



CDSS

JOHN A. WAGNER
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



ARNOLD SCHWARZENEGGER
GOVERNOR

February 19, 2009

ALL COUNTY LETTER (ACL) NO. 09-08

TO: ALL COUNTY FISCAL OFFICERS
ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS

SUBJECT: RESERVE FUNDING REQUESTS FOR FISCAL YEAR (FY)
2008/09 CALIFORNIA WORK OPPORTUNITY AND
RESPONSIBILITY TO KIDS (CALWORKS) STAGE ONE CHILD
CARE

REFERENCE: COUNTY FISCAL LETTER NO. 08/09-34

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

The purpose of this letter is to inform counties of the availability of CalWORKs child care reserve funds for FY 2008/09. Counties may seek funds from the CalWORKs child care reserve if they determine that the CalWORKs allocation provided to them for FY 2008/09 will not meet their Stage One child care needs. To be approved for child care reserve funds, counties must have a deficit in both their CalWORKs Stage One child care allocation and their single allocation. Counties should seek reserve funding prior to discontinuing or placing limits on child care services.

The attached template was developed as a starting point for the reserve analysis. Counties in need of reserve funds must complete and submit the attached template by March 12, 2009.

Counties must submit all the information on the template, which includes the following: (1) the amount of funding being sought from the child care reserve; (2) child care and single allocation expenditures for FY 2006/07, FY 2007/08, and the first two quarters of FY 2008/09; (3) the child care caseload count and cost per child for FY 2006/07, FY 2007/08, and the first two quarters of FY 2008/09; (4) the projected child care and single allocation expenditures for FY 2008/09; and (5) a justification for the child care and single allocation projections.

The California Department of Social Services (CDSS) will use the information provided by the counties to assess counties' need for additional child care funding and to substantiate that need to the California Department of Finance, who must

ACL NO. 09-08
Page Two

approve all allocations from the reserve. CDSS' assessment of a county's need for additional funding will be based on the information required on the template and in the paragraph above; CDSS' projections of the county's full year expenditures for FY 2008/09; projected deficits in the child care allocation and single allocation; and caseload data from the CW 115 and 115A.

CDSS will determine if there are any other factors that will affect expenditures for child care and single allocation and will include those in the analysis. To ensure all factors are considered, the County Fiscal Officers and the Child Care Coordinators should collaborate on this request. Counties should be prepared to respond to additional requests for information, if necessary.

Requests may be emailed to Alana.Lee@dss.ca.gov or faxed or mailed to:

Alana Lee, Analyst
California Department of Social Services
Child Care Programs Bureau
744 P Street, M.S. 8-9-140
Sacramento, CA 95814
Fax (916) 654-1516

Any questions about this ACL should be directed to Alana Lee, Child Care Programs Bureau, at (916) 654-1887.

Sincerely,

Original Document Signed By:

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Attachment

c: CWDA

**CDSS Child Care Reserve Request
CalWORKs Stage One Child Care Services**

County: _____

I. Historical Expenditures

Child Care	Expenditures (A)	Caseload (B)	Cost per child (A/B)
FY 06/07			
FY 07/08			
FY 08/09 1 st Quarter			
FY 08/09 2 nd Quarter			
Single Allocation	Expenditures		
FY 06/07			
FY 07/08			
FY 08/09 1 st Quarter			
FY 08/09 2 nd Quarter			

II. Reserve Request

Total Child Care Allocation (08/09)	
Child Care Expenditures	
FY 06/07 Expenditures	
FY 07/08 Expenditures	
% Change from FY 06/07 to FY 07/08	
<i>Projected Expenditures (Apply % change to FY 07/08 to obtain FY 08/09)</i>	
Total Single Allocation (08/09)	
Single Allocation Expenditures	
FY 06/07 Expenditures	
FY 07/08 Expenditures	
% Change from FY 06/07 to FY 07/08	
<i>Projected Expenditures (Apply % change to FY 07/08 to obtain FY 08/09)</i>	

County's Requested Amount _____

III. Justification

If the expenditures you have reported to the state on the quarterly county expense claims are different than the expenditures being reported on this form, please explain:

Justification for projected child care and single allocation figures for FY 08/09:

- Please explain any changes to the cost per child (e.g. RMR, etc.)
- Explain any caseload changes that affect projected expenditures.
- Explain any policy changes that affect projected expenditures.

IV. Other

Any other pertinent information:

V. Contact Information

Completed by: _____

Phone number: _____

Email address: _____