

October 4, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

CHILD CARE BULLETIN (CCB) NO. 24-20

The purpose of this communication is to notify contractors of the requirement to complete and submit a Continued Funding Application (CFA) for California Department of Social Services Child Care and Development programs to continue services into the next contract year. Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year.



CLAIRE RAMSEY
ACTING DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

October 4, 2024

CHILD CARE BULLETIN (CCB) NO. 24-20

GUIDANCE TYPE: INFORMATIVE

TO: EXECUTIVE OFFICERS AND PROGRAM DIRECTORS OF CHILD CARE AND DEVELOPMENT PROGRAMS FUNDED BY OR THROUGH THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

SUBJECT: **CONTINUED FUNDING APPLICATION FISCAL YEAR 2025-26**

APPLICABLE PROGRAMS: ALTERNATIVE PAYMENT PROGRAMS, CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS) STAGES TWO AND THREE, GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS, FAMILY CHILD CARE HOME EDUCATION NETWORKS, MIGRANT CHILD CARE ALTERNATIVE PAYMENT PROGRAMS, MIGRANT CHILD CARE AND DEVELOPMENT PROGRAMS, MIGRANT SPECIAL SERVICES PROGRAMS, RESOURCE AND REFERRAL PROGRAMS, CHILD CARE AND DEVELOPMENT PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

REFERENCE: [TITLE 5 OF THE CALIFORNIA CODE OF REGULATIONS \(5 CCR\) SECTION 18010; 5 CCR SECTION 18024](#)

Purpose

The purpose of this communication is to notify contractors of the applicable programs listed above of the requirement to complete and submit a Continued Funding Application (CFA) to the California Department of Social Services (CDSS) in order to continue services into the next fiscal year. Failure to complete a CFA constitutes notification of a contractor's intent to discontinue services into the next fiscal year. The Child Care and Development Division (CCDD) will release an informational pre-recorded webinar during the month of October, which will be announced via email.

Child Care Bulletin (CCB) No. 24-20 offers existing CDSS contractors the opportunity to request continued funding for Fiscal Year (FY) 2025-26. The California Code of

Regulations, Title 5 (5 CCR), Section 18010(d) states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a CFA request from the Child Development Division in accordance with the instructions and timelines specified in the request." Each contractor is to review this information as soon as possible to ensure appropriate time and resources are reserved to complete the process.

Authority

Section 18010(e) of the 5 CCR states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development 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 Child Development Division." Failure to respond to requests from the CCDD for additional information will result in the application being deemed incomplete.

Application Submission Requirements

The FY 2025-26 CFAs will be completed via an online application. The instructions, application link, and all required documents can be found on the [CFA web page](#).

Please note that agencies are required to obtain board approval authorizing the signer to contract with the CDSS for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for FY 2025-26. It is important that public agencies seek board approval ahead of time to fulfill this requirement of the CFA.

Applications must be received on or before **11:59 p.m., December 4, 2024**.

If you have any questions or experience difficulties with any part of the online application, please email CFA@dss.ca.gov.

This CFA is only for CDSS Child Care and Development Program contract types. Agencies applying for continued funding for the California State Preschool Program (CSPP) contract type must contact the CDE directly.

Notice of Automatic Renewal

Child Care and Development (CCD) Direct Service and Alternative Payment Contractors who apply for and are approved for continued funding will not need to sign and return a CCD contract to provide services for FY 2025-26. CCD Contractors will be automatically renewed in accordance with all applicable federal and state laws, as well as all CCD Funding Terms and Conditions and Program Requirements that will be incorporated into the FY 2025-26 CCD contract.

By completing and returning the FY 2025-26 CFA, your agency indicates that it wishes to automatically renew its CCD contract for FY 2025-26 and is willing to, and does accept, all of the terms and conditions of such contract, which will be provided to all CCD contractors being renewed for funding no later than June 1, 2025. CCD contractors may subsequently reject the terms of the new contract and opt not to renew their services under the terms of the new contract by providing written notice to the CDSS no later than July 1, 2025. If you do not wish to renew your contract, please contact your [Program Quality and Improvement Branch \(PQIB\) Consultant](#).

Contract Terminations

Per Section 18024 of the 5 CCR, contractors may terminate the contract for any reason during the contract term. The contractor must notify the CCDD of their intent to terminate the contract at least ninety (90) calendar days prior to the date the contractor intends to terminate the contract. The notification must be on the contractor's official letterhead and signed by an agency representative authorized to sign contract documents. This notification letter must be sent to the contractor's assigned PQIB Consultant. Within fifteen (15) days from the date the contractor notifies the CCDD of its intent to terminate the contract, the contractor shall submit:

1. A current inventory of equipment purchased in whole or in part with contract funds; and
2. The names, addresses and telephone numbers of all families served by the contract and all staff members funded by the contract.
3. Family Child Care Home and Alternative Payment program contractors shall also submit the names, addresses and telephone numbers of all providers of subsidized services funded by the contract.

Upon receipt of a notice of intent to terminate, the CCDD will transfer the program to another agency as soon as practicable.

If you have any questions or need additional guidance regarding the information in this letter, please contact your assigned [PQIB Consultant](#), or send an email to CFA@dss.ca.gov.

Sincerely,

Original Document Signed By

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