

May 20, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-13

The purpose of this Child Care Bulletin (CCB) is to provide guidance and support to contractors regarding the implementation of Assembly Bill (AB) 393 Welfare and Institutions Code (WIC) 10209.6, which requires the California Department of Social Services (CDSS) to create procedures for contractors to identify and report data on Dual Language Learners (DLL) enrolled in center-based General Child Care and Development Programs (CCTR) and center-based Migrant General Child Care and Development Programs (CMIG) administered by the California Department of Social Services (CDSS).



JENNIFER TROIA
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



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CHILD CARE BULLETIN (CCB) NO. 25-13

GUIDANCE TYPE: DIRECTIVE

TO: CHILD CARE AND DEVELOPMENT CONTRACTORS

SUBJECT: GUIDANCE FOR IMPLEMENTATION OF ASSEMBLY BILL 393
FOR DUAL LANGUAGE LEARNERS

APPLICABLE PROGRAMS: GENERAL CHILD CARE AND DEVELOPMENT
PROGRAMS (CCTR) AND MIGRANT CHILD CARE
DEVELOPMENT PROGRAMS (CMIG)

REFERENCE: [ASSEMBLY BILL 393](#); [WELFARE AND INSTITUTIONS CODE 10209.6](#);
[EDUCATION CODE 8241.5](#);
[MANAGEMENT BULLETIN 23-03](#); [CCB 24-16](#)

Purpose

The purpose of this Child Care Bulletin (CCB) is to provide guidance and support to contractors regarding the implementation of [Assembly Bill \(AB\) 393 \(Chapter 435, Statutes of 2023\)](#). AB 393 was codified in Welfare and Institutions Code (WIC) [Section 10209.6](#) and requires the California Department of Social Services (CDSS) to create procedures for contractors to identify and report data on children who are Dual Language Learners (DLL) enrolled in center-based General Child Care and Development Programs (CCTR) and center-based Migrant General Child Care and Development Programs (CMIG).

Background

On August 13, 2024, CDSS published [CCB 24-16](#) informing the field of the new requirements and implementation date for the provisions in [WIC 10209.6](#). The law required the CDSS to develop procedures and tools for CCTR and CMIG contractors to collect and report data on DLLs enrolled in a center-based CCTR and center-based CMIG programs. These procedures and tools will be, to the greatest extent possible, aligned with the procedures and tools developed by the California Department of Education outlined in [Management Bulletin 23-03](#).

Beginning July 1, 2025, center-based CCTR and center-based CMIG contractors must begin collecting data on the number of DLL children, language characteristics of the CCTR or CMIG program, and language composition of program staff as specified in the guidance below.

Guidance for Implementation

This CCB includes the documents below for contractors to utilize while collecting data to identify DLLs.

- [Family Language Instrument](#) (FLI)
- [Family Language and Interest Interview](#) (FL&II)

Parents or guardians of children in the applicable programs are not required to complete the Family Language Instrument (FLI) or the Family Language and Interest Interview (FL&II). If parents or guardians choose not to complete the Family Language Instrument and/or the Family Language and Interest Interview, it will not impact their child's enrollment in a CCTR or CMIG program or affect the child's eligibility for childcare programs.

Identifying Dual Language Learners

No later than upon enrollment and recertification of children who are already enrolled in the program, contractors must identify DLLs in center-based CCTR or CMIG programs by one of two approaches:

- Conduct the Family Language Instrument to identify a DLL **or**
- If serving a school age child enrolled in a K-12 program, obtain information on a child's designation as an English Learner.

Determining Dual Language Learner Designation

Programs must designate children as DLLs in accordance with the following:

- If a language other than English is the answer to questions one, three, or four of the Family Language Instrument. Please refer to the Guidance on Conducting the Family Language Instrument section below for more information.
- If the Family Language Instrument questions one, three, or four indicate English only, but program staff observe within 45 calendar days that the child demonstrates they communicate, respond to, or understand a language other than English, the program must share and review these observations with the family and update the Family Language Instrument as necessary to ensure proper designation.
- A CCTR or CMIG contractor may use previous DLL designation data collected by a California State Preschool Program (CSPP) contractor to identify a child as a DLL or not a DLL.
 - If the child is identified as a DLL in a CSPP, staff may request the Family Language Instrument and Family Language and Interest Interview data from the CSPP.
 - If the child was identified as a non-DLL in the CSPP but demonstrates that they speak, respond to, or understand a language other than English, then the CCTR or CMIG program will have 45 days from the date of the child's enrollment to determine if a staff designation is needed.

Guidance on Conducting the Family Language Instrument (FLI)

The goal of the Family Language Instrument is to better understand the language and developmental needs of DLLs enrolled in the center-based CMIG and CCTR programs. Therefore, it is important to ensure the Family Language Instrument is filled out accurately and completely. The Family Language Instrument can be conducted by staff, staff must ask all four questions in the instrument to the parent or guardian. Additionally, the program is required to ensure that the parent or guardian is aware of the next steps (detailed below) if it is determined that the child is identified as DLL. The Family Language Instrument must be distributed and collected at the time of enrollment or recertification of all children in the program.

A completed Family Language Instrument must be kept and saved in the child's file. The Family Language Instrument must be completed for each child, even if there are multiple children from the same family enrolled. If more than one child from the same family is enrolled, CDSS recommends the instruments be conducted at the same time for the convenience of the parent/guardian and program. Programs have the flexibility to place the questions from the Family Language Instrument on their own forms.

To support with this, CDSS has provided translations of the Family Language Instrument in the following languages for parents/guardians: English, Spanish, Chinese (Simplified and Traditional), Tagalog, Vietnamese, Korean, Armenian, Arabic, Hindi, Punjabi, Russian, Farsi/Persian, and Hmong.

Contractors can access the [Family Language Instrument and Family Language and Interest Interview translations here](#).

Staff Designation Process

The program staff may determine and designate children as DLLs (through child observations, that the child demonstrates they speak, respond, or understand a language(s) other than English) within 45 calendar days of enrollment. Program staff may designate children as DLLs through Staff Designation in accordance with the following:

- In the event a parent or guardian chooses not to answer questions in the Family Language Instrument.
 - The child will be initially identified as “not a DLL”.
- If the parent or guardian initially responded English only to questions one, three, and four in the Family Language Interview.

If the program determines that the child is a DLL, then within 45 calendar days from the initial date of enrollment through child observations (child demonstrates they speak, respond to, or understand a language other than English) the program must meet and share documented child observations with the family and review the Family Language Instrument to ensure proper designation. During this meeting, CDSS recommends the following:

- Share the benefits of multilingualism and home language development;
- Share that proper designation can guide the program in supporting the child and their English and home language development, and will help improve program quality for dual language learners;
- Clarify that this designation is specific to CCTR or CMIG and will not apply in elementary school and beyond;
- Emphasize that the child’s data and information will not be shared with external agencies and that the data will only be used for the purpose of identifying and supporting DLL students;
- Address any other hesitations or concerns they might have around the process; and,
- Reassure families that this designation helps the program secure funding and resources for DLL children without affecting the child’s and family’s eligibility for the services.

For any child identified as a DLL through Staff Designation, program staff shall attempt to meet with the child's parent/guardian and obtain and document responses to questions six, seven, and eight from the Family Language and Interest Interview before 45 calendar days of designations. If the parent or guardian chooses not to update their answers to the Family Language Instrument after meeting with the program staff, the staff may designate the child as a DLL through Staff Designation. Once the designation is finalized, the staff will notify the parent or guardian.

Staff Designation can only occur after communicating observations with the parent or guardian. This must be done within 45 calendar days after the child's enrollment. If Staff Designation is used, then the contractor must include the following items in the family file:

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

Guidance on Conducting the Family Language and Interest Interview (FL&II)

The Family Language and Interest Interview (FL&II) must be completed for all children who have been identified as DLLs through the process described above. The CDSS advises the contractor or other designated staff, conducting the interview to provide families with information about the intent and purpose of the Family Language and Interest Interview before administering the interest interview. To support this conversation, the CDSS has included information in the beginning of Family Language and Interest Interview that contractors can use to guide the conversation with parents. To the extent possible, the CDSS strongly encourages contractors to conduct the interview in the language the family speaks.

Programs must utilize the Family Language and Interest Interview on all children who have been identified as a DLL following the processes described above. The Family Language and Interest Interview must be conducted by the child's designated staff member in collaboration with the parent or guardian. If the child's designated staff is not conducting the interview, the staff member conducting the interview must share the results with the designated staff in order to best support the child. For children that are identified as dual language learners, any notes and/or responses from the Family Language and Interest Interview must be kept as part of the family data file.

The CDSS recommends dedicating a minimum of **15 minutes** per interview. Ideally, interviews are to be conducted in person **when it is appropriate to do so**. Staff should be sensitive and use culturally responsive strategies to support the needs of the family. Programs have the flexibility to place the questions from the Family Language and Interest Interview on their own forms.

The Family Language and Interest Interview 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, CDSS recommends the interviews be conducted at the same time for the convenience of the parent/guardian and program.

To support with this, CDSS has provided translations of the Family Language and Interest Interview in the following languages: English, Spanish, Chinese (Simplified and Traditional), Tagalog, Vietnamese, Korean, Armenian, Arabic, Hindi, Punjabi, Russian, Farsi/Persian, and Hmong.

Contractors can access the [Family Language Instrument & Family Language and Interest Interview Translations here](#).

Contractors Data Requirements

Contractors must maintain records of children identified as DLLs and be able to submit the data to CDSS upon request. The CDSS will be releasing additional guidance on required data elements, reporting instructions, reporting schedules, and the data system in the near future. Contractors should abide by the existing confidentiality rules in [Title 5 \(17732\)](#) and [Title 22 \(84070\)](#).

Resources to Support Dual Language Learners

The CCTR and CMIG programs are encouraged to offer families resources on the benefits of strengthening children's bilingualism or multilingualism and ideas for what they can do at home to support their child's language development.

- **Resources to share with families regarding the benefits of multilingualism and home language development include and are not limited to the following:**
 - [Benefits of Using Your Home Language \(Available in 16 languages\)](#)
 - [Language at Home and in the Community for Families \(Available in 6 languages\)](#)
 - 9 Ways to Support Your Child's Bilingualism ([Español](#)) / ([English](#))
 - [Benefits of Multilingualism](#)
 - [DLL | National Association for the Education of Young Children \(NAEYC\)](#)
- **Resources for Programs to Build Strong Relationships and Connections with Families:**
 - [ABC's of Family Engagement](#)

- [Resources for Supporting Dual Language Learners – Early Edge California](#)
- For access to culturally responsive training modules, visit the: [CA Early Childhood Online Module](#) (In the keyword search field, copy and paste: “Developing and Maintaining Responsive Relationships with Children and Families”. This resource is available in English and Spanish).
- [NAEYC - Engaging Families of Multilingual Learners](#)
- **Resources to Support Children Dually Identified as DLL Children with Disabilities:**
 - [Resourcing Supports for Young Multilingual Learners with Suspected Disabilities in California: Learning Collaborative Recommendations \(wested.org\)](#)

The CDSS will host webinars and provide ongoing technical assistance for applicable contractors to support implementation efforts. If you have any questions or need additional guidance regarding the information in this CCB, please contact your assigned [Program Quality and Improvement Branch Consultant](#).

Sincerely,

Original Document Signed By

LUPE JAIME-MILEHAM, Ed.D.
Deputy Director
Child Care and Development Division