MISSION STATEMENT

“The Placer County Superintendent of Schools works in collaboration with the Placer County Board of Education to provide leadership, accountability, resources, educational programs, and student services to the students and families of Placer County.”

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CalWORKs CHILD CARE

☐ Identify your child care needs.

☐ Request child care plan (CCP8) with a CalWORKs staff member.

☐ Request referrals from Early Childhood Education Resource and Referral at 530.745.1380.

☐ Call and schedule appointments to visit child care providers before you place your child in care.

☐ Contact your child care Resource Specialist to review Subsidized rules and regulations and submit CCP8 Form.

☐ Provide full signature on the sign in and out attendance record every day and at the end of every month.

☐ Record exact time of drop-off and pick-up on monthly attendance records.

☐ Always call provider if your child will not be there and state reason for absence on attendance record.

☐ Call your child care Resource Specialist with any questions you have regarding your child care needs.

☐ Communication is a top priority in keeping your subsidized child care.
**WHAT IS CalWORKs CHILD CARE?**

*What if I don’t qualify for Cash Aid?*

**Waiting List Application**

If you are not receiving a cash grant now or have not received one in the last 24 months, you will need to complete a Centralized Eligibility List (CEL) application. The application is available:

- Online at: [https://placer.countycel.org/online/](https://placer.countycel.org/online/)
- Printable Application is available by calling Placer County Office of Education (PCOE) Early Childhood Education at 530.745-1380.

Child Care services are provided to eligible families as funding becomes available. If the application is marked Child Protective Services, documentation from CPS needs to be attached. If there are any questions, please call PCOE Early Childhood Education at (530) 745-1380.

*What if I do qualify for Cash Aid?*

**CalWORKs Child Care**

California’s version of Federal Welfare Reform Legislation created CalWORKs. CalWORKs has many family support services including CalWORKs Child Care. It is a program that subsidizes child care payments for families on CalWORKs. Subsidies for child care payments are subject to funding being available.

*What is Stage One Child Care?*

Stage One child care begins once TANF (cash aid) is granted. Clients request child care services with a CalWORKS Employment Services Counselor to obtain a CCP8 plan based on an approved activity. A PCOE Early Childhood Education Specialist will contact you once the approved child care plan is received. The Resource Specialist will write a contract authorizing your child care based on the requested child care schedule and will review the subsidized rules and regulations with you. Once your cash aid ends, your case file will be moved to Stage Two, for a 12 month transition year.
What kind of child care will CalWORKs approve?

CalWORKs lets you choose the type of child care which best meets your child’s need. You may choose a child care center, family child care home, before & after school program, a friend or a relative. (Please see pages 7 and 8 for more information). The hours of operation and full-time/part-time policies must be in line with your authorized child care hours. Keep in mind that some providers charge more than the Regional Market Rate (the payment amount approved by the State). You may be responsible to pay the difference between the payment allowed by State funding and the provider’s rate.

Which children are eligible for CalWORKs Child Care?

CalWORKs may subsidize all or part of child care for your children through age 12. CalWORKs will also pay child care for children 13 years of age and older who have a verified physical, mental, or developmental disability, and are incapable of taking care of themselves. If your child has a special need and requires specialized care, you may be eligible to have a higher rate paid for child care. Special rate payment must be approved by Early Childhood Education Provider Services.

Who can help me find a Licensed Child Care?

There are three ways to obtain a list of child care referrals:

1. **Phone:** Call between 9:00 a.m. to 4:00 p.m.
   Office: 530.745.1380 or email: childcare@placercoe.org

2. **In Person by Appointment Only** between 9:00 a.m. to 4:00 p.m.
   Placer County Office of Education, Early Childhood Education
   1229 Pleasant Grove Blvd., Roseville, CA 95678

3. **Online:** Available 24 hours:
   [https://rrplacercoe.nohosoftware.com/online_referrals/](https://rrplacercoe.nohosoftware.com/online_referrals/)
**How much will CalWORKs pay for child care?**

CalWORKs pays an amount based on the age of your child, the number of authorized hours, and the type (center, family child care home, or licensed exempt care) of provider you use. The amount that is allowed is based on the Regional Market Rate (RMR) in the county where care takes place, as set by the State compared with the amount charged by the provider.

**What if I work weekends or evenings?**

There are child care providers that watch children weekends and evenings. If your center or family day care home provider charges a higher rate for weekends or evenings, a higher rate may be paid.

**Can I appeal a decision about my child care being terminated?**

If you disagree with the decision about your child care, you have a right to request a fair hearing. Fill out the form on the back of the Notice of Action you received and submit it within the required timeline as indicated on the form.
FEES & CO-PAYMENTS

Will I have to pay anything for child care?

There are two ways in which you may be required to pay fees:

- **Co-Payments**: The difference between what the provider charges and what PCOE Early Childhood Education can reimburse is called co-payment and is the responsibility of the parent. **Example:** If a provider charges $900 per month for child care, and the most the state allows PCOE Early Childhood Education to reimburse is $700 per month, the co-payment of $200 per month would need to be paid directly to the child care provider by the parent. PCOE Early Childhood Education is not responsible for this payment.

- **Registration Fees**: When child care providers charge annual or periodic registration fees, PCOE Early Childhood Education may be able to pay some or all of the registration fees. Any portion not paid by PCOE Early Childhood Education is the responsibility of the parent.

How is my Provider paid?

Each month you and your provider must complete and sign an attendance record for each child receiving child care. The parent is responsible for signing the children in and out on a daily basis. The attendance record is a form the provider submits to PCOE Early Childhood Education at the end of each month. Payments are made within 15 working days after all completed paperwork has been received.
TYPES OF CHILD CARE

The Programs PCOE Early Childhood Education administers are parental choice programs. It is the parent’s responsibility to select a provider for his/her children. You may choose any of the types of care listed below:

Child Care Center

Child Care Centers provide care for infants, toddlers, preschoolers, and/or school-age children for all or part of the day. These facilities may be large or small and can be operated independently by nonprofit organizations or for-profit companies, or by churches, school districts, and other organizations. All staff are required to have a criminal background check.

Family Child Care Homes

A Family Child Care Home Provider cares for infants, toddlers, preschoolers, and/or school-age children all or part of the day. These facilities provide care for a small group of children in the caregiver’s home. A Family Child Care Home Provider can be licensed for eight children or up to fourteen for a large group with an assistant. The licensee and any other adults in the home are required to have a criminal background check.

License Exempt Child Care

This is non licensed child care, provided by a neighbor, friend, or relative. The caregiver must be at least 18 years old and the child care takes place in the provider's home. In California, licensing regulations allow for an individual to provide child care for children from one family, in addition their own relatives, without a license.

Subsidized child care programs require License Exempt Child Care Providers to become TrustLined Registered, unless they are Aunt, Uncle, or Grandparent to the child/children in care. This means they must have a livescan background check through the Department of Justice, FBI, and Child Abuse Index. Providers are not reimbursed until they have become registered on the TrustLine Registry.
USING AN IN-HOME CAREGIVER

In-home is care provided in the child’s home.

A family must have a minimum of six children all receiving care at the same time to be eligible for in-home care. If you choose an in-home caregiver, you are required to comply with all State and Federal requirements as an employer. Parent/employer is responsible for calculating and mailing all required forms to the appropriate State and Federal agencies as required by law.

Please see your tax consultant for further assistance

Placer County Office of Education, Early Childhood Education requires from parents hiring an In-home provider, copies of the following completed and signed forms:

- SS-4 Application for Employer ID Number
- W-4 Employee’s Withholding Allowance Certificate
- De3B Quarterly report of wages & withholdings for employers of household workers (due to PCOE every quarter)
- Form 941—Employers Quarterly Federal Tax Return (due to PCOE every quarter)

Parents are responsible for paying the In-home provider and the PCOE Early Childhood Education program reimburses the parent in accordance with PCOE’s current payment policies and the current market rate and minimum wage. In-home care will be reimbursed twice a month upon submission of attendance records showing hours of care and signed by the parent and the provider.

Child care services will be terminated if you fail to comply with the requirement to provide this information to Placer County Office of Education Early Childhood Education
INTERVIEWING A PROVIDER BY TELEPHONE

When you make contact with the provider, first introduce yourself and say why you are calling. Always determine whether it is a good time for the caregiver to talk.

Provider Name: ______________________________________________________
Address: ____________________________________________________________
Do you have openings at this time? ______________________________________
Is your home or center licensed? _______ Number __________________________
What is the age range? ________________________________________________
What do you charge? Full time _______ Part time ____________
Do you have a registration fee? __________________________________________
What are your hours of operation? _______________________________________
What is your experience and/or education working with children?
_____________________________________________________________________
_____________________________________________________________________
How do you handle discipline?
_____________________________________________________________________
_____________________________________________________________________
Are meals and snacks provided? ___________________________________________
How is the day structured? _____________________________________________
_____________________________________________________________________
Additional personal concerns by parent
(e.g. transportation, special needs, pets, etc.)
_____________________________________________________________________

Ask for the name and phone number of two references:

1.  _________________________________________________________________
2.  _________________________________________________________________

Make an appointment to visit the site-Date/Time: _________________________
MAKE AN INFORMED DECISION WHEN CHOOSING CHILD CARE

THE PROVIDERS
- Are unannounced visits for observation allowed?
- Do the children receive individual attention?
- Are you comfortable with the provider?
- Does the provider respond and talk to all children in a positive, warm, understanding way?
- Is a list of references available?
- Is it clear what the provider expects of you? Is there a written agreement?
- You have a right to examine licensing records maintained at the facility. Licensed facilities can be reviewed at: www.cclld.ca.gov - Community Care Licensing facility search.

THE ENVIRONMENT
- What is the system for handling emergencies?
- Is the facility safe, clean, and free of health hazards?
- Is there a place for children to nap or to isolate a sick child?

LEARNING OPPORTUNITIES
- Toys and equipment: Is there a variety of each child’s developmental level?
- Are any special services offered such as: sick care, transportation, health services, or special rates for two children?
- Television: How much and what programs are watched?
- Are there policies about nutrition, toileting, napping, and discipline? Are they consistent with your own?
- Does the facility respect and accept your own cultural values?

TIPS
- Tell your child about the new people they will meet and some of the new things they will do.
- Visit the facility together before care begins.
- When you leave, let your child know you are going and will be back.
- Call licensing, Department of Social Services to check on any substantiated complaints against the facility 916.263.5744 or visit their website at: www.cclld.ca.gov - Community Care Licensing facility search.
Complaint Procedures

Complaints About Licensed Providers
Complaints about licensed providers shall be referred to the licensing agency and the Resource and Referral Program. Complaints must be documented in writing and must include the nature, date, location of the incident, and signature and date of the person issuing the complaint.

Placer County Office of Education
Early Childhood Education Resource and Referral
1229 Pleasant Grove Blvd.
Roseville, CA 95678

Licensing Agency to Contact for Complaints
Department of Social Services
Community Care Licensing
2525 Natomas Park Drive, Suite 250
Sacramento, CA 95834
Mail Station 19-29
Phone: 916.263.5744

General Complaints
Parent or provider complaints about PCOE Early Childhood Education program operations or decisions, shall first be directed to the Assistant Superintendent of Early Childhood Education. If satisfactory resolution is not achieved, the issue shall follow the Placer County Office of Education’s Uniform Complaint Procedures.

Grievance Policy
If you have a complaint regarding an agency policy or practice, you have the following options:
1. First, work with your Specialist to resolve the concern.
2. If the issue is not resolved, contact the PCOE-ECE main line at 530.745.1380 and ask to speak with a Program Administrator or contact Cindy Schmidt directly at 530.745.1368.
3. If the issue remains unresolved, contact the PCOE-ECE main line at 530.745.1380 and ask to speak to Jennifer Hicks, Assistant Superintendent of Educational Services.

Grievances may be submitted by phone, email or walk-in at the PCOE ECE Office, 1229 Pleasant Grove Blvd., Roseville, CA 95678.

Decisions made by the Assistant Superintendent are final.
Placer County Office of Education
Early Childhood Education
1229 Pleasant Grove Blvd.
Roseville, CA 95678
Office: 530.745.1380
Toll Free: 800.464.3322
Fax: 888.293.1613
www.placercoe.org

Resource & Referral
1229 Pleasant Grove
Roseville, CA 95678
Office: 916.740.1642

Employment Services Counselors
Auburn 530.889.7610
Rocklin 916.784.6000

Community Care Licensing
916.263.5744
www.ccl.d.ca.gov

March 2021