding the information in this letter, please contact the Child Development Fiscal Services inbox at [ChildDevelopmentFiscal@dss.ca.gov](mailto:ChildDevelopmentFiscal@dss.ca.gov).

Sincerely,

### ***Original Document Signed By***

RAYMOND ULIASSI, Acting Chief  
Fiscal Forecasting Branch  
Finance and Accounting Division

Attachment

# **FY 25-26 Administrative Allocation by Agency**

<b>Agency Code</b>	<b>Agency Name</b>	<b>Total Allocation</b>
0000002401	ALAMEDA CO SOCIAL SERVICES AGY	\$395,140
000000T536	ALLIES FOR EVERY CHILD, INC.	\$327,805
000000B325	BANANAS INC	\$856,262
0000006974	CABRILLO COMM COLLEGE DIST	\$307,957
000000B655	CATALYST FAMILY INC.	\$442,034
000000B205	CHANGING TIDES FAMILY SERVICES	\$566,599
000000Q118	CHICANO FEDERATION OF SAN DIEGO COUNTY	\$397,564
000000J388	CHILD ACTION INC	\$2,000,000
000000M232	CHILD CARE COORD CNCL OF SAN MATEO CNTY	\$808,231
000000G090	CHILD CARE RESOURCE CENTER INC	\$2,000,000
000000B715	CHILD DEV RES OF VENTURA CO INC	\$1,366,604
000000T007	CHILD DEVELOPMENT ASSOC INC	\$2,000,000
000000X358	CHILD DEVELOPMENT INC	\$1,741,562
000000N617	CHILD LANE	\$335,197
000000B610	CHILDRENS COUNCIL SAN FRANCISCO	\$1,051,911
000000N616	CHILDRENS HOME SOCIETY OF CAL	\$2,000,000
000000B845	CHILDREN'S RESRC & REF OF SANTA BARBARA	\$904,520
0000002187	CITY OF NORWALK	\$407,875
000000N604	CNTRL VLY CHILDRENS SVCS NTWK	\$506,488
000000H860	COCOKIDS, INC.	\$1,923,066
0000001006	COLUSA COE	\$395,326
000000B509	COMM ACTION PARTNERSHIP OF MADERA CNTY	\$537,640
000000B621	COMM ACTION PARTNERSHIP OF SLO CNTY INC	\$598,307
000000B822	COMM CC CNCL OF SONOMA CO	\$821,693
000000B376	COMM CHILD CARE COORD CNCL OF ALAMEDA	\$1,066,951
000000B524	COMM RESOURCES FOR CHILDREN	\$519,079
000000N053	COMMUNITY ACTION MARIN	\$312,903
000000Y320	COMMUNITY ACTION PARTNERSHIP OF KERN	\$1,080,803
000000P800	COMMUNITY FAMILY SERVICES INC	\$327,112
000000Y908	CONNECTIONS FOR CHILDREN	\$606,676
0000002207	CONTRA COSTA CO EMPL/HUMAN SVC	\$705,022
000000B749	CRYSTAL STAIRS INC	\$2,000,000
000000X707	DEL NORTE CHILD CARE COUNCIL	\$339,634
0000002238	DEPT OF EARLY CHILDHOOD	\$528,408
000000AA055	DIGNITY COMMUNITY CARE	\$309,544
000000T292	DREW CHILD DEV CORP INC	\$887,790
000000B620	FAMILY RESOURCE & REFERRAL CENTER OF SAN JOAQUIN	\$1,273,094
0000001011	GLENN COE	\$433,757
000000B649	GO KIDS INC	\$1,390,454
000000B388	HIVELY	\$799,271
000000N677	HUMAN RESPONSE NETWORK	\$328,418
0000001013	IMPERIAL COE	\$721,943

# **FY 25-26 Administrative Allocation by Agency**

000000N235	INFANT/CHILD ENRICHMT SVCS INC	\$405,897
000000B460	INTL INSTITUTE OF LOS ANGELES	\$367,510
0000001014	INYO COE	\$355,057
0000001015	KERN CO SUPT OF SCHOOLS	\$2,000,000
000000B202	KIDANGO INC	\$401,310
000000P155	KINGS COMMUNITY ACTION ORG INC	\$615,163
0000002219	LA COUNTY DEPT OF CHILDREN & FAMILY SVCS	\$1,210,019
0000001018	LASSEN COE	\$332,949
0000006474	LOS ANGELES COMM COLLEGE DIST	\$321,253
000000X575	MANDALA CHILDRENS HOUSE INC	\$313,909
000000F228	MARIN CHILD CARE COUNCIL	\$499,581
0000002221	MARIN CO HEALTH & HUMAN SVCS	\$319,103
0000001024	MERCED COE	\$810,773
000000B763	MEXICAN AMER OPP FOUNDATION	\$1,766,120
0000001025	MODOC COE	\$306,104
0000001026	MONO COE	\$325,097
000000B514	NORTH COAST OPPORTUNITIES INC	\$523,337
000000J852	OPTIONS FOR LEARNING	\$1,464,863
0000001030	ORANGE CO DEPT OF EDUCATION	\$2,000,000
000000Y628	PATHWAYS LA	\$923,742
0000001031	PLACER COE	\$877,688
000000N674	PLUMAS RURAL SERVICES	\$347,381
0000006490	POMONA USD	\$1,486,605
000000B883	RIVER TO COAST CHILDREN'S SVCS	\$385,935
0000001033	RIVERSIDE COE	\$2,000,000
0000002241	SAN MATEO CO HUMAN SERVICES AGENCY	\$387,082
0000001042	SANTA BARBARA COE	\$1,329,241
0000001045	SHASTA COE	\$732,200
000000H910	SIERRA NEVADA CHILDRENS SERVS	\$406,381
000000J803	SISKIYOU CHILD CARE COUNCIL	\$370,921
000000B689	SOLANO FAMILY & CHILDREN'S COUNCIL INC	\$1,440,500
0000002249	SONOMA CO HUMAN SERVICES DEPT	\$327,824
0000001050	STANISLAUS COE	\$1,156,496
000000J162	SUPPORTIVE SERVICES INC	\$1,581,563
0000001052	TEHAMA CO DEPT OF EDUCATION	\$311,715
000000B700	THE CHILDREN & FAM CIRCLE OF SONOMA CNTY	\$327,481
000000U243	THE DAVIS ST COMM CNTR INC	\$577,217
000000X675	THE RESOURCE CONN OF AMADOR & CALAVERAS	\$409,272
000000N984	TRAINING EMPL & COMM HELP INC	\$337,304
0000001054	TULARE COE	\$983,862
000000N852	VALLEY OAK CHILDRENS SERVICES INC	\$638,905
000000H945	YMCA OF SAN DIEGO COUNTY	\$2,000,000
		<b>\$70,000,000</b>

### Updated Head Start Program Performance Standard Requirements

**Background:** The office of Head Start published timelines by which grant recipients must comply with the Head Start Program Performance Standards updated in the final rule, Supporting the Head Start Workforce and Consistent Quality Programming. The final rule was published in the Federal Register on August 21, 2024.

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
1	<u>1302.12(e) AIAN Income Eligibility.</u> All families in an American Indian and Alaska Native (AIAN) program's service area with age-eligible children, or pregnant women, are eligible for Head Start services, regardless of income.	3/1/2024	n/a	CCC does not operate an AIAN program.
2	<u>1302.12(f) MSHS Income Eligibility.</u> Migrant and Seasonal Head Start (MSHS) programs may serve any child who has one family member whose income comes primarily from agricultural employment, regardless of total family income	3/1/2024	n/a	CCC does not operate a MSHS program.
3	<u>1302.14(a)(2), (3) AIAN and MSHS Selection Criteria.</u> Tribes may prioritize children in families for which a child, a family member, or a member of the same household, is a member of an Indian tribe. MSHS programs may give priority to children whose families can demonstrate they have relocated frequently within the past two years to pursue agricultural work.	3/1/2024	n/a	CCC does not operate an AIAN or MSHS program.
4	<u>1302.101(a)(2) Employee Engagement.</u> A program must comply with enhanced requirements for employee engagement to promote more responsive management styles designed to identify and resolve barriers to high-quality job performance.	10/21/2024	Compliant	Supervisors are training in and exercise Reflective Supervision strategies to support meaningful and effective employee engagement and ongoing staff supervision. Upon hire, managers begin engagement through the onboarding process utilizing an orientation checklist specific to their job classification. Regular individual check-ins are facilitated by managers. Staff are engaged in goal-setting as a component of the annual performance evaluation.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
5	<u>1302.101(a)(5), 1302.102(d) Training on Incident Reporting.</u> A program must submit reports, as appropriate, to the responsible HHS official immediately but no later than seven calendar days following a health or safety incident. All staff are required to be trained to implement reporting procedures.	10/21/2024	Compliant	In 2023 CSB revised its procedures for reporting incidents, establishing expectations which ensure HHS official notification no later than seven calendar days following a reportable health or safety incident.
6	<u>1302.12(i)(1) Housing Adjustment.</u> A program may adjust a family's income to account for excessive housing costs when determining eligibility.	10/21/2024	Compliant	Enrollment team screens families over 100% of the Federal Poverty Level (FPL) for housing costs exceeding 30% and has implemented use of a calculation spreadsheet to adjust income accordingly.
7	<u>1302.12(j) MSHS Eligibility Duration.</u> In MSHS programs, once an infant or toddler and their family are deemed eligible, they are eligible until they turn three years old. This is consistent with the requirement that children participating in the Early Head Start program remain eligible for the duration of the program.	10/21/2024	n/a	CCC does not operate a MSHS program.
8	<u>1302.13 Modernizing Recruitment.</u> A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family's administrative and paperwork burden in the application and enrollment process.	10/21/2024	Compliant	The program has an existing process whereby families may submit an online application, call the enrollment hotline / Interactive Voice Response (IVR) system, and submit and/or sign eligibility documents electronically.
9	<u>1302.14(a)(6) Children of Staff Members.</u> A program may consider the enrollment of eligible children of staff members as part of the selection criteria	10/21/2024	Compliant	CCC's Selection Criteria was approved by the PC on 2/21/24 and BOS on 9/10/24 and is effective through 6/30/25. CCC may consider addition of children of staff members to the selection criteria when revising for the 2025-2026 program year.



**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
10	<u>1302.14(b)(1) Children with Disabilities Enrollment.</u> A program must ensure at least 10% of its actual enrollment is filled by children eligible for services under the Individuals with Disabilities Education Act (IDEA).	10/21/2024	Compliant	CCC has historically met the 10% threshold when calculating percentage of children with a disability per cumulative enrollment. Our 2024 PIR indicated 13% of enrolled children had a disability.
11	<u>1302.15(g) Modernizing Enrollment.</u> A program must regularly examine their enrollment processes and implement any identified improvements to streamline the enrollment experience for families.	10/21/2024	Compliant	The enrollment process is analyzed on an ongoing basis in order to identify improvements to streamline enrollment. For the 2024-25 program year on-site enrollment clinics are being facilitated at centralized locations in areas of the county with high enrollment needs.
12	<u>1302.17(a) Suspension and Expulsion.</u> Suspension continues to be a measure of last resort only when there is a serious safety threat. Programs must first engage with a mental health consultant, collaborate with the parents, and use appropriate community resources. Programs must explore and document all steps taken to address the behaviors and supports needed to facilitate the child's safe reentry and continued participation in the program.	10/21/2024	Compliant	CSB's procedures currently align with this standard. CSB's step plan requires multidisciplinary efforts to support a child with continued program participation are sufficiently documented.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
13	<u>1302.34(b)(9) Modernizing Communication.</u> A program must ensure it uses accessible communication methods and modalities that meet the needs of the community when engaging with prospective and enrolled families.	10/21/2024	Compliant	As an outcome of 2019-2023 program goals, the enrollment process was modernized through use of innovative technologies: Interactive Voice Response (IVR) system, Short Messaging System (SMS), web-based application and resources page. Family meetings and trainings (including parenting curriculum) is offered in a virtual format. A communication survey is completed by families annually to ensure the program is utilizing communication methods that work best for enrolled families.
14	<u>1302.40(b) Health and Mental Health Services Advisory Committee.</u> Programs must establish and maintain a Health and Mental Health Services Advisory Committee.	10/21/2024	Compliant	An already established Health and Nutrition Services Advisory committee which meets twice annually. The next meeting, scheduled for 12/5/24, will take place under the new name: Health, Mental Health, and Nutrition Services Advisory Committee.
15	<u>1302.41, 1302.42(b), 1302.46(b) Mental Health Integration.</u> These program requirements consistently integrate mental health into all aspects of program service delivery.	10/21/2024	Compliant	The CCC HS program has been operated under a multidisciplinary approach, with high levels of collaboration among the designated Health and Mental Health content area managers. For example, CSB facilitates monthly managers meetings and joint family meetings. CSB's model for comprehensive service delivery positions assistant managers who are generalists and obtain training from specialists in the areas of Health and Mental Health.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
16	<u>1302.45(b) Mental Health Consultants.</u> A program must ensure mental health consultants provide consultation services that build the capacity of adults in a child's life to strengthen and support the mental health and social and emotional development of children.	10/21/2024	Compliant	The County's collaboration with the Early Childhood Mental Health Program
17	<u>1302.47(b)(10) Safety Practices – Lead.</u> In facilities where lead may exist, programs must regularly inspect and test for the presence of lead and, as needed, conduct remediation and abatement.	10/21/2024	Compliant	CCC HS centers follow California Health and Safety Code section 1597.16, which requires that all licensed Child Care Centers constructed before 1/1/2010, test their cold-water outlets used for drinking or cooking for lead by 1/1/23, and subsequent testing must occur every 5 years.
18	<u>1302.47(b)(5) Safety Practices.</u> Programs must ensure all staff, consultants, contractors, and volunteers follow appropriate practices to keep children safe. Aligns the definition of "child abuse and neglect" with Child Abuse Prevention and Treatment Act (another federal statute).	10/21/2024	Compliant	CSB revised its safety practices procedures in 2023, establishing a culture of safety including tools for active supervision and personal rights training. Annual trainings are provided which align with this standard.
19	<u>1302.50(a) Modernizing Engagement with Families.</u> Programs must communicate with families in a format that meets the needs of each individual family.	10/21/2024	Compliant	A communication survey is completed by families annually to ensure the program is utilizing communication methods that work best for enrolled families.
20	<u>1302.53(b)(2) QRIS.</u> Programs should participate in their Quality Rating and Improvement System (QRIS) to the extent practicable if the state or local area has strategies in place to support their participation.	10/21/2024	Compliant	CCC HS centers currently participate in QRIS.
21	<u>1302.80(d) Newborn Visit.</u> A newborn visit must, at minimum, include a discussion of the following: maternal mental and physical health, safe sleep, infant health, and support for basic needs.	10/21/2024	Compliant	Newborn visits include discussion of maternal mental and physical health, safe sleep, infant health, and support for basic needs.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
22	<u>1302.81 Mental Health Information and Services Integration for Expectant Families.</u> Programs must ensure the required prenatal and postpartum information, education, and services are provided to enrolled pregnant women, mothers, fathers, and partners or other family members.	10/21/2024	Compliant	Services to pregnant women include prenatal and postpartum information and education are provided to families enrolled through the County's partnerships with Aspiranet and Mount Diablo Unified School District.
23	<u>1302.82(a) Maternal Health Curriculum.</u> If a program uses a curriculum in the provision of services to pregnant women and pregnant people, it should be a maternal health curriculum to support prenatal and postpartum education needs.	10/21/2024	Compliant	The Growing Great Kids® curriculum includes prenatal health and postpartum education.
24	<u>1302.90(c) Standards of Conduct.</u> Programs must ensure that staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, and that they report reasonably suspected or known incidents of child abuse and neglect.	10/21/2024	Compliant	CSB standards of conduct, signed by all staff, consultants and volunteers annually.
25	<u>1302.91(e)(8)(ii) Mental Health Consultants' Licensure.</u> A program must ensure all mental health consultants are licensed or under the supervision of a licensed mental health professionals. Programs also must use mental health consultants with knowledge of and experience in serving young children and their families.	10/21/2024	Compliant	CCC partners with Early Childhood Mental Health Program for mental health consultation services. Licensure is a component of the contract.
26	<u>1302.92(b)(1) Professional Development Plans.</u> Programs must develop professional development plans for full-time staff providing direct services to children, as required in Section 648A(f) of the Head Start Act.	10/21/2024	Compliant	Professional development plans are incorporated into the annual performance evaluation for staff in classifications providing direct services to children.
27	<u>1302.92(b)(2–3) Annual Training.</u> Programs must ensure staff receive annual training on: (1) Mandatory reporting; (2) Positive strategies to understand and support children's social and emotional development; and (3) The knowledge, experience, and competencies to improve child and family outcomes.	10/21/2024	Compliant	All 3 topics are incorporated into the annual training schedule.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
28	<u>1302.93(d) Culture of Wellness.</u> A program should cultivate a program-wide culture of wellness that empowers staff as professionals and supports staff to effectively accomplish their job responsibilities in a high-quality manner.	10/21/2024	Compliant	A culture of wellness has been established and is maintained through work of CSB's wellness team, SIA, which focuses on Simple, Impactful and Actionable strategies to promote wellness. On 5/8/24, CSB facilitated an all-staff wellness event which included keynote speakers on DEI, training on stress reduction, as well as healthy cooking and painting sessions. CCC promotes wellness through offering a robust Employee Assistance Program (EAP).
29	<u>1303.42 Suitable Facilities.</u> Grant recipients are no longer required to have a written statement from an independent real estate professional confirming the lack of other suitable facilities in the area.	10/21/2024	Compliant	The CCC HS program will no longer request such written statements when submitting capital projects requests for applicable major renovation or construction projects utilizing federal funds.
30	<u>1303.43 Use of Grant Funds.</u> If a recipient seeks to use federal funds for reasonable fees and costs necessary to submit an application under §§1303.42 and 1303.44, they must be granted approval from the responsible HHS official. Once approval is granted, the funds are allowable regardless of the outcome of the preliminary eligibility determination.	10/21/2024	Compliant	CCC will request approval for use of federal funds for reasonable fees and costs necessary to submit a pre-approval application for major renovation or construction projects.
31	<u>1303.44 Application Requirements.</u> Programs must adhere to updated application requirements, including the facility's value and additional information HHS officials may request as part of the 1303 process.	10/21/2024	Compliant	CCC will comply with the revised 1303 pre-approval requirements when requesting to use federal funds for major renovation / construction projects.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
32	<u>1305.2 Definitions.</u> Programs must use new and revised definitions for "Early Head Start", "Federal interest", "Grant recipient", "Head Start", "Head Start agency", "Head Start Preschool", "Housing costs", "Income", "Major renovations", "Migrant family", "Poverty line", "Purchase", and "Suspension".	10/21/2024	Compliant	CCC is using new and revised definitions under this section.
33	<u>1302.80(e) Pregnant Women.</u> A program must track and record services an enrolled pregnant woman or pregnant person receives, both from the program and through referrals, to help identify specific prenatal care services and resources needed to support a healthy pregnancy.	12/19/2024	Compliant	CCC currently maintains a record of services accessed by pregnant persons including rereferrals and services utilizing its child and family data system.
34	<u>1302.80(f) Promoting Healthy Birth Outcomes.</u> Programs must help address disparities in maternal and birth outcomes across racial and ethnic groups, using data to inform program services.	2/18/2025	Compliant	Through partnerships, CCC provides services to pregnant women which help address disparities in maternal and birth outcomes: (1) MDUSD Crossroads High School supports acheivement of high school diplomas and on-site prenatal and parenting classes to support posisitve outcomes among teen parents. (2) Aspiranet serves primarily Spanish-speaking families and adapts home visiting services based on needs assessment data collected from various screenings / assessments, including Life Skills Progression (LSP) and Patient Health Questionnaire (PHQ-4).
35	<u>1302.11(b) Community Assessment.</u> Programs must collect relevant data while maintaining the community assessment's content focus on geographic location, race, ethnicity, etc. Requires programs to conduct annual updates only as needed, such as if there are significant shifts in community demographics.	8/1/2025	Compliant	The program currently utilized a contractor who supplies a comprehensive community assessment with all required components annually.



**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
36	<u>1302.14(d) Barriers to Enrollment.</u> A program is required to use data from the community assessment to identify potential barriers to enrollment and attendance, including using data to understand access to transportation for the highest need families.	8/1/2025	Compliant	CCC has a systems in place for examining data on an ongoing basis and responding to potential barriers to enrollment and attendance.
37	<u>1302.16(a)(2)(v) Barriers to Attendance.</u> A program must examine barriers to regular attendance, such as access to safe and reliable transportation, and where possible, provide or facilitate transportation for the child if needed.	8/1/2025	Compliant	CCC has a systems in place for examining data on an ongoing basis and responding to potential barriers to enrollment and attendance.
38	<u>1302.23(b)(2-4) Family Child Care Option.</u> Family child care (FCC) services must comply with specified child ratios and group sizes for programs. There is no longer reference to the term "assistant provider". All FCC providers who count toward ratios must meet the qualification requirements for FCC providers described in§1302.91(e)(4).	8/1/2025	n/a	CCC does not operate HS within the Family Child Care Option.
39	<u>1302.45(a) Multidisciplinary Approach.</u> Programs must use a multidisciplinary approach to mental health and wellness supports. Mental health consultation services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavioral health support specialists who coordinate with a mental health consultant.	8/1/2025	Compliant	CCC partners with Early Childhood Mental Health Program (ECMHP) for mental health consultation services. The program revised its procedures to ensure oversight structure monitors for monthly availability of mental health consultation services. An expanded contract with ECMHP is anticipated to be approved by the BOS on 8/12/25.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
40	<u>1302.52(d) Family Partnership Services.</u> Programs must ensure family service worker assignments do not exceed 40 families per family service worker. Programs may temporarily exceed the maximum during periods of staff absence and in emergency or recovery circumstances. A waiver is required to exceed the ratio of family assignments to family service worker if it will extend beyond a temporary period.	8/1/2027	In-Progress	On August 16, 2024, the Administration for Children and Families issued an award for the Head Start grant. On March 19, 2024 (D. 4), the Board of Supervisors approved the submission of the grant application which includes new positions. This budget includes an increase in Comprehensive Services (family service worker) positions to lower caseloads to 40 families.
41	<u>1302.93(c) Staff Breaks.</u> A program must provide, for each staff member, regular breaks of adequate length and frequency based on hours worked. During breaks, one teaching staff member may be replaced by one staff member who does not meet the teaching qualifications required for the age, provided that this staff member has the necessary training and experience to ensure safety of children and minimal disruption to the quality of services.	8/1/2027	Compliant	CCC complies with State and Federal requirements pertaining to staff breaks including meal breaks. Per the 2022-2026 Local One MOU employees are entitled to a rest break for each 4 hours of work. The program will identify how it may operationalize new flexibilities of allowing a staff member to provide classroom coverage who does not meet teaching qualifications.

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
42	<p><u>1302.90(f) Benefits.</u> For full-time staff (working 30 or more hours per week) the program must provide or facilitate access to affordable health care coverage, offer paid leave, and offer access to short-term, free or minimal cost behavioral health services. Part-time staff must be connected with health insurance options in the Marketplace. Programs must connect eligible staff with child care subsidy programs and the Public Service Loan Forgiveness Program. Small Head Start agencies with 200 or fewer slots are exempt from most of the benefits requirements, but these agencies must still make measurable improvement in benefits for Head Start staff over time.</p>	8/1/2028	In-Progress	<p>Staff scheduled to work at least 20 hours per week, CCC provides affordable health care coverage. Part-time staff are connected with health insurance options. The program is in the process of identifying a process which ensures staff are connected with child care subsidy programs and the Public Service Loan Forgiveness Program.</p>
43	<p><u>1302.90(e)(1) Pay scale.</u> (i) By August 1, 2031, a program must implement a salary scale, salary schedule, wage ladder, or other similar pay structure for program staff salaries that incorporates the requirements in paragraphs (e)(2) through (4) of this section; reflects salaries or wages for all other staff in the program; promotes salaries that are comparable to similar services in relevant industries in their geographic area; and considers, at a minimum, responsibilities, qualifications, experience relevant to the position, and schedule or hours worked. (ii) After August 1, 2031, a program must review its pay structure at least once every 5 years to assess whether it continues to meet the expectations described in paragraph (e)(1)(i) of this section. (iii) A program must ensure that staff salaries are not in excess of level II of the Executive Schedule, as required in 42 U.S.C. 9848(b)(1).</p>	8/1/2031	In-Progress	<p>The Program will work with HR on a salary study which compares similar services in relevant industries in Contra Costa County. Salary study will be required every 5 years.</p>

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
44	<p><u>1302.90(e)(2) Progress to pay parity for education staff with elementary school staff.</u> (i) By August 1, 2031, a program must demonstrate it has made progress to parity with kindergarten through third grade teachers by ensuring that each Head Start teacher receives an annual salary that is at least comparable to the annual salary paid to preschool teachers in public school settings in the program's local school district, adjusted for responsibilities, qualifications, experience, and schedule or hours worked. A program may provide annual salaries comparable to a neighboring school district if the salaries are higher than a program's local school district, adjusted for role, responsibilities, qualifications, experience, and schedule or hours worked.</p>	8/1/2031	In-Progress	<p>The Program will work with HR on a salary study which compares CCC teacher salary to school district preschool teachers. The program is in the process of developing a process to ensure it regularly tracks data on how wages paid to their education staff compare to wages paid to preschool through third grade teachers in their local or neighboring school district.</p>
45	<p><u>1302.90 (3) Salary floor.</u> By August 1, 2031, a program must ensure, at a minimum, the wage or salary structure established or updated under paragraph (e)(1)(i) of this section provides all staff with a wage or salary that is generally sufficient to cover basic needs such as food, housing, utilities, medical costs, transportation, and taxes, or would be sufficient if the worker's hourly rate were paid according to a full-time, full-year schedule (or over 2,080 hours per year). (4) Wage comparability for all ages served. A program must ensure the wage or salary structure established or updated under paragraph (e)(1)(i) of this section does not differ by age of children served for similar program staff positions with similar qualifications and experience.</p>	8/1/2031	In-Progress	<p>The Program will work with HR and labor on a salary study which compares salary structure to salary that is generally sufficient to cover basic needs. CCC currently has the same salary schedule for staff providing instruction to all ages served.</p>

**Updated Head Start Program Performance Standard Requirements**

No.	Performance Standard Summary	Compliance Date*	CCC Compliance Status	Description of Compliance / Recommended Actions
46	<p><u>1302.90(e) Wages.</u> Small Head Start agencies with 200 or fewer slots are exempt from most of the wage requirements, but these agencies must still develop or update a pay scale that promotes competitive wages for all staff, and make measurable progress toward reducing disparities in wages between Head Start educators and public preschool teachers over time. The final rule includes an option for the Secretary of the Department of Health and Human Services (HHS) to establish in 2028 a limited waiver process for most of the wage requirements for eligible programs, if the prior four years of appropriation increases for Head Start are less than an annual average of 1.3%.</p>	8/1/2031	n/a	CCC HS program serves more than 200 slots.