



Guidelines for Reviewing Requests for Change in Service Priorities

Education Code Section 8499.5 (b) (5) states that Local Planning Councils ...”Conduct a periodic review of child care programs funded by the department [CDE] and the State Department of Social Services to determine if identified priorities are being met.”

This section of the Education Code describes the mandate and provides the authority for entertaining requests from the California Department of Education (CDE)-funded contractors to change services in relation to location of services (zip codes) and ages served.

The Child Care Planning Committee (Planning Committee) serves as the state-authorized Local Planning Council for Los Angeles County. Since its inception in 1994, the Planning Committee has periodically received requests to change service priorities. The process for considering these requests has altered over the years. The current process is overseen by the Planning Committee's Access Work Group (Work Group), which reviews the request along with data that provides a basis for determining whether to support the request.

The Planning Committee has established and approved the following guidelines for consideration of priority change requests:

- 1) All contractors requesting support of a priority change complete and submit the Priority Change Request Form (Form). The Form is designed to capture important information including the nature of and reason for the request as well as other environmental data that will help in considering the request. The Planning Committee believes that completing the Form will help the requesting agency to better understand the context in which they plan to insert new or changed services. The Form is available on the Office of for the Advancement of Early Care and Education website at childcare.lacounty.gov – click on About Us and then the link to the Child Care Planning Committee.
- 2) Data that is used in consideration of requests includes demographic data (Needs Assessment), zip code priority designations, and information on other services in the areas under consideration.
- 3) Once the Form is received, OCC staff gathers additional information necessary to present a complete picture of the impact of the request change to present along with the submitted Form to the Work Group. In some cases, a representative of the requesting contractor will be asked to meet with the Work Group.

It is recommended that an agency submit its request two months before the decision is needed. This allows sufficient time to gather the information, schedule a Work Group meeting and have the request, as needed, placed on the Planning Committee meeting agenda.

- 4) When the Work Group has completed its review, it determines whether to support the request based on the request's consistency with identified priorities in Los Angeles County. The decision of whether to support the request is presented to the full Planning Committee at quarterly meetings as needed.

- 5) Following the review of the request by the Work Group, the requesting agency will receive the original Form back with the Work Group's final decision on whether to support the request and the date of decision.
- 6) Determinations of whether or to support the request will be made based on the following considerations:
 - Requests to expand or change service area will be favorably considered if the area identified is a Priority 1 area or if the proposed service area has a higher priority than some other current area zips. Expansion or relocation of services into a lesser priority area may be supported depending on the circumstances.
 - Requests made to move subsidy funds/spaces from one zip code to another will be favorably considered if the zip codes involved have the same priorities such as from a Priority 1 zip code to a Priority 1 zip code, or from a Priority 2 zip code to a Priority 2 zip code, etc. Example: Agency A requests moving 48 preschool spaces from zip code 91000, which is a Priority 1, to zip code 91111 which is also a Priority 1.
 - Requests to relocate spaces/funding to a lesser priority area may not be supported unless there are strong mitigating circumstances.
 - Requests to change age groups served will be considered in the same way. If the need for care for the proposed age group is equal to or exceeds the need for care of the current age group served, then the request will be viewed favorably. In these instances, the Work Group will also consider available sources of care for the current age group.
- 7) While review of the request by the Work Group to determine the request's consistency with identified priorities in Los Angeles County is important because of the overall goal of appropriate access to needed services and effective use of limited resources, the ultimate decision to relocate or change other contractual elements resides with the CDE.
- 8) Determinations to support a request may be accompanied with cautions and conditions based on an understanding of needs and resources as applied to the specific request.