

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



Regulation Package # 0906-07

CDSS MANUAL LETTER NO. EAS- 08-01

TO: HOLDERS OF THE EAS MANUAL, DIVISION 47

Regulations Package # 0906-07**Effective 02/01/08****Sections 47-110, 47-260, 47-301, 47-430, 47-601, 47-602, 47-610, 47-620, and 47-630**

This manual letter has been posted on the Office of Regulations Development website at http://www.dss.cahwnet.gov/ord/Eligibilit_617.htm.

Existing statute requires license-exempt child care providers who receive compensation for services provided for a CalWORKs recipient to be Trustline registered before payment commences. However, current regulations are inconsistent with that policy and, instead, state that payment shall be issued once a provider applies for Trustline registration.

Existing regulations also allow license-exempt providers to be paid to provide child care services for up to 28 days without having submitted their completed Trustline application. While this allows parents to meet their welfare-to-work goals without delay, it does not provide adequate safeguards for the children receiving care. When the Trustline Registry and background check process became part of CalWORKs child care, it was necessary to allow providers a period of time to submit their application and fingerprints. Therefore, 28 days was allowed for the provider to make their fingerprinting appointment, complete the application forms and ensure that all required documents were submitted to the local resource and referral agency. However, program improvements and automation of submitting the application and fingerprints have reduced the need for the 28 day time period.

The regulation changes included in this manual letter requests child care providers to turn in a completed Trustline application no later than the seventh day after CalWORKs child care services begin. The sooner the client submits the application/trustline package, the sooner they will be processed and certified. Any delay in submitting the application/trustline package is self-imposed and affects the timing and possibility of reimbursement. These regulation changes will increase the protection of children being cared for by license-exempt providers.

To bring actual practice into line with statutory requirements, increase child safety efforts, and balance the challenges with competing priorities of Welfare-to-Work requirements and parental choice, the following changes are included in this manual letter to clarify language to existing regulations: 1) requests that Trustline applications

be submitted no later than the seventh day from the date child care services began; 2) change the Trustline process to require clearance before child care subsidy payments can be made; 3) allow a reimbursement payment period of up to 120 calendar days for CalWORKs child care services rendered by a provider who is Trustline registered; and 4) allow for the process of requiring great-grandparents, great-aunts, and great-uncles to become Trustline registered prior to receiving payment to be "grandfathered" in.

These regulations were considered at the Department's public hearing held on November 29, 2006.

FILING INSTRUCTIONS

This manual letter is being reissued because it was discovered that the wrong version was released inadvertently.

If you have already filed the previous manual letter version, you will notice when filing this version that the last filing instruction entry should be "Pages 649 through 656 Replaces Pages 649 through 656" instead of what reads below. Therefore, it is not necessary to have filed the previous version in order to file this version. Thank you for your understanding and we regret any inconvenience this may cause.

All new revisions are indicated by a vertical line in the left margin. The attached pages are to be entered in your copy of the Manual of Policies and Procedures. The latest prior manual letter containing EAS changes was EAS-07-02.

<u>Page(s)</u>	<u>Replace(s)</u>
628 and 629	Pages 628 and 629
631	Page 631
636 through 637.1	Pages 636 through 637.1
639 through 639.3a	Pages 639 through 639.3a
640.1 and 640.2	Pages 640.1 and 640.2
647 through 647.2	Pages 647 and 647.1
649 through 655	Pages 649 through 655

Attachments

RG

47-110 DEFINITIONS (Continued) **47-110**

- (d) (Reserved)
- (e) (1) Eligibility List "Eligibility List" means a waiting list for admission to state and federally subsidized child development services administered by the California Department of Education.
- (2) Exempt from Licensing or License-Exempt "Exempt from licensing" or "license-exempt" means that a child care provider is not required to obtain a child care license, as specified in the California Code of Regulations, Title 22, Division 12, Sections 101158 and 102358.
- (f) (1) Family Fee "Family fee" means the amount, if any, that the client shall be required to pay towards his or her child care costs, based on the fee schedule established by the State. The family fee is distinct from the co-payment, as defined in Section 47-110(c)(2).
- (2) First County "First County" means the county from which the client will move or has moved.
- (3) Former CalWORKs Client "Former CalWORKs client" means an individual who received cash aid under CalWORKs in the prior 24 months and needs child care to continue his or her employment or fulfill his or her county-approved program activity.

TABLE OF CONTENTS**CHAPTER 47-200 STAGE ONE CHILD CARE ELIGIBILITY**

	Section
Eligible Children.....	47-201
Eligible Child1
Age Requirements.....	.2
Other Age Requirements.....	.3
Eligible Clients.....	47-220
Current Recipient of CalWORKs Cash Assistance.....	.1
Stage One Clients.....	.2
Other Stage One Clients.....	.3
Two-Parent Families4
Eligible Former CalWORKs Clients.....	47-230
Child Care Services for Former CalWORKs Clients.....	.1
Income Eligibility.....	.2
Calculation of Family Fee for Stage One Clients	47-240
Calculation of Family Fee for Stage One Clients1
Eligible Providers.....	47-260
Eligible Child Care Provider Requirements.....	.1
Trustline-Exempt Child Care Providers2
Parental Choice3
Eligible Child Care Provider Limitations.....	.4
License-Exempt Provider Information.....	.5

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47-260	ELIGIBLE PROVIDERS (Continued)	47-260
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.14	Trustline Requirement	<p>A license-exempt child care provider shall be a registered Trustline child care provider as defined in Health and Safety Code Section 1596.605(b)(1) or be exempt from Trustline Registry, as specified in Section 47-260.2. A license-exempt provider required to be a registered Trustline child care provider shall not receive a subsidized payment until Trustline registration has occurred.</p> <p>A license-exempt provider, who has a Trustline application pending February 1, 2008, may continue to receive a subsidized payment for providing child care services until such time as their Trustline application is denied or their Trustline case file is closed.</p>
.2	Trustline-Exempt Child Care Provider	The following are exempt from Trustline:
.21		Aunts, uncles, grandparents, of the child(ren) in care by blood, marriage or court decree.
.211	Court Decree	Court decree includes, but is not limited to, adoptions or other court orders impacting family relationships.
.212	Declaration of Relationship	Counties shall obtain a self-certification declaration that substantiates the relationship of the exempt provider to the child(ren).
.22	School or Recreation Program Exempt from Trustline	A public recreation program as defined in Health and Safety Code Section 1596.792 or a public or private school.
.3	Parental Choice	Clients shall have choice in selecting child care providers. Licensed child care and child care exempt from licensure are valid parental choices of care for all clients of the Stage One child care program.
.4	Eligible Child Care Provider Limitations	Payment shall not be made for child care services when care is provided by parents, legal guardians, or members of the assistance unit.

47-260 ELIGIBLE PROVIDERS **47-260**
(Continued)

.5	License-Exempt Provider Information	If the county or a contractor pays for child care services to a license-exempt provider, all of the following information about the license-exempt provider shall be on file with the county or the contractor:
.51	Name, Address, and Telephone Number	The name, address and, if available, a telephone number of the child care provider.
.52	Where Care is Provided	The address and, if available, a telephone number where child care is to be provided.
.53	Hours of Care and Charges	The hours child care is to be provided and the charge for this care.
.54	Social Security Number	Social Security Number. Provision of the social security number is mandatory to enable the county to comply with the federal reporting requirements for an unduplicated count of child care providers under the Child Care and Development Fund. The county shall inform the provider that provision of the social security number is mandatory, and the uses that will be made of this number.
.55	Character Reference	The names, addresses, and telephone numbers of two character references.
.56	Identification	A copy of a valid California driver's license or other identification to establish that the child care provider is at least 18 years old.
.57	Required Statement	A statement from the provider as to her or his health education, experience or other qualification, criminal record, and names and ages of other persons in the home or providing child care.
.58	Relationship	Relationship of the child care provider to each eligible child.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 42 U.S.C. 9858i(a)(2)(A); 42 U.S.C. 9858c(c)(2)(A)(ii) and (c)(2)(H); 42 U.S.C. 9858n; 45 CFR 98.30; Section 76 of the Privacy Act of 1974 (5 U.S.C. Section 552a Note); Sections 8208.1, 8212, 8216, 8357, and 8358(a), Education Code; Sections 1596.60, 1596.605, 1596.67, 1596.792 and 1596.871, Health and Safety Code; Sections 11320.3 and 11324, Welfare and Institutions Code.

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CHAPTER 47-300 RESPONSIBILITIES OF THE COUNTY

47-301 ADMINISTRATION OF CHILD CARE SERVICES 47-301

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| .1 | County Welfare Department
Responsibility | Counties shall inform clients of the availability of child care subsidies. Counties shall ensure that clients have access to child care subsidies whenever the need for child care occurs as a result of employment or participation in any county-approved activities. |
| .2 | Informing Notice Requirement | The county shall provide the client with an informing notice that informs the individual of the availability of Stage One child care. |

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| .21 | The county is encouraged to also inform families orally of the availability of child care subsidies. |
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| .22 | Informing Notice Content | The informing notice for Stage One child care shall contain the following information: |
| (a) | | A statement that as of February 1, 2008, license-exempt child care providers, except those who are Trustline-exempt as specified in Section 47-260.2, must be registered with Trustline before subsidized payment for child care services can be made. Counties or contracted payment agencies shall not be permitted to begin payments until the license-exempt provider is a registered Trustline child care provider; |
| (b) | | A statement that the client who selects a license-exempt provider who is required to be registered and is granted Trustline registration shall receive retroactive payment for up to the first 120 calendar days from the date child care services were requested and services were provided; |

47-301 ADMINISTRATION OF CHILD CARE SERVICES (Continued) 47-301

- (c) A statement that the client is required, no later than the first day child care services began, to instruct the license-exempt provider of choice to submit a completed Trustline application, including fingerprints, and a Health and Safety certification within seven calendar days or as soon as possible;

HANDBOOK BEGINS HERE

- (1) To facilitate timely retroactive payments, the provider should submit a completed Trustline Application package and a Health and Safety Certificate as soon as possible.
- (2) A completed Trustline application package means that all fields on the application are completed and fingerprints have been submitted.

HANDBOOK ENDS HERE

- (d) A statement that child care payments in CalWORKs Stage One shall not be made for services provided by a licensed or Trustline-exempt child care provider, or a child care provider that is an existing registered Trustline provider more than 30 calendar days prior to the client's request for child care and that the client is responsible for any child care services received prior to this period;
- (e) A statement that the client is eligible for CalWORKs Stage One child care while he or she works or participates in approved welfare-to-work activities, including participating as a volunteer, to the extent that he/she meets the eligibility criteria;
- (f) A statement that in order to receive paid child care, the client shall request child care from the worker, provide the information specified in Sections 47-320.2 and 47-260 to the worker within 30 calendar days to determine eligibility and be determined eligible. If the client and/or child care provider do not provide the required information within 30 calendar days, the child care request may be denied;

47-301 ADMINISTRATION OF CHILD CARE SERVICES (Continued) 47-301

- (g) A statement that the child care provider has to meet certain requirements and that the client is responsible for any child care services received if the child care provider is determined ineligible;
 - (h) A statement that the client shall be responsible for informing the county of their need for Stage One child care as soon as the need arises and each time they change child care providers;
 - (i) A statement that the client may use the informing notice to request child care if they need it at the time they receive the notice. The informing notice shall include a space for the client to indicate whether or not they need child care;
 - (j) A statement that the client may request assistance from the county to find and choose a child care provider. The informing notice shall include the name, address and phone number of the local child care resource and referral agency;
 - (k) A statement that the client shall be responsible for informing the county within 30 calendar days from the first and any subsequent child care provider in order to receive payment for the services provided;
 - (l) A statement that the client may request assistance from their worker if he or she has any questions or needs additional information. The informing notice shall include the worker's name and telephone number; and
 - (m) A statement that the client has read and understands the informing notice.
- .23 The informing notice shall be provided each time the client:
- .231 Applies for CalWORKs cash assistance and at annual redetermination;

47-301 ADMINISTRATION OF CHILD CARE SERVICES (Continued) 47-301

.232 Signs an original welfare-to-work plan; and

.233 Signs an amended welfare-to-work plan.

.24 The county shall provide the client with the county's child care request form upon request.

HANDBOOK BEGINS HERE

.25 To ensure that the client is reminded of the availability of Stage One child care, the county may provide the informing notice to the client at any point in time, including the following:

.251 Along with the mailing of the eligibility/status report;

.252 When the county issues a warrant;

.253 When a Notice of Action is sent out to the client, especially one related to an increase in income; or

.254 Each time the client has contact with the county welfare office or worker on any other matter.

HANDBOOK ENDS HERE

.26 Client Responsibility The client shall sign and return the informing notice to the county when the informing notice is provided as required by Section 47-301.23.

.27 County Responsibility When the client returns the informing notice, the county shall date stamp the notice, retain a copy in the case file, provide a copy to the child care worker, and provide a copy to the client.

.271 Refusal to Sign/Return If the client refuses either verbally or in writing to sign and/or return the informing notice, the county shall document the refusal. A documented refusal shall have the same effect as a signature.

(a) Failure to sign an informing notice that has been mailed to a client does not in itself constitute a refusal to sign the notice.

47-301 ADMINISTRATION OF CHILD CARE SERVICES (Continued) 47-301

- .28 Former CalWORKs Clients Former CalWORKs clients who receive child care services in Stage One shall receive and sign the informing notice at least annually.
- .3 Referral for Child Care Services The county shall refer clients needing child care services to the local child care resource and referral program.

HANDBOOK BEGINS HERE

- .31 Local Resource and Referral Responsibility The local resource and referral program assists families in establishing stable child care arrangements as soon as possible. These include licensed and license-exempt care.
- .32 Colocation of Local Resource and Referral Staff Local Resource and Referral staff are required to colocate with the county's case management offices or arrange other means of swift communication with parents and case managers.

HANDBOOK ENDS HERE

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47-301 ADMINISTRATION OF CHILD CARE SERVICES 47-301
(Continued)

- .912 Inform the parents and the child care provider in writing that the payment has been terminated and the reason for the termination.

- .92 Probationary Status
 - When the county is notified by the R&R program that a licensed child care provider's license has been placed on probation, the county shall do the following within two business days:
 - Inform the parents in writing that their child care provider has been placed on probation and that they have an option to locate alternate child care arrangements or remain with the provider without risk of subsidy payments being terminated.

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 42 U.S.C. 9801 Note (b)(4); 42 U.S.C. 9858e; 45 CFR 205.50; 45 CFR 98.51(a)(2)(i); Sections 8212, 8350, 8351, 8352, 8354 and 8358.5, Education Code; and Sections 10540, 10850, 11323.3, 11323.4(f) and 11323.8, Welfare and Institutions Code; Section 1596.605, Health and Safety Code.

47-310 INTERCOUNTY TRANSFERS 47-310

- .1 First County
 - Upon notification of the CalWORKs Child Care client transferring to a new county, the first county shall:
 - .11 Inform Clients
 - Inform the client in writing of the responsibility to apply for child care in the second county and the payment responsibility information specified in Section 47-310.3 in order to avoid a break in child care services.

- .2 Second County
 - The second county shall:
 - .21 Establish a Child Care Case
 - Establish a child care case as soon as the client applies for and meets the child care eligibility requirements as specified in Section 47-220, regardless of the status of the cash aid transfer.

47-310 INTERCOUNTY TRANSFERS (Continued) **47-310**

HANDBOOK BEGINS HERE

- .211 Cash Aid Determination If cash aid is approved, the client receives child care as a current CalWORKs client.
- If cash aid is denied, the client receives child care as a former CalWORKs client as defined in Section 47-110(f)(3), if otherwise eligible.

HANDBOOK ENDS HERE

- .22 Make Appropriate Referral Refer the child care case to the responsible agency as provided in Section 47-301.5, if the second county determines that the client is eligible for Stage Two or Stage Three child care.
- .23 Availability of Stages Provide child care in Stage One until child care is provided in Stage Two or Three, as provided by Section 47-301.5, unless the family is otherwise ineligible.
- .3 Change in Payment Responsibility There shall be no delay in child care payments when the county receives from the client the necessary child care payment information specified in Section 47-420.21.
- .31 When Changing Providers When the client moves and is changing providers:
- .311 First County The first county shall pay for child care through the last day the existing provider provides services.
- .312 Second County The second county shall become responsible to pay child care to the new provider regardless of the completion of a cash aid transfer period.

47-420 PAYMENT OF CHILD CARE COSTS (Continued) 47-420

.22 Timing of Payments to Providers At county option, the child care provider may be paid in advance or after the services are provided, depending on how the child care provider charges the public for the same services.

.3 Notices for Payment The county shall notify the client whenever there is an approval, denial, change or discontinuance in the amount of subsidy paid by the county for child care, as required by Sections 22-001(a)(1), 22-001(t)(1), 22-071 and 22-072.

.31 State Hearings Notices for payment of child care shall contain information on the client's right to a state hearing as required by Sections 22-001(a)(1) and 22-071.1.

.32 Child Care Pending the Hearing Decision When a client requests a hearing within the period of timely notification (see Section 22-022.5) to appeal a suspension, reduction, or termination of CalWORKs child care, or a change in the method of providing such services, the client shall be entitled to a continuation of CalWORKs child care in the same amount or form pending the hearing decision. The client shall not be entitled to such a continuation when the basis of action appealed is the health and safety of the child, including failure of the provider to satisfy health and safety requirements pursuant to Section 47-630, failure of the provider to obtain Trustline Registry pursuant to Chapter 47-600, or if the provider is denied payment pursuant to Section 47-420.4.

.4 Denial of Payment The county shall deny payment for child care services that are exempt from licensure if the child care case file contains credible information that the provider has been convicted of a crime specified in the Penal Code Sections referenced in Health and Safety Code Section 1596.871(f)(1).

NOTE: Authority cited: Sections 10553 and 10554, Welfare and Institutions Code. Reference: 45 CFR 98.43; Sections 8352 and 8357, Education Code; Section 1596.871(f)(1), Health and Safety Code; Sections 10950, 11054, 11323.2, 11323.8, and 11324(c), Welfare and Institutions Code.

HANDBOOK BEGINS HERE

.1 Intent It is the intent of the Legislature that all CalWORKs clients be aware of their potential liability for child care payment, and that child care providers be promptly paid for their services to eligible families.

HANDBOOK ENDS HERE

.2 Retroactive Payment Limit (a) License-exempt child care providers who are required to be Trustline registered. After February 1, 2008, clients shall be entitled to receive retroactive payment for up to 120 calendar days from the date child care services were requested and services were provided if the provider subsequently becomes Trustline registered. The county may issue retroactive child care payments on behalf of the client directly to the provider.

(b) The retroactive payments shall be made by the county or the contracted payment agency to either the client, as the provider's employer, if care is provided in the home of the client, or to the provider. The retroactive payment shall be made for up to the first 120 calendar days from the date child care services were requested and services were provided.

.21 Payment Limit Application Each time the client chooses a new child care provider, the retroactive payment limit shall be applied based on the date the client notified the county that they changed providers. However, the county is not required to provide the client with an informing notice each time the client changes providers.

47-430	RETROACTIVE PAYMENTS (Continued)	47-430
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(a) Licensed, Trustline-Exempt Provider, or Existing Trustline-Registered Providers.

Payments for child care services shall not be made for services provided more than 30 calendar days prior to the client's request for child care if the client case file contains a copy of the informing notice signed by the client within the last year or a notation that the client refused to sign and/or return the informing notice within the last year.

.22 Payment Limit Exemption

The limit on retroactive payment shall not apply to retroactive payment claims submitted by the client prior to the date he or she first signed or refused to sign and/or return an informing notice.

.3 Former CalWORKs Clients

Section 47-430 shall apply to former CalWORKs clients who receive child care services in Stage One.

NOTE: Authority cited: Sections 10553, 10554, and 10604, Welfare and Institutions Code. Reference: Section 11323.3, Welfare and Institutions Code; Section 1596.605, Health and Safety Code.

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**CALWORKS CHILD CARE
TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS**

TABLE OF CONTENTS

CHAPTER 47-600 TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS

	Section
Introduction to Trustline Registry and Health and Safety Requirements for CalWORKs License-Exempt Child Care Providers.....	47-601
Introduction.....	.1
Definitions	47-602
Trustline Registry Payment Eligibility for License-Exempt Child Care Providers.....	47-610
Repealed by Manual Letter No. EAS-08-01, effective 2/1/08	
Trustline Registry Application Requirements.....	47-620
Trustline Registry Application Requirements.....	.1
Payment Eligibility.....	.2
Provider Reimbursement Limit.....	.3
Denial or Discontinuance of Payment.....	.4
Discontinuance of Payment.....	.5
Immediate Notification to the Client.....	.6
Timely Notice of Action7
Health and Safety Requirements for License-Exempt Child Care Providers.....	47-630
Health and Safety Requirements for License-Exempt Child Care Providers.....	.1
Health and Safety Facility Check List.....	.2

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CHAPTER 47-600 TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS**47-601 INTRODUCTION TO TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS FOR CALWORKS LICENSE-EXEMPT CHILD CARE PROVIDERS****47-601**

HANDBOOK BEGINS HERE**.1 Introduction**

The Trustline Registry system, hereafter referred to as "Trustline," is a registry of license-exempt child care providers, including those who care for children eligible for CalWORKs Stage One child care, whose Trustline application, upon completion of a background check, has been approved. Specified license-exempt child care providers, after submission of a completed Trustline application and fingerprints must be registered Trustline child care providers as defined in Health and Safety Code Section 1596.605(b)(1) in order to receive subsidized payment for CalWORKs child care services.

To help ensure the health, safety, and welfare of a child(ren) within a child care arrangement, specified license-exempt child care providers must also meet the Health and Safety requirements of this Chapter to prevent and control infectious diseases and provide building and physical premises safety.

HANDBOOK ENDS HERE

NOTE: Authority cited: Sections 10553, 10554, and 10604, Welfare and Institutions Code; Section 1596.67, Health and Safety Code; Sections 8171(a) and 8181(a), Education Code; and Public Law 104-193, (Personal Responsibility and Work Opportunity Reconciliation Act [PRWORA] of 1996). Reference: Sections 1596.605 and 1596.67, Health and Safety Code; Sections 8171(a) and 8181(a), Education Code; and 42 U.S.C. 9858c.(c)(2)(F).

47-602 DEFINITIONS

47-602

| In addition to Section 47-110(e)(2), the following definitions shall apply:

a. (Reserved)

b. (Reserved)

c. (Reserved)

d. (Reserved)

e. (Reserved)

f. (Reserved)

g. (Reserved)

h. (1) Health and Safety Requirements

Health and Safety Requirements - means the completion of: 1) the Health and Safety Self-Certification, CCP 4, which certifies that the home where child care is provided meets basic health and safety standards, including the prevention and control of infectious diseases; and 2) the Health and Safety Facility Checklist, CCP 6, which provides parents with a list of suggested questions to ask their child care provider to help ensure that the building and physical premises where child care is provided is a safe and healthy place for their child(ren).

i. (Reserved)

j. (Reserved)

k. (Reserved)

l. (Reserved)

m. (Reserved)

n. (Reserved)

o. (Reserved)

p. (Reserved)

q. (Reserved)

47-602 DEFINITIONS (Continued)**47-602**

- r. (1) Registered Trustline Child Care Provider
- Upon completion of the searches of the state summary criminal history information and the child abuse index, and, if applicable, the records of the Federal Bureau of Investigations, and if grounds do not exist for denial pursuant to Health and Safety Code Section 1596.607, the provider shall be known as a “registered Trustline child care provider.”
- s. (Reserved)
- t. (1) Trustline Registry
- Trustline Registry - means a computer based registry of license-exempt child care providers, including providers who care for the children of parents eligible for subsidized child care, members of the public who choose to voluntarily apply, employment agency placements, and transport escort services person, who have had a background check to ensure that the child care providers have no disqualifying criminal convictions, substantiated reports of child abuse, certain arrests that may pose a risk to the health and safety of children in care, a past revocation of a license issued by the Department of Social Services or certificate to be a certified family home, a past exclusion from a licensed facility or a past denial of an application for licensure or certification of approval to be a certified family home.
- u. (Reserved)
- v. (Reserved)
- w. (Reserved)
- x. (Reserved)
- y. (Reserved)
- z. (Reserved)

NOTE: Authority cited: Sections 10553, 10554, and 10604, Welfare and Institutions Code; Section 1596.67, Health and Safety Code; Sections 8171(a) and 8181(a), Education Code; and Public Law 104-193, (Personal Responsibility and Work Opportunity Reconciliation Act [PRWORA] of 1996). Reference: Sections 1596.605 and 1596.67, Health and Safety Code; Sections 8171(a) and 8181(a), Education Code; and 42 U.S.C. 9858c.(c)(2)(F).

CALWORKS CHILD CARE

47-610 TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS Regulations

47-610 TRUSTLINE REGISTRY PAYMENT ELIGIBILITY FOR LICENSE-EXEMPT CHILD CARE PROVIDERS 47-610

Repealed by Manual Letter No. EAS-08-01, effective 2/1/08.

47-620 TRUSTLINE REGISTRY APPLICATION REQUIREMENTS 47-620

- | | |
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| .1 Trustline Registry Application Requirements | All clients requesting child care by a provider who is subject to Trustline, shall be provided a Trustline Registry application package, which includes a Trustline Registry application, prior conviction statement, and LiveScan forms and instructions. |
| .11 R & R's Receipt of Completed Application Package | The provider shall submit a completed Trustline application package within seven calendar days, or as soon as possible, from the date they began to provide child care services to the local child care resource and referral program (R & R) for processing. |

HANDBOOK BEGINS HERE

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| .111 Trustline Application Requirements | It is important that the provider submit a completed Trustline application package as soon as possible after child care services are provided. A client who selects a license-exempt provider who is required to be registered with Trustline shall receive retroactive payments for up to 120 calendar days from the date child care services were requested and the services were provided, only if the provider subsequently becomes registered with Trustline. Retroactive payments may be made directly to the child care provider as reimbursement for child care services provided, but in no event would payment exceed 120 calendar days regardless of the number of actual days care was provided. |
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| .2 Payment Eligibility | The county or contracted payment agency shall issue child care payments only after the license-exempt provider has become a registered Trustline child care provider as defined in Section 47-602(r)(1). |
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CALWORKS CHILD CARE

Regulations TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS 47-620 (Cont.)

47-620 TRUSTLINE REGISTRY APPLICATION REQUIREMENTS 47-620
(Continued)

- .3 Provider Reimbursement Limit
 - .31 County Responsibility

The county or contracted payment agency shall pay the provider, once he/she is registered with Trustline, for child care services provided for up to the first 120 calendar days from the first day that CalWORKs child care services were requested and received. Child care payments may be made directly to the client, as the provider's employer, if child care is provided in the home of the client.
 - .32 Client Responsibility

The client is responsible for any child care costs incurred until such a time as the provider becomes Trustline registered.
- .4 Denial or Discontinuance of Payment

The county or contracted payment agency shall deny or discontinue payment for child care services, as applicable, if any of the following apply:

 - .41 Conviction of a Crime

The county has a certified copy of the Court's judgment of conviction as evidence that the provider has been convicted of a crime specified in subdivision (f)(1)(A) and (B) of Section 1596.871 of the Health and Safety Code.
 - .42 Case File Closed

The Trustline case file is closed.
 - .43 Registration Revoked

The Trustline registration is revoked.
 - .44 Failure to be Trustline Registered

The Trustline Registry application is denied.
- .5 Discontinuance of Payment

Upon notification that a provider has subsequently been convicted of a crime as specified in subdivision (f)(1) of Section 1596.871 of the Health and Safety Code, the county or contractor shall, within two business days, discontinue payment.
- .6 Immediate Notification to the Client

Upon receipt that the Trustline Registry application has been denied, the case file closed, registration is revoked, or registration is approved, the county or contractor shall immediately notify the client.

CALWORKS CHILD CARE

47-620 (Cont.) TRUSTLINE REGISTRY AND HEALTH AND SAFETY REQUIREMENTS Regulations

47-620 TRUSTLINE REGISTRY APPLICATION REQUIREMENTS 47-620
(Continued)

.7 Timely Notice of Action Counties shall issue a timely Notice of Action [see MPP Section 22-001t.(1)] prior to discontinuing child care payment.

NOTE: Authority cited: Sections 10553, 10554, 10604, and 11324, Welfare and Institutions Code; Section 1596.67, Health and Safety Code; Sections 8171(a) and 8181(a), Education Code; and Public Law 104-193, (Personal Responsibility and Work Opportunity Reconciliation Act [PRWORA] of 1996). Reference: Section 11324, Welfare and Institutions Code; Sections 1596.605, 1596.67, 1596.607, and 1596.871, Health and Safety Code; Sections 8171(a), 8181(a), and 8357(e), Education Code; and 42 U.S.C. 9858c.(c)(2)(F).

47-630 HEALTH AND SAFETY REQUIREMENTS FOR LICENSE-EXEMPT 47-630
CHILD CARE PROVIDERS

.1 Health and Safety Requirements for License-Exempt Child Care Providers To be eligible for CalWORKs child care, all license-exempt child care providers in a private residence shall complete a Health and Safety Self-Certification with the parent of the child(ren) to be placed in care. This document shall be returned to the county within seven calendar days, or as soon as possible, from the first day that CalWORKs child care services began. The following are exempt from this requirement:

.11 Exemptions Aunts, uncles, and grandparents, of the child(ren) in care, by blood, marriage or court decree.

.2 Health and Safety Facility Checklist The county shall provide a Health and Safety Facility Checklist to the participant that assists the parent in determining the home where care is to be provided is a safe and healthy place for the child(ren).

NOTE: Authority cited: Sections 10553, 10554, 10604, and 11324, Welfare and Institutions Code; Sections 1596.66 and 1596.67, Health and Safety Code; Sections 8179.5, 8181(a) and 8182.5, Education Code; and Public Law 104-193, (Personal Responsibility and Work Opportunity Reconciliation Act [PRWORA] of 1996). Reference: Section 11324, Welfare and Institutions Code; Sections 1596.66 and 1596.67, Health and Safety Code; Sections 8179.5, 8181(a), 8182.5, and 8358(a), Education Code; 42 U.S.C. 9858c.(c)(2)(F); and Assembly Bill 1542, Chapter 270, Statutes of 1997.