



CDE
CALIFORNIA
DEPARTMENT
OF EDUCATION



**Child Development
Division**

**Welfare to Work
Division**



CDSS
CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

JOINT TECHNICAL ASSISTANCE BULLETIN

Subject: Revised Single Application to Determine Eligibility and Need for Child Care and Development Services	No.: 99-03
Authority: Education Code Section 8358 (b) (2)	Date: December 1999
	Expires: Until Rescinded

**ATTENTION: ALL CHILD DEVELOPMENT CONTRACTORS
ALL COUNTY WELFARE DIRECTORS**

PURPOSE

This Joint Technical Assistance Bulletin transmits a revised CD 9600 - CONFIDENTIAL APPLICATION FOR CHILD DEVELOPMENT SERVICES AND CERTIFICATION OF ELIGIBILITY and instructions. These revised documents:

- Add reference to State-only alien and two-parent programs under CalWORKs;
- Add a "Special Needs Code" for toddlers;
- Include the "Native Language Code" for Vietnamese;
- Add a column for "Race" on the CD 9600 and revise the instructions regarding ethnicity and race designations;
- Revise the "Program Codes";
- Reduce the number of "Type of Care Codes";
- Revise the CD 9600 and instructions to clarify the designation of "Single Parent/Caretakers" for purposes of federal data reporting; and
- Revise the instructions regarding collection of the social security number (SSN) for the parent/caretaker and delete all references to the SSN for the child on the CD 9600 and in the instructions.

A new form has also been developed, the CHILD CARE DATA COLLECTION PRIVACY NOTICE AND CONSENT FORM, CD 9600A (New 1/00) (attached), which provides required information regarding the collection and uses of the SSN.

BACKGROUND

The California Department of Education (CDE) and the California Department of Social Services (CDSS), in early February 1998, mailed Management Bulletin 98-01, dated January 1998. This Management Bulletin provided programs with a revised CD 9600 (Rev. 12/97) and instructions for completing the application. The revised CD 9600 has been referred to as the "single application." A "single application" for subsidized child care services was required by *Education Code* Section 8358(b)(2), which was added by Chapter 270, Statutes of 1997 (AB 1542).

Subsequent to the initial issuance of the "single application," it was discovered that certain elements had been omitted: a "Special Needs Code" for toddlers and the "Native Language Code" for Vietnamese. The "Special Needs Codes" refer to categories of children for which CDE-funded programs receive adjusted reimbursement rates. The federal government has revised the data collection elements and instructions regarding children's ethnicity and race effective October 1999. "Program Codes" have changed with the creation of new contract prefixes (e.g., F3AP, F2I6, etc.). "Type of Care Codes" was revised with the issuance of Management Bulletin 98-24 which contained revisions to the child care annual aggregate report and instructions. The federal government also clarified the designation of "single parent/caretaker" for data reporting purposes.

Finally, *Education Code* Section 8261.5 was added by Chapter 646, Statutes of 1999 (AB 1600), and becomes effective January 1, 2000. This section authorizes the Superintendent of Public Instruction to collect SSNs from heads of household for purposes of meeting state and federal reporting requirements and for the effective administration of child care and development programs. The new form, CD 9600A (New 1/00), was designed to meet federal Privacy Act requirements for the collection of SSNs. This form explains that submission of SSNs by heads of households is voluntary, provides the authority for SSN collection, and provides an explanation of the use of the SSNs collected.

POLICY FOR CDE FUNDED CHILD DEVELOPMENT PROGRAMS

Attached to this Joint Technical Assistance Bulletin is a revised CD 9600: CONFIDENTIAL APPLICATION FOR CHILD DEVELOPMENT SERVICES AND CERTIFICATION OF ELIGIBILITY and instructions. The data elements on the revised CD 9600 and the use of the new CD 9600A are effective January 1, 2000. The new forms should be used beginning as soon as possible after the effective date, but only for new enrollments and recertifications.

Page one of the instructions (Section III, B) now references State-only alien and two-parent programs. These are included for federal data collection requirements on the CD-801B. County welfare departments shall indicate if the family's CalWORKs funding is from one of these State-only programs.

Page three of the instructions now includes a "Special Needs Code" for toddlers (children ages 18 months to under 36 months of age). This code should be inserted in column 4 on page two of the CD 9600 for children who are toddlers. The instructions also include the Vietnamese language code, 02, under Column 7: "Native Language Codes." This code should be used for children who speak Vietnamese as a first language.

Page two of the instructions have been revised regarding the designation of the child's "Ethnicity" in column 5. If the child is Hispanic or Latino, a "Y" should be entered in column 5 on the CD 9600. If the child is not Hispanic or Latino, an "N" should be inserted in column 5. In all cases, column 5 must have a "Y" or an "N". A column for "Race" was added to the CD 9600. Page two of the instructions explains how the column should be completed. Page three of the instructions lists the code(s) that should be inserted in column 6. In all cases, column 6 of the CD 9600 must have at least one code listed, but multiple codes may be listed.

On page three of the instructions, "Program Codes" has been updated to reflect all of the new contract prefixes and "Type of Care Codes" has been revised to coincide with the Child Care Annual Aggregate Report (CD 800) and instructions.

Page one of the instructions has been revised to clarify the designation of "single parent/caretaker" in Section I of the CD 9600. Check the box if the child lives with only one parent/caretaker who is legally/financially responsible for the child. The parent is considered "single" if the second parent does not live in the household, regardless of marital status.

The revised CD 9600 includes SSNs for heads of households only. Before the agency enters the SSN on the CD 9600, the head of household **must** complete the new CHILD CARE PRIVACY NOTICE AND CONSENT FORM, CD 9600A (New 1/00). If the parent gives consent by checking the "YES" box and inserting the SSN on the CD9600 A, the SSN can be included on the CD 9600. In all cases, a CD 9600A must be completed and signed by the head of the household with either the "YES" box or the "NO" box checked. The head of the family unit may decline to give her or his SSN for the purposes of this data collection and still be eligible to receive child care services. If the head of the household does not consent to the use of her or his number, the number cannot be collected or reported on the forms CDD-801A or CDD-801B. Further instructions will follow regarding CDD-801A and 801B reporting impacts. In "family of one" situations we will not be collecting SSNs at this time, therefore, the completion of the CD 9600A is not required for these children.

POLICY FOR COUNTY WELFARE DEPARTMENTS

We strongly encourage the use of this application, particularly when transferring cases to Alternative Payment Programs. This will provide consistent information among child care programs and continue to build collaborative relationships between organizations.

If you have concerns or questions, please contact your assigned consultant for CDE, Child Development Division or your county consultant for CDSS, Child Care Programs Bureau (see the attached list of assigned consultants and their telephone numbers).

***Original signed by Maria Balakshin
on December 14, 1999***

Maria Balakshin, Director
Child Development Division
Child, Youth and Family Services Branch
California Department of Education

***Original signed by Jo Weber
on December 15, 1999***

Jo Weber
Branch Chief
Work Services and Demonstration Projects Branch
California Department of Social Services

Enclosures: Confidential Application for Child Development Services and Certification of Eligibility, CD 9600 (Rev. 12/99)
Instructions for Completing Form CD 9600: Confidential Application for Child Development Services and Certification of Eligibility
Child Care Data Collection/Privacy Notice and Consent Form, CD 9600A (New 1/00)
Consultant Listing: CDE and CDSS

**CONFIDENTIAL APPLICATION FOR
CHILD DEVELOPMENT SERVICES AND
CERTIFICATION OF ELIGIBILITY
CD 9600 Page 1 (REV. 12/99)**

Agency Name:
Family Identification/Case No.:
Initial Subsidized Service Date:
Type of Application: (Check one) Initial <input type="checkbox"/> Recertification <input type="checkbox"/>

Note: State regulations require a formal application and certification for child development services. You will receive written notice of your eligibility no later than 30 days from the date of your signature on this form. Eligibility is determined on the basis of need for child development services and either CalWORKs status or adjusted gross monthly income in relation to family size. This form must be completed by an agency representative in consultation with the family. Refer to the Instructions for the completion of this form.

SECTION I. FAMILY IDENTIFICATION: If you are a single parent/caretaker, check this box

See Instructions, Section I

Name of Parent/Caretaker: Full name including middle initial A	SSN - parent A * See instructions, Sec I. A.	Sex	Phone No. (Home)	Phone No. (Work/School)
Name of Parent/Caretaker: Full name including middle initial B		Sex	Phone No. (Home)	Phone No. (Work/School)
Street Address	City	State	Zip	FIPS Code

SECTION II. FAMILY ELIGIBILITY AND REASON FOR NEEDING SERVICE

A. Family Eligibility Status (Check as many as apply - Section II A does not need to be completed for School-Age Parenting and Infant Development (GSAP) applicants or for children served in Severely Handicapped programs-GHAN).

<input type="checkbox"/> Protective Services (Attach Documentation)	<input type="checkbox"/> Income Eligible (Attach Documentation)	<input type="checkbox"/> Homeless (Attach parent's statement)
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B. Reason for Needing Service. Indicate all reasons for needing care for each adult listed above. Enter "A" or "B" referring to parent/caretaker listed above or "C" for the child. Attach documentation. (This section does not apply to State Preschool Programs - GPRE)

Parent/ Caretaker Child	Reason for Needing Service	Parent/ Caretaker	Reason for Needing Service	Parent/ Caretaker	Stages I, II, and III Set-Aside CalWORKs recipients only
	Child referred for protective services because of neglect, abuse, or exploitation, or risk thereof		Education or training		CalWORKs Activities Date family became ineligible for aid:
	Parent/Caretaker or child incapacitated due to medical (or) psychiatric special needs		Actively seeking employment		Diversion Date: _____
	Working		Seeking permanent housing		Record date of entry into each stage: Stage 1 _____ Stage 2 _____ Stage 3 _____

C. Employment /Training Information - Must be completed for each adult listed in Section I above to document need on the basis of employment or training. (Attach Documentation)

Parent Caretaker	Employer/School	Street Address	City	Zip				
A								
A								
Days and Working/ Training Hours:	From: To:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Parent/ Caretaker	Employer/School	Street Address	City	Zip				
B								
B								
Days and Working/ Training Hours:	From: To:	Mon	Tues	Wed	Thurs	Fri	Sat	Sun

SECTION III. FAMILY ADJUSTED GROSS MONTHLY INCOME AND SIZE

A. Family Monthly Income – Family's adjusted monthly income from all sources (Attach verification and documentation) \$ _____
 B. Family Income Sources (Check all that apply - Do not count the gray shaded areas in Section III. A. above) **Black shaded boxes for CalWORKs recipients only.**
 C. Family size (Refer to "Funding Terms and Conditions" for instructions on calculating family size.) _____

<input type="checkbox"/> Employment including self-employment	<input type="checkbox"/> Other federal cash income programs (such as SSI)
<input type="checkbox"/> Child Support	<input type="checkbox"/> Housing voucher or cash assistance
<input type="checkbox"/> Cash or other assistance under Title IV of the Social Security Act (TANF)	<input type="checkbox"/> Assistance under the Food Stamps Act of 1977
<input type="checkbox"/> State-only alien and two-parent programs for CalWORKs recipients	<input type="checkbox"/> Other

Section III B. is for federal data collection purposes only and does not need to be completed prior to the provision of child care services.

**CHILD CARE DATA COLLECTION
PRIVACY NOTICE AND CONSENT FORM**

The US Department of Health and Human Services (HHS) is gathering information about families that receive child care assistance. The information will be reported to the California Department of Education (CDE), and then to HHS. The information will be used for research on the status of child care in the United States, and will provide valuable data for those developing child care programs and policies at the state and local, as well as national level.

All of the information HHS receives about your family and others will be summed up and reported to Congress every two years. No person or family will be individually identified in reports made to Congress or to the public. All information CDE receives about your family and others will be summed up, and no person or family will be individually identified in reports made to the Legislature, other governmental agencies or the public.

To ensure that children and families receiving child care services are counted only once, HHS and CDE are requesting the social security number of the head of the family unit receiving child care assistance. If you do not wish to give your social security number for this purpose, you may still receive child care assistance. Social security numbers will help us meet HHS reporting requests and state requirements for program statistics. Authority to ask for your social security number for this purpose is in Section 98.71(a)(13) of Title 45 of the Code of Federal Regulations, *Education Code* Section 8261.5, and Section 18070 of Title 5 of the California Code of Regulations. Your decision to provide your social security number is voluntary.

I have been informed of the way my social security number will be used. I understand that if I do not wish to give my number, I can still receive child care assistance.

YES, my social security number may be used: _____

NO, I do not wish to give my social security number for this purpose.

Signature of Head of Household

Date

Type or print name

If you would like a copy of this form, please ask.

You have the right to access records containing your personal information. For information about this system of records, contact the Director, Management Systems; Child, Youth and Family Services Branch; California Department of Education, 721 Capitol Mall, Sacramento, CA 95814; telephone (916) 657-4642.

**Instructions for Completing Form CD 9600:
Confidential Application for Child Development Services and Certification of Eligibility**

A CD 9600 (or documentation containing the same information) must be completed and signed by the parent and an agency representative before the child enters the child development program. The certification must be renewed at least once per year (at least once every six months for protective service's children). Families must notify the agency immediately if there are changes in their family status, family size, income, residence, or need for child care. If such changes occur, agency staff must update the certification. Notification of changes, except residence, are not required for Preschool (GPPE), School-Age Parenting and Infant Development (GSAP) or Severely Handicapped (GHAN) programs. All certification forms and documentation must be maintained in the family file.

AGENCY NAME: Insert the name of the agency providing/funding child care services in this space.

FAMILY IDENTIFICATION/CASE NO.: This is an optional field and can be used if the agency assigns an identification or case number to each family.

INITIAL SUBSIDIZED SERVICE DATE: This is the earliest month and year that the child(ren), as listed on this CD 9600, first started receiving subsidized child care services from your agency. **Every CD 9600 must have a month and year entered in this field.** This information is for data reporting purposes. If there is a break of three or more months, enter the month child care resumed. If there is a break of less than three months (vacation, for example), enter the original date assistance began, not the date it resumed.

TYPE OF APPLICATION: Check the box after the word "Initial" if this is the first application taken by the agency named on this CD 9600. Check the box after the word "Recertification" if this is the second or later application taken by the agency listed on this CD 9600.

SECTION I. FAMILY IDENTIFICATION

Note: If family size includes more than two adults, complete Sections I, II and III of a second CD 9600 and attach it to the complete CD 9600. You may also use a second CD 9600 to record additional employers or training institutions for the parents listed under A and B in Section I.

If the child lives with only one parent/caretaker who is legally/financially responsible for the child, check the box on the line next to **SECTION I.**

A. Information on Parent/Caretaker A For the first adult living in the same household as the child(ren), complete all items in Section I. A. including address information. For the purposes of these instructions and the certification of eligibility, a parent/caretaker shall be a person who has responsibility for the child. Thus, "parent/caretaker" could refer, for example, to a biological parent, a stepparent, a grandparent, a foster or adoptive parent, or a legal guardian.

* The social security number is to be listed only for heads of households who have given consent on form CD 9600A. In all cases, a CD 9600A must be completed and signed by the head of household and attached to the CD 9600. In "family of one" situations, no SSN is required and no CD 9600A will be completed.

FIPS Code. See the "FIPS Codes" section in these instructions to determine the FIPS Code that identifies the state and county where the parent/caretaker lives.

B. Information on Parent/Caretaker B. If a second parent/caretaker lives in the same household as the child and is included in the calculation of family size, complete all items in Section I. B.

SECTION II. FAMILY ELIGIBILITY AND REASON FOR NEEDING SERVICE

A. Family Eligibility Status. Check all eligibility categories for which the family qualifies. This section does not need to be completed for School-Age Parenting and Infant Development programs (GSAP) or for Severely Handicapped programs (GHAN).

B. Reason for Needing Service. For each parent/caretaker or other adult included in the family size, note with an "A" or "B" all of the reasons for needing services and attach the appropriate documentation. If the child is incapacitated or severely handicapped, note a "C" in the appropriate box. Sections B and C do not apply to State Preschool programs (GPPE). Identify the main reason for needing service with an asterisk if there is more than one reason.

CalWORKs recipients only:

This box is to be completed for **all** CalWORKs recipients receiving services in Stages I, II, or III Set-aside.

- If a parent/caretaker is completing CalWORKs activities, enter "A" and/or "B" in the box labeled "CalWORKs Activities".
- If a parent/caretaker has received a diversion payment, enter "A" and/or "B" in the box labeled "Diversion".
- In the box labeled "Record date of entry into each stage" enter the initial date of entry into each stage.
- **For Stage I or II families no longer eligible for CalWORKs aid, enter the date the family became ineligible for aid in the box labeled "Date family became ineligible for aid."**

C. Employment/Training Information. For each parent/caretaker, enter the name and address of the employer or the institution of training or education, as appropriate. This section does not apply to State Preschool (GPPE) or Severely Handicapped (GHAN) programs.

Days and Working/Training hours. Note the beginning and ending hours for each day that the parent is employed or in a training program.

SECTION III. FAMILY ADJUSTED GROSS MONTHLY INCOME AND SIZE

A. Family monthly income. Enter the family's total adjusted gross monthly income from all sources. All income must be verified.

B. Family Income Sources. Check each box to identify all sources of family income. These include sources of income that are not counted for eligibility determinations. Child support received should not be included in any category.

- The black shaded boxes are to be completed for CalWORKs recipients only. County Welfare Departments will identify whether a CalWORKs recipient is receiving CalWORKs benefits under the State-only alien program or the State-only two-parent program. These two programs count toward TANF MOE.
- The gray shaded boxes are not to be counted in the family's total adjusted monthly income.

**Instructions for Completing Form CD 9600:
Confidential Application for Child Development Services and Certification of Eligibility**

SECTION III. FAMILY ADJUSTED GROSS MONTHLY INCOME AND SIZE (Continued)

Section III. B. is for federal data collection purposes and does not need to be completed prior to the provision of child care services.

- C. **Family Size.** Enter the total family size, including (1) all parent(s)/caretaker(s) listed on the CD 9600, (2) all children named in Section V, (3) any adult listed on a second CD 9600, and (4) any children listed on a second CD 9600.

SECTION IV. DATA ON CHILDREN

Note: Complete columns 1 and 3 of this section for all children eighteen and under residing in the household. If needed, use a second CD 9600 to record more children.

1. **Name of Child.** List all children residing in the in the household, eighteen and under, related by blood, marriage or adoption to the parent(s)/caretaker(s) of the child(ren) being served.
2. **Sex.** Check the appropriate box in column 2 for each child receiving care through this certification.
3. **Birth date.** In column 3 enter the birth dates of all children listed in column 1 following this format: month/day/year.
4. **Special Needs Code.** See the "Special Needs Codes" section in these instructions to determine the special needs code that should be entered in column 4.
5. **Ethnicity.** Enter a "Y" if the child is Hispanic or Latino. Otherwise, enter an "N".
6. **Race:** See the "Race Codes" section in these instructions to determine the race code(s) that should be entered in column 6. At least one code must be entered, but you may enter all codes that apply for each child.
7. **Native Language.** See the "Native Language Codes" section in these instructions to determine the native language code that should be entered in column 7. Use only those native language codes provided. Report the child's primary language. Indicate whether or not the child is limited English proficient with a check mark in column 7. This column must be completed if you claim LEP reimbursement for this child.
8. **Program Code.** See the "Program Codes" section in these instructions to determine the program code(s) that should be entered in column 8. Enter one code per line for each child receiving child care services through this certification. If the child(ren) is enrolled in more than one program or with more than one provider, use additional lines to record this information in columns 8 and 9 for each child.
9. **Type of Care and Relationship to Child.** See the "Type of Care Codes" section in these instructions to determine the type of care code(s) that should be entered in column 9. Enter the provider or site name in the space provided.

10. **Hours of Care Per Day.** Enter the amount of child development services needed each day in column 9. Use the upper line (marked "S") to indicate the amount of care needed during the school session; use the lower line (marked "V") to indicate the amount of time needed during vacations. For preschool-age children, use only the upper line to record the amount of care needed.

Note: For families whose schedules vary, enter the average enrollment hours needed for child care services each day. Attach a detailed schedule to reflect this average enrollment over a one-month period.

SECTION V. CERTIFICATION AND SIGNATURE OF PARENT/CARETAKER

Read and explain the conditions of eligibility and need to the parent/caretaker and make sure he or she understands them before signing the application. Before the agency representative signs the form, the parent/caretaker completing the application must sign and date the form and indicate his or her relationship to the child.

SECTION VI. FAMILY FEE

- A. **Daily Fee.** Consult the fee schedule issued by the Child Development Division and enter the correct fee for the family size (Section III. C.) family income (Section III. A.), and amount of care required (Section IV, Column 10).
- B. **Hourly Fee.** If you do not collect hourly fees, leave this area blank.

SECTION VII. For Office Use Only

The agency representative must complete the items in this section. The certification is not complete until it is signed and dated by the agency representative.

The "Signature of Supervisor" is an optional field and is not required.

SSN COLLECTION CONSENT

Form CD 9600A, Child Care Data Collection/Privacy Notice and Consent Form must be completed and signed by all heads of households in all CDE funded programs. If the head of household gives consent to use their SSN, the SSN should be inserted on the CD 9600. If the head of household does not give consent, leave the SSN space blank on the CD 9600. In "family of one" situations the SSN will not be collected; therefore, completion of the CD 9600A is not required. When completed, attach the CD 9600A to the CD 9600.

COMPLETING THE FORM

Follow these procedures once you have completed the family's certification:

- A. File the completed form in the family file.
- B. If the family has a new or updated certification, add it to the family file. Do not remove the earlier applications.

**Instructions for Completing Form CD 9600:
Confidential Application for Child Development Services and Certification of Eligibility**

SECTION I. FAMILY IDENTIFICATION

Federal Information Processing Standards (FIPS) Codes

The FIPS code consists of a state code, which is a two-digit number, and a county code, which is a three-digit number. The codes are California - 06, Arizona - 04, Nevada - 32 and Oregon - 41.

California County Codes are as follows:

001 Alameda	041 Marin	081 San Mateo
003 Alpine	043 Mariposa	083 Santa Barbara
005 Amador	045 Mendocino	085 Santa Clara
007 Butte	047 Merced	087 Santa Cruz
009 Calaveras	049 Modoc	089 Shasta
011 Colusa	051 Mono	091 Sierra
013 Contra Costa	053 Monterey	093 Siskiyou
015 Del Norte	055 Napa	095 Solano
017 El Dorado	057 Nevada	097 Sonoma
019 Fresno	059 Orange	099 Stanislaus
021 Glenn	061 Placer	101 Sutter
023 Humboldt	063 Plumas	103 Tehama
025 Imperial	065 Riverside	105 Trinity
027 Inyo	067 Sacramento	107 Tulare
029 Kern	069 San Benito	109 Tuolumne
031 Kings	071 San Bernardino	111 Ventura
033 Lake	073 San Diego	113 Yolo
035 Lassen	075 San Francisco	115 Yuba
037 Los Angeles	077 San Joaquin	
039 Madera	079 San Luis Obispo	

If the family resides outside of California, list the state code only.

SECTION IV. DATA ON CHILDREN

Column 4: Special Needs Codes

21 Infant	24 Severely Handicapped
22 Exceptional Needs	25 Limited English Proficient (LEP)
23 Child Protective Svs.	26 No special needs
	27 Toddler

Column 6: Race Codes

1 American Indian or Alaskan Native	2 Asian
3 Black or African American	4 Native Hawaiian or Other Pacific Islander
5 Caucasian	

Column 7: Native Language Codes

11 Arabic	24 Hungarian	06 Portuguese
12 Armenian	25 Ilocano	28 Punjabi
42 Assyrian	26 Indonesian	29 Russian
13 Burmese	27 Italian	45 Rumanian
03 Cantonese	08 Japanese	30 Samoan
36 Cebuano (Visayan)	09 Khmer (Cambodian)	31 Serbian
54 Chaldean	50 Khmu	52 Serbo-Croatian
20 Chamarro (Guamanian)	04 Korean	01 Spanish
39 Chaozhou (Chaochow)	51 Kurdish	46 Taiwanese
	47 Lahu	32 Thai
	10 Lao	53 Toishanese
		34 Tongan

Column 7: Native Language Codes (Continued)

14 Croatian	07 Mandarin (Putonghua)	33 Turkish
15 Dutch	48 Marshallese	38 Ukrainian
00 English	44 Mien	35 Urdu
16 Farsi (Persian)	49 Mixteco	02 Vietnamese
17 French	88 Native American Languages	55 Other Languages of China
18 German	40 Pashto	66 Other Languages of the Philippines
19 Greek	05 Pilipino (Tagalog)	99 Other non-English
43 Gujarati	41 Polish	

Column 8: Program Codes (Contract Prefix)

GPRES:	State Preschool
GCTR:	General Child Care
GHUD:	HUD Child Care
GWAP:	Full Day Preschool Wrap Around
GFCC:	Family Child Care Home
GMIG:	Migrant Child Care
GCAM:	Campus Child Care (With Match)
GSAP:	School Age Parenting and Infant Development (SAPID)
GHAN:	Handicapped Child Care
GLTK:	Extended Day Care (Latchkey)
GAPP:	Alternative Payment
GCPS:	Child Protective Services
G2AP:	CalWORKs Stage II
G3TO:	CalWORKs Stage III Set-Aside, Timing Off
FAPP:	Child Care & Development Fund (CCDF) Alternative Payment
FCPS:	CCDF Child Protective Services
F2AP:	CCDF Alternative Payment Stage II
F2I3:	CCDF 3-Month Interim Stage II TANF
F2I6:	CCDF 6-Month Interim Stage II TANF
F3AP:	CCDF Alternative Payment Stage III
FCTR:	CCDF Center Based
FHUD:	CCDF HUD Child Care
FFCC:	CCDF Family Child Care Homes

Column 9 - Type of Care Codes

02	Licensed family child care home
03	Licensed large family child care home
04	Licensed center-based care
05	License-exempt in-home (child's) care provided by a relative
06	License-exempt in-home (child's) care provided by a non-relative
07	License-exempt care provided outside child's home by a relative
08	License-exempt care provided outside child's home by a non-relative
11	License-exempt center-based care

**CALIFORNIA DEPARTMENT OF EDUCATION
CHILD DEVELOPMENT DIVISION /FIELD SERVICES UNITS'
COUNTY ASSIGNMENT LIST**

County	Region	Consultant	County	Region	Consultant
Alameda	NORTH	Mari Fitch	Orange	SOUTH	Erica Otiono
Alpine	NORTH	Dan Cross	Placer	NORTH	Dan Cross
Amador	NORTH	Allen Eister	Plumas	NORTH	Allen Eister
Butte	NORTH	Pat Wheeler	Riverside	SOUTH	Erica Otiono
Calaveras	NORTH	Allen Eister	Sacramento	NORTH	Pat Wheeler
Colusa	NORTH	Pat Wheeler	San Benito	NORTH	Marie Murata
Contra Costa	NORTH	Dan Cross	San Bernardino	SOUTH	Cindy Betts
Del Norte	NORTH	Tom Puckett	San Diego	SOUTH	Francis Louie
El Dorado	NORTH	Dan Cross	San Francisco	NORTH	Gaspar Garcia
Fresno	SOUTH	Joe Martinez	San Joaquin	NORTH	Allen Eister
Glenn	NORTH	Allen Eister	San Luis Obispo	SOUTH	Maureen Lu
Humboldt	NORTH	Tom Puckett	San Mateo	NORTH	Dan Cross
Imperial	SOUTH	Francis Louie	Santa Barbara	SOUTH	Cindy Betts
Inyo	SOUTH	Cindy Betts	Santa Clara	NORTH	Marie Murata
Kern	SOUTH	Joe Martinez	Santa Cruz	NORTH	Gaspar Garcia
Kings	SOUTH	Joe Martinez	Shasta	NORTH	Allen Eister
Lake	NORTH	Tom Puckett	Sierra	NORTH	Dan Cross
Lassen	NORTH	Allen Eister	Siskiyou	NORTH	Tom Puckett
Los Angeles	SOUTH	See attached page.	Solano	NORTH	Mari Fitch
Madera	SOUTH	Joe Martinez	Sonoma	NORTH	Tom Puckett
Marin	NORTH	Gaspar Garcia	Stanislaus	NORTH	Allen Eister
Mariposa	NORTH	Allen Eister	Sutter	NORTH	Pat Wheeler
Mendocino	NORTH	Tom Puckett	Tehama	NORTH	Allen Eister
Merced	NORTH	Allen Eister	Trinity	NORTH	Tom Puckett
Modoc	NORTH	Allen Eister	Tulare	SOUTH	Joe Martinez
Mono	SOUTH	Cindy Betts	Tuolumne	NORTH	Allen Eister
Monterey	NORTH	Marie Murata	Ventura	SOUTH	Cindy Betts
Napa	NORTH	Tom Puckett	Yolo	NORTH	Pat Wheeler
Nevada	NORTH	Dan Cross	Yuba	NORTH	Pat Wheeler

Northern Field Services Unit

Eloise Bradrick-Talk, Administrator

Phone: (916) 324-6164 E-mail: ebradric@cde.ca.gov

Southern Field Services Unit

James F. Bellotti, Administrator

Phone: (916) 323-1300 E-mail: jbellott@cde.ca.gov

Northern Region

<u>Consultant</u>	<u>Phone</u>	<u>E-mail</u>
Dan Cross	(916) 323-1341	dcross@cde.ca.gov
Allen Eister	(916) 323-1303	aeister@cde.ca.gov
Mari Fitch	(916) 323-1317	mfitch@cde.ca.gov
Gaspar Garcia	(916) 323-1309	ggarcia@cde.ca.gov
Marie Murata	(916) 323-2133	mmurata@cde.ca.gov
Tom Puckett	(916) 322-4275	tpuckett@cde.ca.gov
Patricia Wheeler	(916) 445-4680	pwheeler@cde.ca.gov

Southern Region

<u>Consultant</u>	<u>Phone</u>	<u>E-mail</u>
Cindy Betts	(916) 327-1021	cbetts@cde.ca.gov
Francis Louie	(916) 322-4241	flouie@cde.ca.gov
Maureen Lu	(916) 324-8649	mlu@cde.ca.gov
Joseph Martinez	(916) 323-7833	jmartine@cde.ca.gov
Erica Otiono	(916) 323-1315	eotiono@cde.ca.gov
Sandy Patitucci	(916) 323-1355	spatituc@cde.ca.gov
Pilo Salas	(916) 323-1328	psalas@cde.ca.gov

Los Angeles County Assignment:

- Maureen Lu (Service Planning Areas 2, 5, and 6)**
- Sandy Patitucci (Service Planning Areas 1, 4, and 8)**
- Pilo Salas (Service Planning Areas 3 and 7)**

Southern Field Services Unit
Los Angeles County Assignment

MAUREEN LU
(916) 324-8649

Around the Korner
AS/ CSU Northridge
Burbank USD
Calvary Baptist Day Care Center
Charles R. Drew University
Child Care Resource Ctr – San Fernando
Children’s Center, Inc.
Children’s Collective
Compton Community College
Compton USD
Connections for Children
Creative World, Inc.
Crystal Stairs
Culver City USD
Daisy Foundation
Drew Child Development Corporation
Dubnoff Center for Child Development
Easter Seal Society – Southern CA
Eben-Ezer Children’s Day Care
Equipose, Inc.
Faithful Central Education Center
Girls Club of Los Angeles
Glendale Community College
Glendale USD
Grandview Presbyterian Church
Heavenly Vision Education Center
Hoover Intergenerational Care
Jeffrey Foundation
Kedren Community Health Center
L.A. Alumni Delta Sigma Theta
Los Angeles First Pre-School
Los Angeles Urban League
Lynwood USD
Mount St. Mary’s College
New Bethel Apostolic Assembly, Inc.
Newhall Elementary SD
Ocean Park Child Care Foundation
Page Learning Academy, Inc.
Paramount USD
Parent Infant Care Services
Regents – UCLA
Santa Clarita Child & Family Center
Santa Clarita Community College
Santa Monica-Malibu USD
Saugus Union Elementary SD
St. Joseph Center
University of Southern California
Vista del Mar Child & Family Services
Westside Children’s Center
YWCA of Glendale

50 agencies

PILO SALAS
(916) 323-1328

ABC Child Development
ABC USD
Alhambra City Elementary SD
Alhambra City High SD
Baldwin Park USD
Bassett USD
Beginning Montessori Children’s House
Bellflower USD
Bright Faces Child Development Center
Cal Poly – Pomona
CHARO Community Development
Charter Oak USD
Child Care Information Service
Citrus Community College District
City of Norwalk
City of Santa Fe Springs
Claremont USD
Community Housing Services
Covina Development Center
Covina Valley USD
Duarte USD
East Whittier City Elementary SD
El Monte City SD
El Monte Union High SD
El Rancho USD
Estrada Courts Resources Management
Fairplex Child Development Center
Garvey Elementary SD
Hacienda-La Puente USD
Los Angeles COE
Mexican-American Opp. Foundation
Monrovia USD
Montebello USD
Montessori Association of Covina
Mountain View Elementary SD
Mt. San Antonio Community College
Neighbors of Watts
Norwalk-La Mirada USD
Options – A CC & Human Services Agency
Pasadena Area Community College
Pasadena USD
Plaza de la Raza Head Start
Pomona USD
Rio Hondo Community College
Rosemead Elementary SD
Rowland USD
San Gabriel USD
Valle Lindo SD
Walnut Valley USD
Whittier Union High SD
YMCA of Greater Long Beach

51 agencies

SANDY PATITUCCI
(916) 323-1355

Antelope Valley Comm. College
Antelope Valley HS Education Foundation
Archdiocese of Los Angeles
Assistance League of Southern CA
AS/CSU Dominguez Hills
AS/CSU Long Beach
California Medical Center – L.A.
Catholic Charities of Los Angeles
Centro de Niños
Child and Family Services
Child Development Consortium of LA
Children’s Home Society of California
Children’s Institute International
Children’s World Learning Centers
City of Gardena
City of Los Angeles Recreation & Parks
Community Development Center
Comprehensive Child Development
County of LA Children Services
CSU, Los Angeles Auxiliary Services
El Camino Community College
Fed. Of Preschool & Comm Education
Foundation for Early Childhood Ed
Hawthorne Elementary SD
Inglewood USD
International Institute of LA
Jewish Fed. Council of Greater LA
Lancaster Elementary SD
Lawndale SD
Long Beach Comm Improvement League
Long Beach Day Nursery
Long Beach USD
L.A. Child Care & Development Council
L.A. Community College District
L.A. County/USC Medical Center
Los Angeles USD
Little Tokyo Service Center
LTSC Community Development Corp.
Manhattan Beach USD
Palmdale Elementary SD
Para los Niños
Plaza Community Center
Proyecto Pastoral at Dolores Mission
Redondo Beach USD
Salvation Army
Southern California Youth & Family
Torrance USD
Volunteers of America of L.A.
YMCA of Metro L.A.
YWCA of Greater L.A.
Young Horizons

51 agencies

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
CHILD CARE PROGRAMS BUREAU
COUNTY ASSIGNMENTS
CENTRAL, COASTAL, NORTHERN AND SOUTHERN REGIONS
(916) 657-2144

County	Region	Consultant	County	Region	Consultant
Alameda	<i>Coastal</i>	Clare Laufenberg	Orange	<i>Southern</i>	Todd Elzey
Alpine	<i>Central</i>	Suzanne McNamee	Placer	<i>Central</i>	Marie Hill
Amador	<i>Central</i>	Roberta Valla	Plumas	<i>Northern</i>	LaRae Bustamante
Butte	<i>Northern</i>	Hilva Chan	Riverside	<i>Southern</i>	LaRae Bustamante
Calaveras	<i>Central</i>	Roberta Valla	Sacramento	<i>Central</i>	Marie Hill
Colusa	<i>Northern</i>	Hilva Chan	San Benito	<i>Coastal</i>	Suzanne McNamee
Contra Costa	<i>Coastal</i>	Clare Laufenberg	San Bernardino	<i>Southern</i>	Todd Elzey
Del Norte	<i>Northern</i>	Daisy Braxton	San Diego	<i>Southern</i>	Todd Elzey
El Dorado	<i>Central</i>	Daisy Braxton	San Francisco	<i>Coastal</i>	Clare Laufenberg
Fresno	<i>Central</i>	Roberta Valla	San Joaquin	<i>Central</i>	Suzanne McNamee
Glenn	<i>Northern</i>	Daisy Braxton	San Luis Obispo	<i>Central</i>	Clare Laufenberg
Humboldt	<i>Northern</i>	Hilva Chan	San Mateo	<i>Coastal</i>	Clare Laufenberg
Imperial	<i>Southern</i>	Todd Elzey	Santa Barbara	<i>Southern</i>	LaRae Bustamante
Inyo	<i>Central</i>	Roberta Valla	Santa Clara	<i>Coastal</i>	Clare Laufenberg
Kern	<i>Central</i>	Marie Hill	Santa Cruz	<i>Coastal</i>	Roberta Valla
Kings	<i>Central</i>	Suzanne McNamee	Shasta	<i>Northern</i>	Bari Polonsky
Lake	<i>Northern</i>	Hilva Chan	Sierra	<i>Northern</i>	LaRae Bustamante
Lassen	<i>Northern</i>	Hilva Chan	Siskiyou	<i>Northern</i>	Bari Polonsky
Los Angeles	<i>Southern</i>	Todd Elzey	Solano	<i>Coastal</i>	Suzanne McNamee
Madera	<i>Central</i>	Suzanne McNamee	Sonoma	<i>Coastal</i>	Marie Hill
Marin	<i>Coastal</i>	Clare Laufenberg	Stanislaus	<i>Central</i>	Suzanne McNamee
Mariposa	<i>Central</i>	Marie Hill	Sutter	<i>Northern</i>	Bari Polonsky
Mendocino	<i>Northern</i>	Hilva Chan	Tehama	<i>Northern</i>	Daisy Braxton
Merced	<i>Central</i>	Marie Hill	Trinity	<i>Northern</i>	Bari Polonsky
Modoc	<i>Northern</i>	Hilva Chan	Tulare	<i>Central</i>	Roberta Valla
Mono	<i>Central</i>	Marie Hill	Tuolumne	<i>Central</i>	Marie Hill
Monterey	<i>Coastal</i>	Clare Laufenberg	Ventura	<i>Southern</i>	LaRae Bustamante
Napa	<i>Coastal</i>	Clare Laufenberg	Yolo	<i>Central</i>	Roberta Valla
Nevada	<i>Northern</i>	Bari Polonsky	Yuba	<i>Northern</i>	Daisy Braxton

**Program Requirements Of (PRO)
Child Care Unit**

Bobbie Holm, Manager

Central and Coastal Regions

PRO Child Care Consultants	Phone
Marie Hill	(916) 657-3813
Clare Laufenberg	(916) 657-3618
Suzanne McNamee	(916) 657-3815
Roberta Valla	(916) 654-1507

**Child Care Access & Resource Enhancement
(CARE) Unit**

Teri Ellen, Manager

Northern and Southern Regions

CARE Consultants	Phone
Daisy Braxton	(916) 653-8712
LaRae Bustamante	(916) 653-7974
Hilva Chan	(916) 654-2857
Todd Elzey	(916) 657-4421
Bari Polonsky	(916) 654-0708

November 9, 1999