

## COUNTY OF LOS ANGELES



**Wednesday, January 3, 2017 • 12:00 – 2:00 p.m.**  
Center for Healthy Communities at The California Endowment  
1000 N. Alameda Street, Yosemite B  
Los Angeles, CA 90012

### **PROPOSED AGENDA**

- |             |   |  |
|-------------|---|--|
| 1.<br>noon  | Welcome and Introductions<br>▪ Opening Statement and Comments by the Chair  | Nellie Ríos-Parra, Chair   |
| 2.<br>12:10 | Approval of Minutes<br>▪ December 6, 2017   | <b>Action Item</b> Tara Henriquez, Vice Chair                                    |
| 3.<br>12:15 | Quality Start Los Angeles: Updates on Los Angeles County's Quality Rating and Improvement System  | Liz Guerra, Los Angeles County Office of Education<br>Kevin Dieterle, First 5 LA |
| 4.<br>12:45 | Planning Committee Matters<br>▪ LPC Local Funding Priorities – Exploring Option 2 for Priority 3<br>▪ Voluntary, Temporary Transfer of Funds – On the Horizon | Michele Sartell, Staff   |
| 5.<br>1:00  | Work Group Breakouts: Access/Inclusion, Quality and Workforce<br>▪ Defining the Work<br>▪ Setting Priorities<br>▪ Identifying Next Steps                      |  |
| 6.<br>1:30  | Work Group Reports<br>▪ Workforce<br>▪ Quality<br>▪ Access/Inclusion  | Tara Henriquez   |
| 7.<br>1:45  | Announcements and Public Comment  | Tara Henriquez   |
| 8.<br>2:00  | Call to Adjourn   | Nellie Ríos-Parra  |

### **Next Meeting**

Wednesday, February 7, 2018

**Business Meeting:** 12:00 – 12:45 p.m./**Public Hearing – Local Funding Priorities:** 12:50 – 2:00 p.m.  
Los Angeles County Community Development Commission  
700 W. Main St., Conference Room Babe Ruth A&B  
Alhambra, CA 91801

### **MISSION STATEMENT**

*The mission of the Child Care Planning Committee is to engage parents, child care providers, allied organizations, community, and public agencies in collaborative planning efforts to improve the overall child care infrastructure of Los Angeles County, including the quality and continuity, affordability, and accessibility of child care and development services for all families.*



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# COUNTY OF LOS ANGELES



POLICY • PLANNING • PRACTICE

## Meeting Minutes – December 6, 2017

Members in Attendance (30)				
Parents	ECE Program	Community Agency	Public Agencies	Discretionary
Alejandra Berrio	Aolelani Lutu	Edilma Cavazos	Christine Tortorici for Teresa Figueras	Tonya Burns
Tara Henriquez	Ritu Mahajan	Michaela Ferrari	Omar Ezzeldine for Daniel Orosco	Toni Isaacs
Daniel Polanco	Valerie Marquez	Christine Manley Martinez	Laurel Parker	Sarah Soriano 4 <sup>th</sup> Supervisorial District
Nellie Ríos-Parra	Ricardo Rivera	Cyndi McAuley	Alicia Rivas	Fiona Stewart
Ernesto Saldaña		Melissa Noriega	Mariana Sanchez	Jocelyn Tucker 2 <sup>nd</sup> Supervisorial District
Roselle Schafer		Eli Pessar	Janet Scully	
Kevin Dieterle for Mabel Munoz		Joyce Robinson		
		Ancelma Sanchez		

**Guests and Alternates:** Jessica Chang and Rose – WeeCare, Edmund Fiores – Child Development Center at Fairplex, Mark Funston – Lakeshore Learning, Rose Mary Jiles, Patrick MacFarlane – Crystal Stairs, Ariana Oliva – Child360, Becca Patton – First 5 LA, Nancy Sanchez – Alternate for Ricardo Rivera, and Roders Shalehvabdyn – Los Angeles County Department of Public Social Services

**Staff:** Michele Sartell

### I. Welcome and Introductions

Nellie Ríos-Para, Chair, opened the Child Care Planning Committee (Planning Committee) meeting at 12:09 p.m. She welcomed members and guests after reading the opening statement. Laurel Parker volunteered to read the mission statement and then meeting participants made self-introductions.

Nellie commented on the meeting agenda item and focus on elevating public policy issues given that the state legislature will reconvene on January 3, 2018 for the second session of 2017-18. She added that on the mind of many is the upcoming race for Governor, suggesting hope that the next Governor will bring experience with and a commitment to the needs of families for early care and education services, urged on by constituencies across the state. The meeting purpose was to bring meeting participants up to speed on these efforts and suggest how we may lend our voices – individually and collectively – to the public policy conversations.

Nellie then made a quick announcement as the Planning Committee's representative to the Policy Roundtable for Child Care and Development. The Roundtable is reaching out to the Planning Committee for representatives to serve on a couple of their work groups. The first is the proposed Prevention Work Group (see meeting packet for a brief description). Any members interested in participating were invited to speak with Michele or Nellie before the close of the meeting. Names with contact information will be forwarded to Jacquelyn McCroskey, who is chairing this work group.

A second work group with more information forthcoming is related to the CalWORKs Stage 1 Child Care program. This work group will explore strategies to better align the program with the other subsidy programs.

Nellie continued with an additional announcement – Dr. Marlene Zepeda is interested in working on integrating dual language learning with sites serving infants and toddlers. See Michele or Nellie if interested in offering your site.

## **II. Approval of Minutes**

*Tara Henriquez, Vice Chair, reviewed the minutes from November 1, 2017 and asked for a motion to approve. Fiona Stewart made the motion to approve the minutes; the motion was seconded by Laurel Parker. The motion passed with two abstentions: Tonya Burns and Ancelma Sanchez.*

## **III. Shaping the Early Care and Education Public Policy Landscape for 2018**

Nellie briefly introduced Becca Patton, Senior Policy Strategist for Early Care and Education at First 5 LA and Sarah Soriano, Executive Director of Young Horizons to speak on work underway to set the stage for the upcoming legislative session and adding constituency voices. She referred to the meeting packets for their bios.

Becca referenced her PowerPoint presentation, beginning with recognizing recent successes due to the work of advocates, resulting in increased investments in early care and education. Notable among the successes are increased funding for state subsidized programs, expanded eligibility that allows for families with incomes up to 85 percent of State Median Income (SMI) to remain enrolled up to 12 months, and rises in reimbursement rates. However, more investments are needed to ensure that more eligible families are able to access quality services and programs can meet the cost of operating quality programs.

Twenty-three organizations across the state are partnering to advocate on behalf ensuring that low-income children and families have access to high quality early learning and care. The coalition is in the process of finalizing its annual unified policy and budget ask that will focus on renewed investments in quality early care and education services. Becca emphasized the power of working as a coalition to impact change.

The preliminary goals are: increasing access to infant and toddler care and supporting its infrastructure, reforming the reimbursement rate system to a single system that is true to the cost and rewards quality, and addressing facility development. Commenting on the Legislative Analyst's Office charge in approved Trailer Bill Language for Fiscal Year 2017-18, a work group has been formed to address facility issues and flexibility relating to meeting licensing requirements provided to school districts. Becca noted the lack of transparency in the process. Legislative staff and State agencies serve on the work group and are expected to release their recommendations in early January. The work group has accepted written input; First 5 LA sent a letter with guidance on the importance of ensuring the health and safety of children and developmentally appropriate practices.

Becca closed her presentation by inviting staff of early care and education programs to talk about their challenges. First 5 LA is interested in lifting the voices from the field to other early care and education stakeholders and elected officials.

#### **IV. Elevating Public Policy Priorities for Early Care and Education: Voices from the Field**

Sarah Soriano, Executive Director of Young Horizons Child Development Centers and Chair Emerita of the Planning Committee, provided on-the-ground experience of operating early care and education program services under contract with the California Department of Education. The most significant challenge faced by her organization and others like hers is meeting the cost of providing services with the current Standard Reimbursement Rate (SRR). Based on an analysis performed by Young Horizon's Certified Public Accountant, labor costs for infants account for the largest portion of the SRR per child per day, leaving very little to cover other expenses inclusive of facility and program costs. She added the challenges of recruiting qualified teaching staff given the salaries with benefits her organization can afford to pay. Ironically, many of her staff qualify to enroll their children in a subsidized program. In closing, Sarah suggested more robust advocacy efforts to increase investments that at least double the reimbursement rates.

Meeting participants offered comments in response to Becca and Sarah's presentations. Some organizations augment their funding with grants and individual giving, however it takes a paid and dedicated development person to write grants and fundraise. Another noted the loss of infant care spaces due to the cost of providing the services. One school district converted their center-based contract with CDE from a CCTR (center-based) serving infants and toddlers to a CSPP (California State Preschool Program). Unfortunately, they cannot reverse the process to serve toddlers without advocacy at the state level. A private program in the Pasadena/Altadena area charges fee paying parents between \$1800 and \$2000 per month. Even for middle income families, out of pocket costs are a struggle. Messages to legislators need to emphasize the early years as a time when children's brains are experiencing rapid growth that sets the foundation for their optimal development and learning and supporting parent to be their best.

Nellie thanked Becca and Sarah as well as the meeting participants for their comments. The Planning Committee will continue to reflect on these issues as the legislative session convenes in January and opportunities arise for weighing in on proposed legislation and budget items.

#### **V. Transitioning from Taking Action: Reconvening the Work Groups**

Nellie announced the re-convening of the three work groups: access/inclusion, quality and workforce. The expectation is that the work groups will identify and prioritize their work going forward, informed by the needs assessment and critical/emerging issues in the field. Nellie referred to the meeting packet for a brief description of each work group and a listing of signups per group. The goal for the day was two-fold: 1) logistics – confirm membership, agree to a regular meeting date and time, and assign responsibilities; and 2) tasks – begin thinking about how to make actionable the recommendations from the needs assessment. Nellie urged meeting participants to move beyond conversations to developing outcomes.

Each of the work groups arrived at beginning ideas of priority areas. Notes from each of the work groups have been transcribed and will be provided to the members at the next meeting.

#### **VI. Announcements and Public Comment**

- On February 10, 2017, Advancement Project will convene parents to begin a process of engaging them in policy advocacy. More information is forthcoming.

- WestEd PITC Partners for Quality is hosting a seminar in Spanish on California's Infant/Toddler Learning and Development Program Guidelines at Los Angeles Valley College on January 13, 2018 from 8:30 a.m. to 3:00 p.m. For more information, visit [https://www.pitc.org/pub/pitc\\_docs/calendar.html](https://www.pitc.org/pub/pitc_docs/calendar.html).
- Echo Parenting and Education offers training for educators on Trauma-Informed Compassionate Classrooms and more advanced training on trauma informed care. For more information, visit <http://www.echoparenting.org>.
- Connections for Children holds Early C.A.R.E. CPR, 1st Aid, Resources & Education. The next CPR, 1<sup>st</sup> Aid Training is scheduled for January 27, 2018. For more information, visit [https://www.connectionsforchildren.org/providers/cpr\\_firstaid.html](https://www.connectionsforchildren.org/providers/cpr_firstaid.html).
- The Department of Public Health (DPH) partnered with the Child Care Alliance of Los Angeles and the seven Child Care Resource and Referral agencies to train over 5,500 child care providers on nutrition and physical activity. DPH worked with the State and the Emergency Medical Services Authority (EMSA) to modify the curriculum to a 1-hour nutrition training that would satisfy the AB 290 requirement. EMSA has approved the curriculum and will be adding a link to the curriculum on their website any day now.

## VII. **Adjournment**

<i>The meeting was adjourned at 1:59 p.m.</i>
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### **Speaker Bio • January 3, 2018**

#### **KEVIN DIETERLE – FIRST 5 LA**

Kevin Dieterle is a Program Officer in the Program Development Department at First 5 LA, where he oversees several grants in the Early Care and Education portfolio and is working to implement First 5 LA's strategy around Quality Rating and Improvement Systems (QRIS). Prior to his employment with First 5 LA, Kevin served as the Grants Program Manager at the American Educational Research Association (AERA). Previously, Kevin was employed at ICF International where he worked as Deputy Project Director for the CDC's School Health Policies and Practices Study 2012 and as a Project Officer for the Administration for Children and Families Responsible Fatherhood program. In addition, Kevin has worked extensively with the U.S. Navy Child and Youth Programs and the National Child Care Information and Technical Assistance Center. Kevin holds a Master of Public Policy degree from Georgetown University and a Bachelor of Science in Human Development from Cornell University.

#### **LIZ GUERRA – LOS ANGELES COUNTY OFFICE OF EDUCATION**

Liz Guerra is the Program Manager of Quality Start Los Angeles (QSLA)—Los Angeles County's Quality Rating and Improvement System (QRIS)—at the Los Angeles County Office of Education (LACOE). Ms. Guerra has been a teacher, program developer, grants writer, teacher trainer, coach, and education administrator serving children and families in Los Angeles County for over 25 years. She has extensive experience spearheading innovative systems, tools, and protocols that have contributed to documented positive outcomes for young children and their families. Prior to LACOE, Liz worked for the Division of Adult and Career Education in the Los Angeles Unified School District as the Program Planning and Grants Development Specialist. She holds a Master of Public Administration from the University of Southern California and a Bachelor degree in Political Science from the University of California, Santa Barbara.

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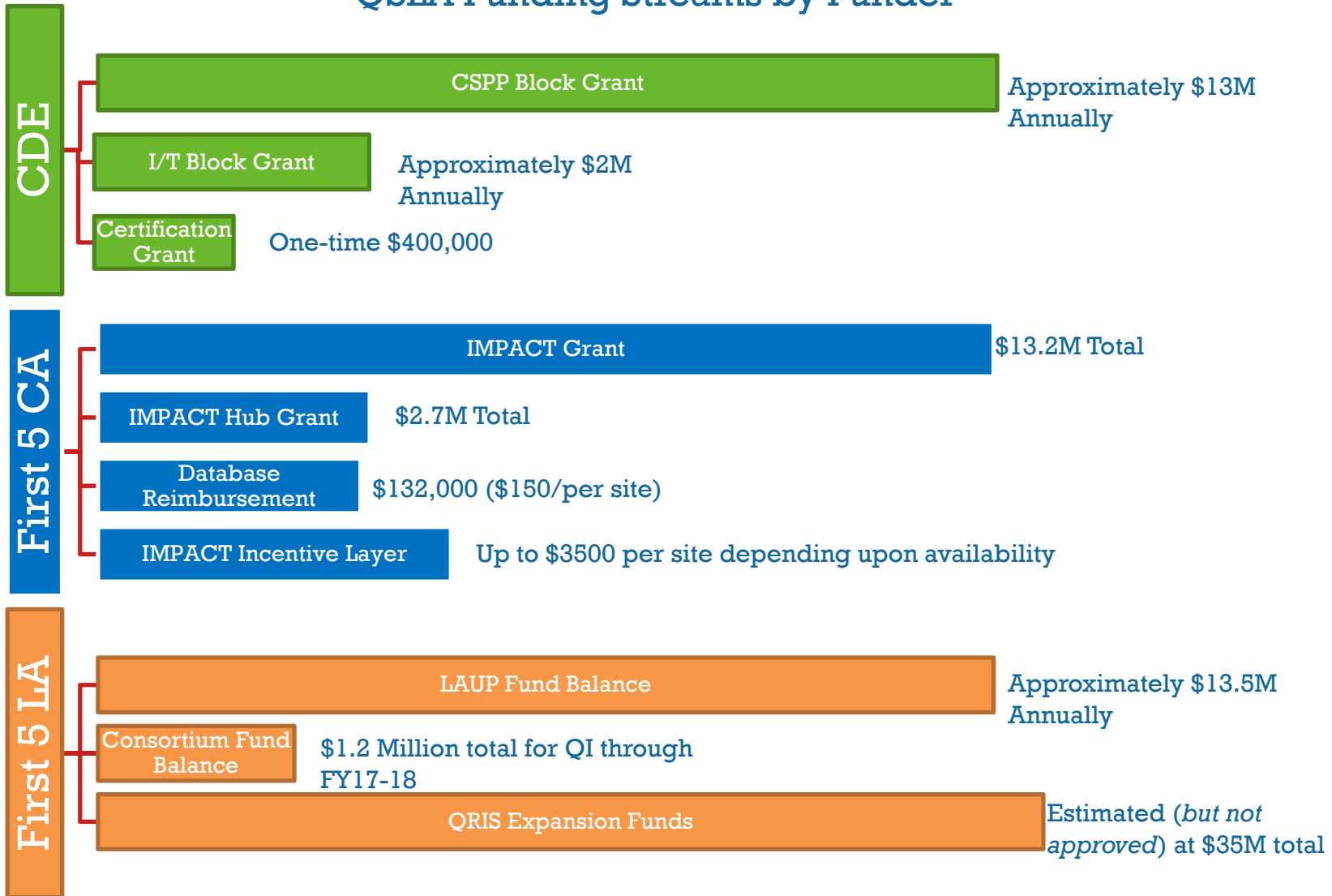
# QSLA UPDATE

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Wednesday, January 3, 2018

Quality Start Los Angeles

## QSLA Funding Streams by Funder





Supporting Providers. Empowering Parents.™



**CSPP QRIS  
Block Grant  
(CDE)**  
Participating  
Agencies:  
LACOE  
LAC-OCC  
LAUP  
CCALA  
First 5 LA

**Infant/Toddler  
QRIS Block  
Grant (CDE)**  
Participating  
Agencies:  
LACOE  
LAC-OCC  
LAUP  
CCALA  
First 5 LA

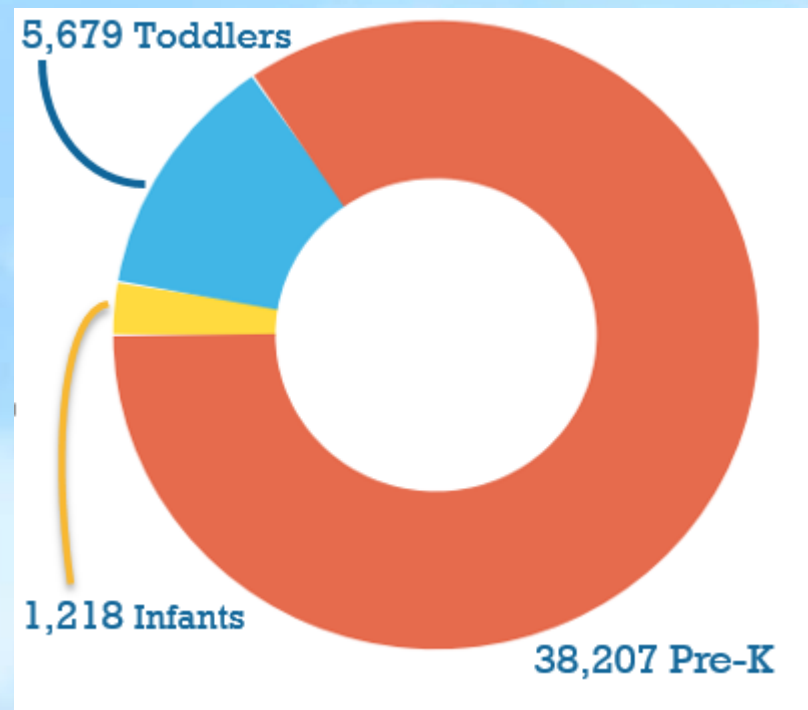
**Master  
Agreement  
Fund Balance  
(F5LA)**  
Participating  
Agency:  
LAUP

## QSLA Data

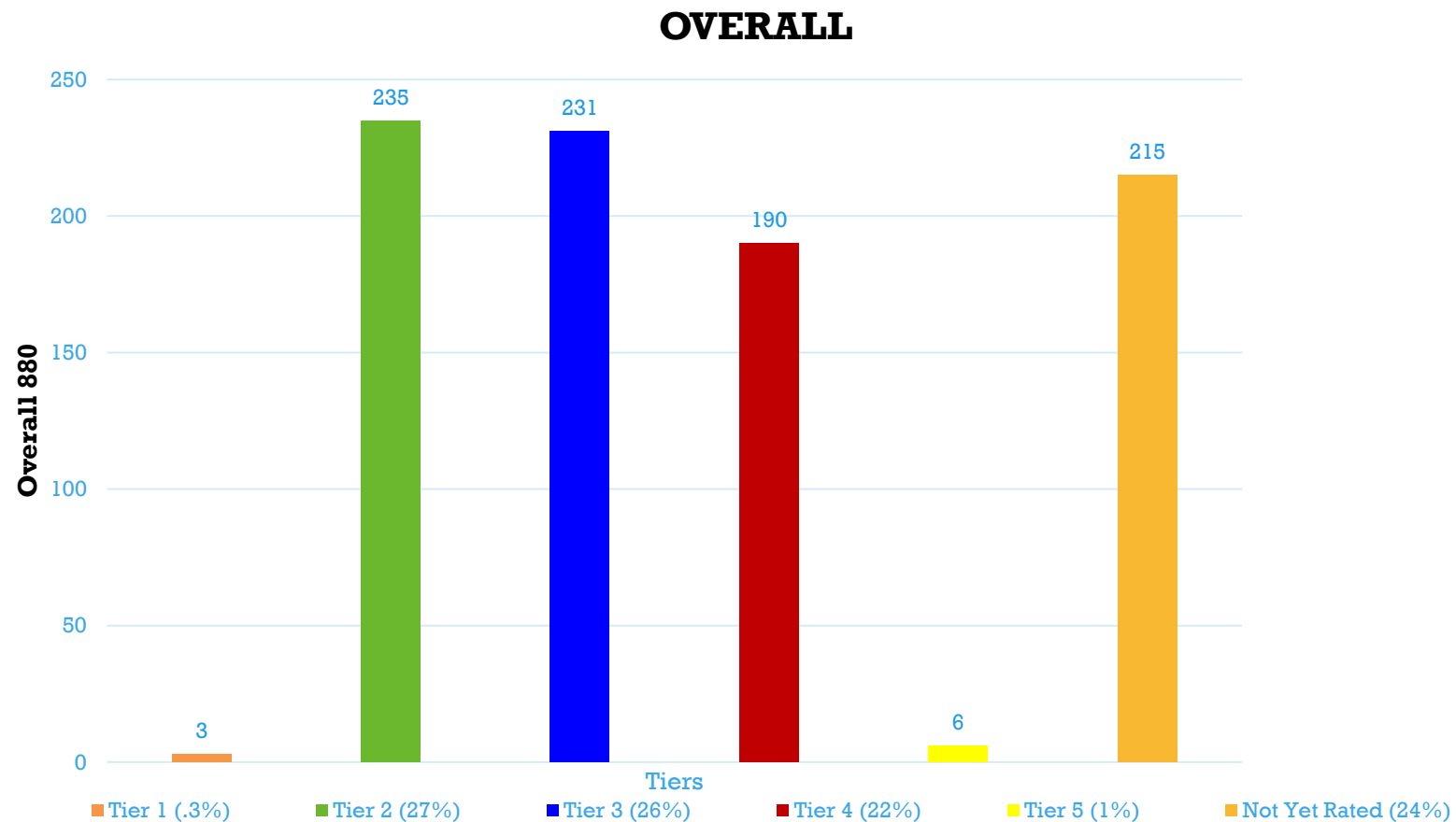
### *Block Grant & Fund Balance sites*

The QSLA data presented below was compiled using the September 15, 2017 Common Data file submitted to the California Department of Education. *Please note that Block Grant sites are funded by the California Department of Education and Fund Balance sites are funded by local First 5 LA dollars.*

Children enrolled in a QSLA Program  
N= 45,104 children in 880 Centers/FCCs

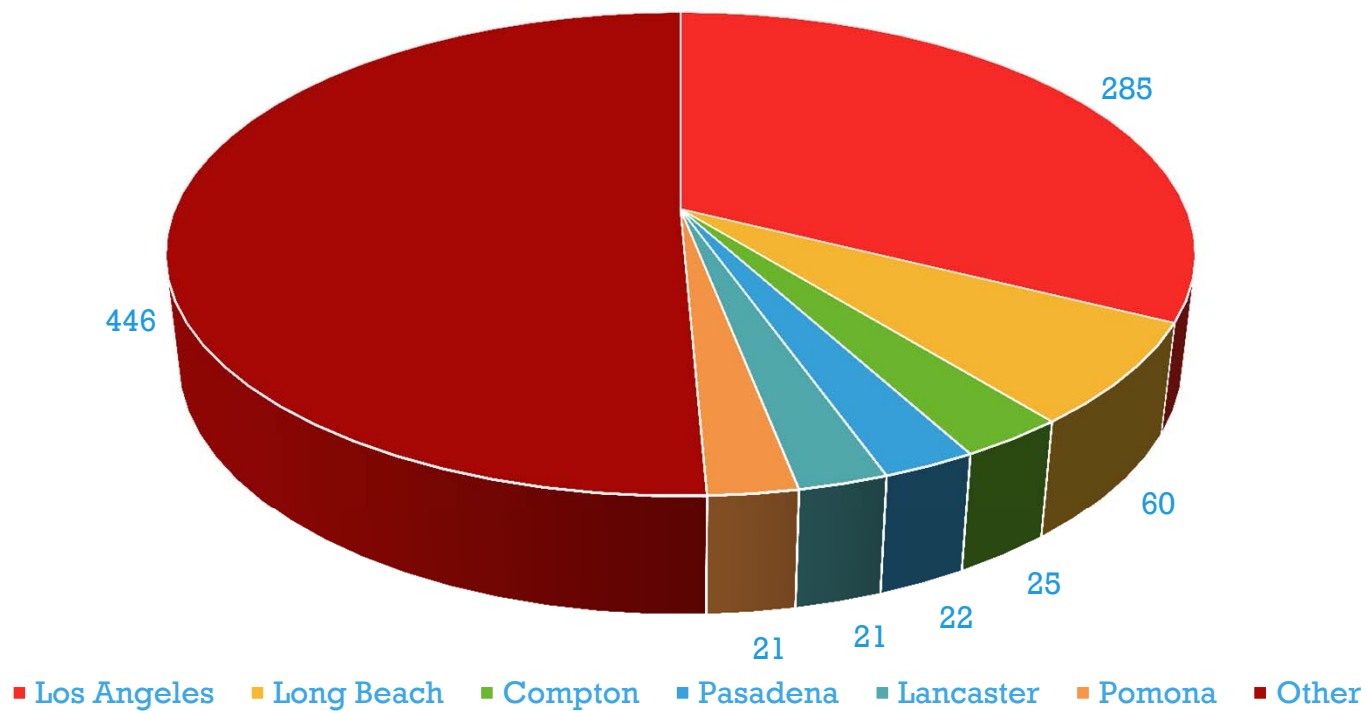


# OVERALL QSLA Tier Distribution



## Distribution of QSLA Sites Across LA County

In Los Angeles County there are 880 sites located in 102 cities. The six cities below have 20 sites and the other category has less than 20 sites in each city.



# QSLA Performance Highlights

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## Assessment



- Orientations prepared sites for assessment and rating.
- Sites were assessed and rated.
- The California Early Care and Education Workforce registry was adopted to track and measure staff qualifications.

## Coaching



- Site visits conducted daily.
- Observation and feedback was the most common method of coaching used.
- Family Engagement coaches were certified in the Strengthening Families Framework and the Caring Conversations café model.





# QSLA Performance Highlights

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## Incentives



- Sites received Facility Improvement Grants
- Tier 4 and 5 Sites received Block Grants
- Millions of dollars invested in sites for teacher stipends and classroom materials.

## Parent Education



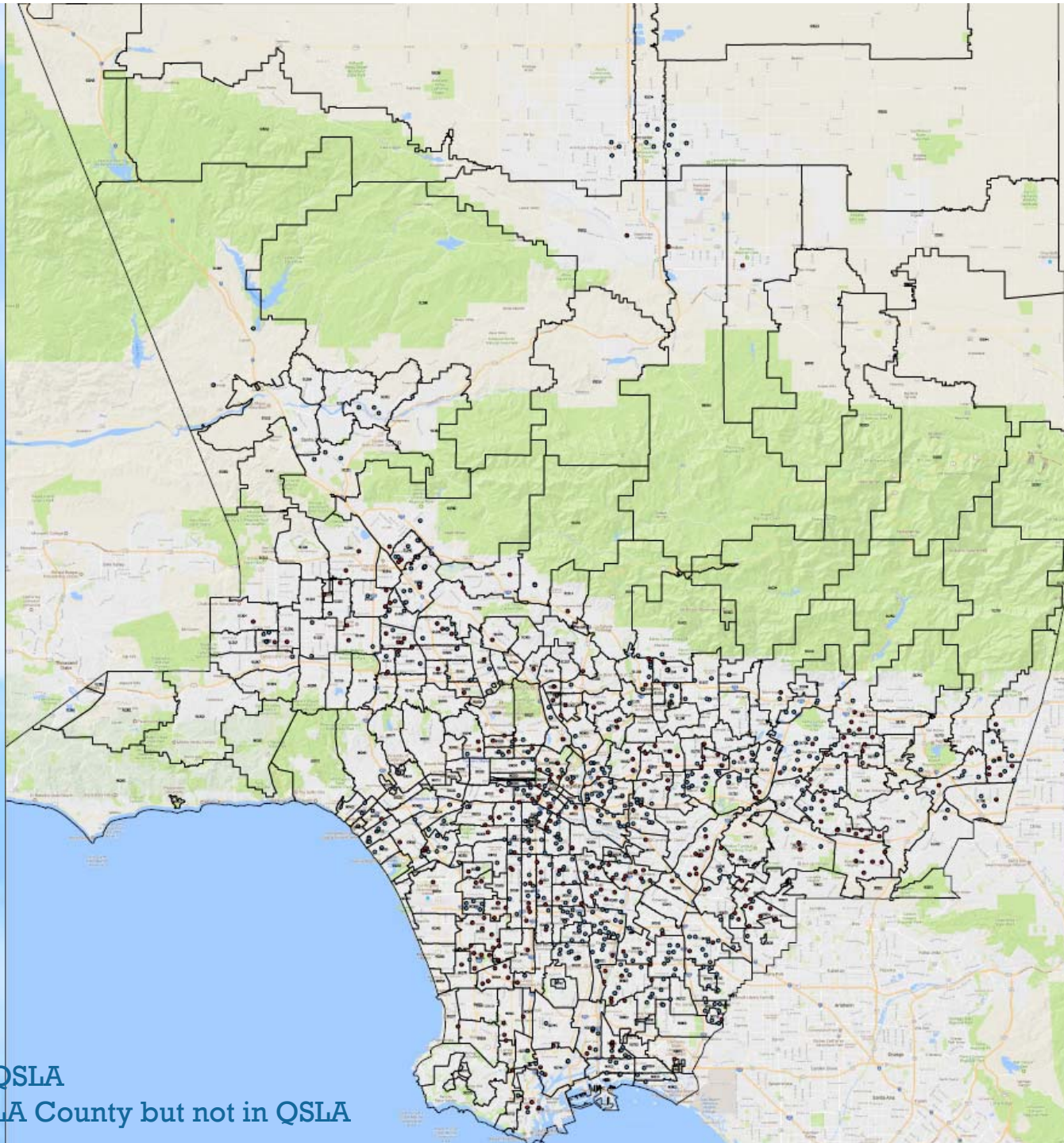
- Parent trainings hosted throughout LA County.
- QSLA parents participated in parent education trainings and events.



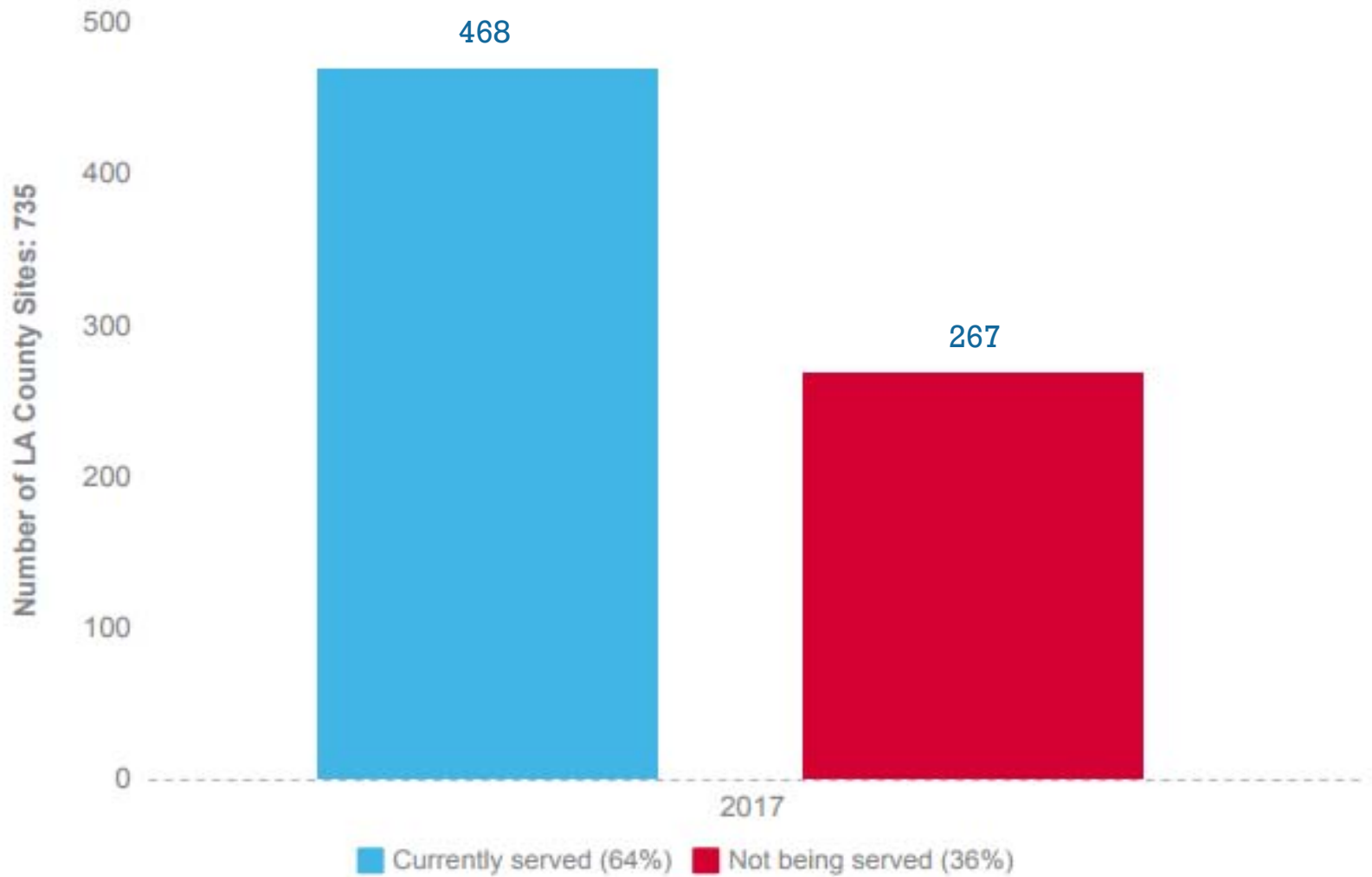


## Legend

- CSPP sites in QSLA
- CSPP Sites in LA County but not in QSLA



## QSLA Participation of LA County CSPP Sites 2017



# Block Grant Quick Facts

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- 735 CSPP sites in LA County
  - 46% are in priority zip codes
  - 54% are NOT in priority zip codes
- 468 CSPP sites served by QSLA
  - 49% are in priority zip codes
  - 51% are NOT in priority zip codes





For more information:

(855) 507-4443 | [qualitystartla@lacoed.edu](mailto:qualitystartla@lacoed.edu)

<http://QualityStartLA.org/>





Quality Start Los Angeles



# LPC Local Funding Priorities

... Methodology for Los Angeles County

Los Angeles County Child Care Planning Committee  
January 3, 2018

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## DATA SOURCES

- American Institutes for Research – Early Learning Needs Assessment Tool\*
  - ‡ Contract through the California Child Care Coordinators Association
  - ‡ Multiple sources: California Child Care Resource and Referral Network, California Department of Education, California Department of Public Health, the American Community Survey PUMS data, and an AIR-administered survey of Head Start programs

\* Sources listed at [www.ehnedassessment.org](http://www.ehnedassessment.org). Access only allowed to organizations that hold a contract with AIR.

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## PRIORITY SETTING

- Data analyzed using Priority 1, 2 and 3 number and percent thresholds and methodology
- Methodology depends on County size – Los Angeles County uses methodology for counties with over five million residents
- ... and contract type, e.g. center – infants and toddlers (CCTR), California State Preschool (CSPP), center – school age (CCTR)

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#### PRIORITY SETTING – All Program Types

**Priority 1:** Zip code qualifies when there are 50% or more eligible children unserved AND more than 1,500 eligible children unserved

**Priority 2:** Zip code qualifies when there are 50% or more eligible children unserved AND more than 750 eligible children unserved

**Priority 3:** Zip code qualifies when there are 50% or more eligible children unserved AND more than 500 eligible children unserved



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#### PRIORITY 3 OPTIONS

**Option 1:** A zip code qualifies as Priority 3 when there are 50% or more eligible children underserved and there are more than 500 children underserved.

**Option 2:** All other zip codes in the county.

**Option 3:** No other zip codes in the county.



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#### PRIORITY 3 OPTIONS - QUESTIONS

- ♣ Should we continue to use option 1 and only list and assign priority 3 to those zip codes meeting the threshold?
- ♣ Should we use option 3 and list all remaining zip codes regardless of whether they meet the threshold?
- ♣ Is there a hybrid option to additionally assign a priority 3 only to those zip codes fall below the threshold, yet demonstrate a gap? Is there another threshold?



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**TIMELINE**

**February 7<sup>th</sup>** – Public review and comment

**March 7<sup>th</sup>** – Child Care Planning Committee review and approval

**March** – Approval of County Superintendent of Schools

**March – early May** – Submit to County process for approval by Board of Supervisors

**May 8<sup>th</sup> (tentative)** – Board of Supervisors meeting agenda for approval

**May 30<sup>th</sup>** – due to California Department of Education



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**QUESTIONS? COMMENTS...**

Michele P. Sartell  
Child Care Planning Coordinator  
[msartell@ceo.lacounty.gov](mailto:msartell@ceo.lacounty.gov)  
(213) 974-5187



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Home / Specialized Programs / Child Development / Contractor Information

## MB 15-04 Attachment 2

Attachment 2 to Management Bulletin (MB) 15-04 describes and defines the process by which Local Planning Councils (LPCs) establish priorities for the California Center Infant and Toddler Program (CCTR).

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### Attachment 2: CCTR Priorities for Full-Day Infant Toddler Services

#### 1. **Counties with over 10 million residents** (Los Angeles County)

**Priority 1:** A zip code qualifies as Priority 1 when there are 50% or more of eligible children underserved, **and** there are more than 1,500 eligible children underserved.

**Priority 2:** A zip code qualifies as Priority 2 when there are 50% or more of eligible children underserved, **and** there are more than 750 eligible children underserved.

**Priority 3:**

**Option 1:** A zip code qualifies as Priority 3 when there are 50% or more of eligible children underserved, **and** there are more than 500 eligible children underserved.

**Option 2:** All other zip codes in the county.

**Option 3:** No other zip codes in the county.

#### 2. **Counties with over 1 million residents** (Orange County; San Diego County; Riverside County; San Bernardino County; Santa Clara County; Alameda County; Sacramento County; and Contra Costa County)

**Priority 1:** A zip code qualifies as Priority 1 when there are 40% or more of eligible children underserved, **and** there are more than 300 eligible children underserved.

**Priority 2:** A zip code qualifies as Priority 2 when: there are 40% or more of eligible children underserved, **and** there are more than 200 eligible children underserved.

**Priority 3:**

**Option 1:** A zip code qualifies as Priority 3 when: there are 25% or more of eligible children underserved, **and** there are more than 100 eligible children underserved.

**Option 2:** All other zip codes in the county.

**Option 3:** No other zip codes in the county.

#### 3. **Counties with over 200,000 residents** (Fresno County; Ventura County; Kern County; San Francisco County; San Mateo County; San Joaquin County; Stanislaus County; Sonoma County; Tulare County; Solano County; Monterey County; Santa Barbara County; Placer County; San

Luis Obispo County; Santa Cruz County; Marin County; Merced County; Butte County; and Yolo County)

**Priority 1:** A zip code qualifies as Priority 1 when there are 40% or more of eligible children underserved, **and** there are more than 150 eligible children underserved.

**Priority 2:** A zip code qualifies as Priority 2 when there are 25% or more of eligible children underserved, **and** there are more than 75 eligible children underserved.

**Priority 3:**

**Option 1:** A zip code qualifies as Priority 3 when there are 25% or more of eligible children underserved, **and** there are more than 50 eligible children underserved.

**Option 2:** All other zip codes in the county.

**Option 3:** No other zip codes in the county.

4. **Counties with under 200,000 residents** (Shasta County; El Dorado County; Imperial County; Kings County; Madera County; Napa County; Humboldt County; Nevada County; Sutter County; Mendocino County; Yuba County; Lake County; and Tehama County)

**Priority 1:** A zip code qualifies as Priority 1 when there are 50% or more of eligible children underserved, **and** there are more than 24 eligible children underserved.

**Priority 2:** A zip code qualifies as Priority 2 when there are 35% or more of eligible children underserved, **and** there are more than 10 eligible children underserved.

**Priority 3:**

**Option 1:** A zip code qualifies as Priority 3 when there are 20% or more of eligible children underserved, **and** there are more than 10 eligible children underserved.

**Option 2:** All other zip codes in the county.

**Option 3:** No other zip codes in the county.

5. **Counties with under 60,000 residents** (Tuolumne County; San Benito County; Calaveras County; Siskiyou County; Amador County; Lassen County; Del Norte County; Glenn County; Colusa County; Plumas County; Mariposa County; Inyo County; Trinity County; Mono County; Modoc County; Sierra County; and Alpine County)

**Priority 1:** A zip code qualifies as Priority 1 when there are 50% or more of eligible children underserved, **and** there are more than 10 eligible children underserved.

**Priority 2:** A zip code qualifies as Priority 2 when there are 35% or more of eligible children underserved, **and** there are more than 10 eligible children underserved.

**Priority 3:**

**Option 1:** A zip code qualifies as Priority 3 when there are 20% or more of eligible children underserved, **and** there are more than 10 eligible children underserved.

**Option 2:** All other zip codes in the county.

**Option 3:** No other zip codes in the county.

**Return to Top**

[Open Attachment 4: LPC Priority Submittal Form \(DOC\)](#)

[Return to MB 15-04](#)

**Questions: Early Education and Support Division | 916-322-6233**

Last Reviewed: Wednesday, December 13, 2017



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# Voluntary, Temporary Transfer of Funds

... On the Horizon

Los Angeles County Child Care Planning Committee  
January 3, 2018

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## INTRODUCTION TO VTTF

- # Each year, California Department of Education (CDE) contractors anticipating over- or under-earnings may request a Voluntary, Temporary Transfer of Funds (VTTF) to fully utilize child care and development funding
- # Eligible contract types include: CAPP, CCTR, CSPP and FCCHEN
- # Local Child Care and Development Planning Councils (e.g. Child Care Planning Committee) facilitate the transfer of funds
- # Opportunities to participate – Fall and Spring

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## TRANSFERS BETWEEN CCTR AND CSPP CONTRACTS

- # Contractors holding general child care (CCTR) and California State Preschool Program (CSPP) contracts may request a transfer of funds between their contract types
- # Transfers are handled directly with the Child Development and Nutrition Fiscal Services/Fiscal Analyst
- # Two opportunities: January 1-15, 2018 and May 1-15, 2018
- # **Notable**– Proposition 98 State Preschool funds cannot be transferred into a CCTR contract




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LEAs and CCDs LIMITED TO PARTICIPATING IN VTTF

As of FY 2015-16, Local Education Agencies (LEAs) and Community College Districts (CCDs) CSPP contracts funded entirely with Proposition 98 funds



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TIMELINE

Late March/Early April – Invitation to participate in VTTF

April 12<sup>th</sup> – Requests to participate due

April 16<sup>th</sup> – Review requests with field consultants and fiscal analysts

April 19<sup>th</sup> – Draft letters to participating organizations

April 26<sup>th</sup> – Letters on organization letterhead and with “wet” signatures with contract face sheets due to the OAECE

May 7<sup>th</sup> – Packets prepared and sent to California Department of Education

May 1<sup>st</sup> - 15<sup>th</sup> – due to California Department of Education



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QUESTIONS? COMMENTS...

Michele P. Sartell  
Child Care Planning Coordinator  
[msartell@ceo.lacounty.gov](mailto:msartell@ceo.lacounty.gov)  
(213) 974-5187



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## VOLUNTARY, TEMPORARY TRANSFER OF FUNDS (TVTF)

*Ensuring contract funds are fully utilized to serve eligible children in Los Angeles County*

**\*\*Attention\*\***

### California Department of Education/Early Education and Support Division (CDE/EESD)-Contracted Programs

CDE/EESD-contracted programs anticipating under- or over-earning your contracts for Fiscal Year 2017-18 are encouraged to request a Voluntary, Temporary Transfer of Funds (VTTF). Eligible contract types include: CAPP, CCTR, CSPP, and FCCHEN.<sup>1</sup>

**Requests due:**  
Thursday, April 12, 2018

For more information on the VTTF process and to download the VTTF Request Form, visit [www.childcare.lacounty.gov](http://www.childcare.lacounty.gov) or contact Michele Sartell, Program Specialist with the Los Angeles County Office for the Advancement of Early Care and Education and Coordinator of the Child Care Planning Committee by e-mail at [msartell@ceo.lacounty.gov](mailto:msartell@ceo.lacounty.gov) or by telephone at (213) 974-5187.

<sup>1</sup> The California Department of Education has a process for handling requests for transfers of funds between CCTR and CSPP contracts from organizations both contract types. However, Proposition 98 funds cannot be transferred into a CCTR contract. As such, contractors should review their contract face sheets to identify the sources of the CSPP.

**Special note to LEAs and CCDs:** As of FY 2015-16, Local Education Agencies (LEAs) and Community College Districts (CCDs) with CSPP contracts are funded entirely by Proposition 98 funding. As such, they cannot request intra-agency transfers between their CCTR and CSPP contract. However, they may participate in the VTTF administered by the Child Care Planning Committee.



September 13, 2017

Dear Executive Directors of Child Care and Development Programs:

### **2017–18 CHILD CARE AND DEVELOPMENT CONTRACT CHANGES**

The purpose of this letter is to inform contractors of changes to Child Care and Development contracts and reporting procedures beginning July 1, 2017. Please share this letter with your agency staff.

#### **STANDARD REIMBURSEMENT RATE INCREASE**

The Budget Act of 2017 (Assembly Bill 97, Chapter 14), includes an increase to the Standard Reimbursement Rate (SRR) to reflect the full ten percent increase made in the 2016 Budget Act, as well as a six percent increase to the SRR effective July 1, 2017 for General Child Care (CCTR), Migrant (CMIG), Handicapped (CHAN), and the California State Preschool Program (CSPP). This increases the SRR for CCTR and CMIG contracts to \$45.44. The SRR for CSPP contracts has been increased to \$45.73 for full-day care, and \$28.32 for part-day care.

#### **Guidance on the Non-Certified Family Fee Rate**

Due to the significant increase in the SRR over the last three years, the California Department of Education (CDE) has re-examined policy regarding the collection of non-certified family fees. The direction provided in years past was for contractors to collect family fees from non-certified families that are equal to or greater than the child development contract rate of reimbursement in order to avoid a deficit of funds for child development programs. While the non-certified family fees collected and reported to the Department will continue to be reviewed, additional direction is being provided for fiscal year (FY) 2017–18.

When determining the rate for non-certified families, contractors must take their ability to collect funds from other sources into consideration, as earnings and payment calculations performed by Child Development and Nutrition Fiscal Services (CDNFS) will not allow State funds to be utilized for non-certified families. Contractors should keep in mind that the greater the difference between their contract rate and the non-certified fee, the greater the deficit. In addition, the ratio of certified to non-certified children must be considered; the greater the percentage of non-certified children, the greater the potential deficit, if the contract rate is greater than the non-certified fee. It must be understood that if contractors choose to collect a fee from non-certified children that is less than their contracted rate, and if there is no outside fund source to cover the cost of non-certified children, the deficit caused by a lesser fee will in turn result in an encroachment on the contractor's general



fund and/or reserve funds, or will result in the need for the contractor to obtain funding from a source other than the Child Development contract.

As in prior years, if income for services to non-certified children comes from a source other than families, it should be reported on the Attendance and Fiscal Report submitted to CDNFS as "Other" Unrestricted Income, and the source and purpose should be specified.

### **Adjustment Factor Change**

As a result of the increase to the SRR for CSPP, the adjustment factor for one-half-time children is decreasing from 0.6196 to 0.6193. This change ensures a reimbursement rate for one-half-time children of \$28.32 in FY 2017–18 as specified in the Budget Act of 2017. The new adjustment factor is reflected on the updated Attendance and Fiscal report for CSPP (CDNFS 8501).

### **ATTENDANCE AND FISCAL REPORTS**

The CDE would like to remind agencies that current year Attendance and Fiscal Reports must be submitted on the report forms provided on the FY 2017–18 Report Forms Web page at <http://www.cde.ca.gov/fq/aa/cd/cdnfsforms17.asp>. The only exception to these instructions is if an agency utilizes an attendance and fiscal reporting software that generates the report, in which case the generated report must match the most recently updated excel version of the report form. Please be aware that these forms are updated annually.

As a reminder, reports are not considered complete unless all required fields have been filled out. When completing the report forms, please be sure to enter the full name of your agency, the contract number, the report month, the county number, and the name of your assigned fiscal analyst. Those fields are on page one of all report forms and will automatically populate on the other pages of the reports once they have been entered on page one.

### **Alternative Payment Program Reporting Reminder**

*California Code of Regulations* Title 5 (5 CCR), Section 18228 specifies that Alternative Payment contractors may offset the payment paid to the provider when their policy allows the providers to directly collect and retain family fees from the families they serve. The 5 CCR Section 18228(c) requires the contractor to report the family fee as revenue, even when the provider retains the family fee. Further, 5 CCR Section 18228(d) requires contractors to report the payment to the provider along with the family fees paid by the parent as an expense. Therefore, for reporting purposes, agencies should not offset the amount of provider payments by family fees collected when reporting provider payments on CDNFS report forms.

### **Reimbursement of Family Fees due to Family Fee Schedule Revision**

Assembly Bill (AB) 99, Chapter 15, Statutes of 2017, required the CDE to revise the Family Fee Schedule, effective July 1, 2017. Management Bulletin (MB) 17-11 directs contractors to reassess family fees by September 30, 2017, and requires agencies to refund or credit families accordingly. Below is guidance for how and when to report adjusted family fees.

Family fees are reported on CDNFS fiscal reports when collected. In instances where an agency has collected a family fee that has since been reassessed and reduced or eliminated, contractors will report the reassessed family fee, and not the amount originally assessed and collected.

Whether the fees collected are being refunded to the family or credited for future months, the amount of fees that should be reported on CDNFS forms are the reassessed fee for the month(s) being reported. For example, if an agency initially assesses a family fee at \$40 per month, and collects the fee timely, the agency will have collected \$80 for July and August. If the agency determines, after reassessment, that the family fee is now \$15 per month, the agency will refund or credit the family \$50 for the first two months ( $\$80 - \$30 = \$50$ ).

Using the example above, if the agency is a quarterly reporter and therefore has not yet submitted a report to CDNFS (first quarter September report due October 20), they will report the **reassessed** \$30 in family fees for those two months, plus \$15 for September (if collected), for a total of \$45 in family fees collected in the first quarter. This is the manner in which family fees should be reported, regardless of whether or not the agency has issued the refund to the family by September 30.

If the agency is a monthly reporter and therefore has submitted a July report to date, a revision to the “prior period” on the CDNFS report form will be necessary. Continuing with the example above, if the agency has collected \$80 in family fees for July and August, the family is due back \$50. When reporting for the July period, this agency would have reported \$40 in family fees. To correct this, and to minimize the effect on reimbursement, the agency should revise the prior period from \$40 to \$15, report \$15 for the “current period” (for August), which will result in a total of \$30 in cumulative family fees for the report month August. This is the manner in which family fees should be reported, regardless of whether or not the agency has issued the refund to the family by August 31.

### **REGIONAL MARKET RATE REIMBURSEMENT CEILINGS**

The Budget Act of 2017 maintains the current Regional Market Rate (RMR) ceilings through December 31, 2017. Beginning January 1, 2018, the CDE is required to implement ceilings at the greater of either the 75<sup>th</sup> percentile of the 2016 RMR Survey, or the RMR ceiling as it exists on December 31, 2017, whichever is higher. Additionally, commencing January 1, 2018, the license-exempt child care provider ceilings will equal 70 percent of the established Family Child Care Home (FCCH) ceiling.

To make the new ceilings available to all CDE contracted agencies in advance of implementation, the Department has prepared a special viewing link. This link is now available and can be found after you log on to the Alternative Payment Child Development Fiscal Services Web site at <http://www2.cde.ca.gov/cdfs/logon.aspx>.

As with FY 2016–17, the CDE is closely monitoring contract earnings for all contract types effected by the new RMR ceilings. To assist the CDE in earnings and cash analysis, over-enrolled Alternative Payment (CAPP) programs should continue to submit fiscal reports and internal caseload projections monthly. Monthly fiscal reports should be submitted via the webpage provided above, and caseload data should be provided to Corey Khan by e-mail at [CKhan@cde.ca.gov](mailto:CKhan@cde.ca.gov).

#### **TRANSFERS BETWEEN GENERAL CHILD CARE AND CALIFORNIA STATE PRESCHOOL CONTRACTS FOR FISCAL YEAR 2017–18**

During the year, a contractor may find its projected services or needs have changed, requiring a transfer of funds between their CCTR and CSPP contracts. In FY 2017–18, contractors will have two opportunities to request a transfer of funds and amend their CCTR and CSPP contracts.

#### **TRANSFER REQUESTS ARE TO BE SUBMITTED TO CHILD DEVELOPMENT AND NUTRITION FISCAL SERVICES, WITH ATTENTION TO THE FISCAL ANALYST:**

California Department of Education  
Child Development and Nutrition Fiscal Services  
1430 N Street, Suite 2213  
Sacramento, CA 95814

An original signature is required for all transfer requests; however, an unsigned advance copy of the request may be submitted electronically to the fiscal analyst assigned to your agency.

As with CSPP/CCTR transfers in previous years, Proposition 98 State Preschool funds (Program Cost Account 23038) cannot be transferred into a CCTR contract, so contractors must be aware of the funding structure in their contracts prior to submitting a transfer request. As a reminder, Local Education Agencies (LEAs) and Community College Districts (CCDs) CSPP contracts are funded entirely by Proposition 98 funding. This change in the appropriation for State Preschool began in FY 2015–16 and remains in FY 2017–18.

If a significant portion of the contract Maximum Reimbursable Amount is being requested to transfer, the Early Education and Support Division (EESD) may require a Program Narrative Change form. The Program Narrative Change form should describe any changes to the

September 13, 2017  
Page 5

number of sites operated by the contractor, any changes to the age group of children served by the contractor, and/or any significant changes in the provision of full-day versus part-day services.

The Program Narrative Change form (CD-3704A) can be found on the CDE's Child Care Services Forms Web page at <http://www.cde.ca.gov/sp/cd/ci/cddforms.asp>. For further information or instructions on completing this form, please contact your EESD Field Services Consultant.

Standardized transfer request letters can be found on the CDE's Child Development Allocations and Apportionments Web page at <http://www.cde.ca.gov/fq/aa/cd/> (under "Reporting Forms" for the current year) for the following transfer periods.

### **January 1–15, 2018**

There are two letters for this period: one to request a transfer for the current year and one to request a transfer for FY 2018–19. These letters are distinguishable by both the title of the letter and the subject within the letter. Please note this is the only opportunity to request a transfer of funds for FY 2018–19.

### **May 1–15, 2018**

There is one letter for this period: to request a transfer of funds for the current year only. CDNFS will not accept any requests to transfer funds for FY 2018–19 during this period.

For further information or instructions on completing these letters, please see the instructions document attached to the transfer request letter or contact your assigned fiscal analyst.

## **VOLUNTARY AND TEMPORARY TRANSFER OF FUNDS**

California *Education Code* Section 8275.5 allows for a Voluntary and Temporary Transfer (VTT) of funds between over-earning contractors and under-earning contractors with like contract types (i.e. CCTR to CCTR) in order to fully utilize child care and development funding. Contractors will self-identify as an over- or under-earner and submit a transfer request that includes an amount of contract funding they expect to be able to temporarily release or accept.

Contract types that are eligible to participate in VTTs are as follows: CAPP, CCTR, CSPP, CMIG, CMAP, Family Child Care Homes (CFCC), and CHAN. Requests should be submitted to the Local Planning Council (LPC) designee or an LPC subcommittee group who will facilitate the transfer of funds between contractors and submit requests to the CDE.

The first opportunity to request a VTT of funds will be between November 1 and November 15, 2017; the final opportunity will be between May 1 and May 15, 2018.

September 13, 2017  
Page 6

**TRANSFER REQUESTS ARE TO BE SUBMITTED TO CHILD DEVELOPMENT AND NUTRITION FISCAL SERVICES, WITH ATTENTION TO THE FISCAL ANALYST:**

California Department of Education  
Child Development and Nutrition Fiscal Services  
1430 N Street, Suite 2213  
Sacramento, CA 95814

An original signature is required for VTT requests; however, an unsigned advance copy of the request may be submitted electronically to the fiscal analyst assigned to your agency.

For more information on voluntary/temporary transfers of funds, please visit the CDE Web site at <http://www.cde.ca.gov/sp/cd/re/lpc.asp>.

**ANALYST DIRECTORY**

Please be aware that some analyst county assignments have changed. Please refer to the analyst directory at <http://www.cde.ca.gov/fq/aa/cd/faad.asp> for fiscal analyst county assignment and contact information.

If you have any questions about a specific contract or need clarification about any topic covered in this letter, please contact your assigned CDNFS analyst.

Sincerely,

*Original Signed by Eddie Yamamoto*

Eddie Yamamoto, Staff Services Manager III  
Child Development and Nutrition Fiscal Services  
Fiscal and Administrative Services Division

EY:jc



COUNTY OF LOS ANGELES CHILD CARE PLANNING COMMITTEE AND  
POLICY ROUNDTABLE FOR CHILD CARE AND DEVELOPMENT  
JOINT COMMITTEE ON LEGISLATION

**Meeting Schedule - 2018**

Meeting Schedule	Location
Thursday, January 18, 2018 12:00 – 2:00 p.m.	Gratts Early Education Center (LAUSD) 1415 5 <sup>th</sup> Street Los Angeles, California 90017
Thursday, February 15, 2018 12:00 – 2:00 p.m.	Advancement Project 1910 West Sunset Boulevard Suite 500 Los Angeles, California 90026
Thursday,, March 15, 2018 12:00 – 2:00 p.m.	Gratts Early Education Center (LAUSD) 1415 5 <sup>th</sup> Street Los Angeles, California 90017
Thursday, April 19, 2018 12:00 – 2:00 p.m.	Advancement Project 1910 West Sunset Boulevard Suite 500 Los Angeles, California 90026
Thursday, May 17, 2018 12:00 – 2:00 p.m.	Gratts Early Education Center (LAUSD) 1415 5 <sup>th</sup> Street Los Angeles, California 90017
Thursday, June 21, 2018 12:00 – 2:00 p.m.	Advancement Project 1910 West Sunset Boulevard Suite 500 Los Angeles, California 90026
Thursday, July 19, 2018 12:00 – 2:00 p.m.	Gratts Early Education Center (LAUSD) 1415 5 <sup>th</sup> Street Los Angeles, California 90017
Thursday, August 16, 2018 12:00 – 2:00 p.m.	Advancement Project 1910 West Sunset Boulevard Suite 500 Los Angeles, California 90026

Additional **tentative** meeting dates are as follows:

Thursday, September 20, 2018

Thursday, October 18, 2018

Thursday, November 15, 2018

Questions? Contact Michele Sartell at the Los Angeles County Office for the Advancement of Early Care and Education by e-mail at [msartell@ceo.lacounty.gov](mailto:msartell@ceo.lacounty.gov) or by telephone at (213) 974-5187.

