

March 14, 2025

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 25-04

The purpose of this Child Care Bulletin is to describe the requirements for the Program Self-Evaluation of California Department Social Services (CDSS) subsidized child care and development contractors. Within the bulletin, guidance is provided on the submission requirements for the Fiscal Year 2024-2025 Program Self Evaluation (PSE) as well as a list of all the required documents to be maintained onsite by contract type.



JENNIFER TROIA
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

March 14, 2025

CHILD CARE BULLETIN (CCB) NO. 25-04

GUIDANCE TYPE: DIRECTIVE

TO: EXECUTIVE AND PROGRAM DIRECTORS OF CDSS SUBSIDIZED
CHILD CARE AND DEVELOPMENT PROGRAMS

SUBJECT: PROGRAM SELF-EVALUATION FOR FISCAL YEAR 2024-2025

APPLICABLE
PROGRAMS: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO
KIDS (CALWORKS) STAGES TWO AND THREE CHILD CARE
ALTERNATIVE PAYMENT PROGRAMS (CAPP)
GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS
(CCTR)
MIGRANT CHILD CARE AND DEVELOPMENT PROGRAMS
(CMIG)
MIGRANT ALTERNATIVE PAYMENT PROGRAM (CMAP)
CHILD CARE AND DEVELOPMENT PROGRAMS FOR
CHILDREN WITH SPECIAL NEEDS (CHAN)
FAMILY CHILD CARE HOME EDUCATION NETWORKS (CFCC)

REFERENCE: [CALIFORNIA CODE OF REGULATIONS \(5 CCR\) 18279](#)
[CALIFORNIA CODE OF REGULATIONS \(5 CCR\) 18067\(a\)](#)

Purpose

The purpose of this Child Care Bulletin is to describe the requirements for the Program Self-Evaluation (PSE) process for child care and development contractors. Within the bulletin, guidance is provided on the submission requirements for the Fiscal Year 2024-25 PSE as well as all the required documents to be maintained onsite by contract type.

Background

The program self-evaluation process is an opportunity to strive for continuous improvement through identifying effective practices, assessing internal control procedures, pinpointing areas that need improvement, and developing an action plan to carry out the work.

5 CCR 18279 Program Self-Evaluation Process

- (a) Each contractor shall develop and implement an annual plan for its program self-evaluation process.
- (b) The annual plan shall include the following:
 - (1) A self-evaluation based on the use of the Program Review Instrument.
 - (2) An assessment of the program by parents using the Desired Results Parent Survey, as defined in subsection 18270.5(d) of Title 5 of the California Code of Regulations.
 - (3) An assessment of the program by staff and board members as evidenced by written documentation.
 - (4) A review of the Program Review Instrument, including the Desired Results Developmental Profiles, the environment rating scales, and the Desired Results Parent Survey, together with all other self-evaluation findings.
 - (5) A written list of tasks needed to modify the program in order to address all areas that need improvement, as indicated in the analysis specified in subsection (b)(4).
 - (6) Procedures for the ongoing monitoring of the program to assure that areas of the program that are satisfactory continue to meet standards, and areas requiring modification pursuant to subsection (b)(5) are addressed in a timely and effective manner.
- (c) The contractor shall submit a summary of the findings of the program self-evaluation to the California Department of Social Services by June 1 of each year.
- (d) The contractor shall modify its program to address any areas identified during the self-evaluation as needing improvement.

Guidance

To satisfy the Program Self-Evaluation submission requirements, child care and development contractors will complete a survey on the [Program Integrity Monitoring Tool](#).

Submission Requirements

Program Self-Evaluation Survey

Submit **one survey, per contractor**, regardless of the number of contract types held. If your agency holds one or more of the contract types listed below you must complete and submit the survey only once.

- Alternative Payment Programs (CAPP)
- California Work Opportunity and Responsibility to Kids (CalWORKs) Stage Two (C2AP)
- CalWORKs Stage Three (C3AP)

- General Child Care & Development (CCTR)
- Family Child Care Home Education Networks (CFCC)
- Children with Severe Disabilities (CHAN)
- Migrant Alternative Payment Program (CMAP)
- Migrant Child Care and Development (CMIG)

Contractors are to respond to all questions in the survey that apply to the contract types held. If a survey question does not pertain to any of the contract types held, the contractor is to select the option within the survey that indicates it does not apply to any of the contract types held by the agency.

Submission Due Date

Pursuant to [5 CCR 18279\(c\)](#), the PSE survey is due every year on June 1. For FY 2024-25, June 1, 2025, is on a Sunday. The PSE Survey will be due the following business day, Monday June 2, 2025, by 5 p.m.

Link to PSE Survey

[PSE Survey](#)

The survey contains a “save and continue” feature and does not have to be completed in one session. When the submission is complete, you will receive a confirmation email stating that the submission has been received. The confirmation email will contain a PDF of the completed survey for the contractor’s records and for planning purposes.

PSE Documentation Maintained Onsite

For direct service contractors (CCTR, CMIG, CHAN, CFCC), the following documents shall be maintained onsite:

- Completed Environment Rating Scales
- Environment Rating Scale Classroom/Agency Summary of Findings
- Desired Results Parent Survey results and Summary of Findings
- DRDP Classroom/Site/Agency Summary of Findings
- [5 CCR 18279 \(b\)\(3\)](#) An assessment of the program by staff and board members as evidenced by written documentation.
- Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement.

All Desired Results forms can be found [here](#).

For Alternative Payment Programs (CAPP, CMAP, C2AP, C3AP):

- Parent survey results and findings

- [5 CCR 18279\(b\)\(3\)](#) An assessment of the program by staff and board members as evidenced by written documentation.
- Documentation from the self-evaluation process used to develop a written list of tasks needed to modify the program in order to address all areas that need improvement.

Suspension of the FY 24-25 Program Self Evaluation Requirements for Los Angeles County and Affected Areas

On February 4, 2025, Governor Gavin Newsom signed [Executive Order N-17-25](#) which provided additional flexibilities to agencies that contract with CDSS and who are impacted by the wildfires in Los Angeles and Ventura counties. The flexibilities addressed some program quality requirements, including the Program Self Evaluation requirement.

The requirement to conduct the Program Self Evaluation, as specified in Title 5 section 18279, is suspended for CDSS Child Care and Development contractors in Los Angeles and Ventura counties through June 30, 2025. The suspension through June 30, 2025, means that the requirement will not apply in fiscal year 2024-2025. The requirement will resume in fiscal year 2025-2026. Programs in the impacted areas may continue to complete the FY 24-25 Program Self-Evaluation if they have the capacity to do so.

Contractors who have been impacted by the emergency in Los Angeles and Ventura counties and intend to utilize the suspension of the program quality requirements as described above for the remainder of the 24-25 fiscal year shall notify their assigned program consultant by e-mail for tracking and support purposes.

Record Keeping Requirements

Pursuant to [5 CCR 18067](#), General Record Keeping Requirements:

(a) All records shall be maintained for a minimum period of five (5) years.

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned [Child Care Development Division Program Quality and Improvement \(PQI\) Assigned Consultant](#).

Sincerely,

Original Document Signed By

LUPE JAIME MILEHAM, EdD
Deputy Director
Child Care and Development Division