

March 24, 2020

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

ALL COUNTY WELFARE DIRECTORS LETTER

This letter informs counties of the new law which requires counties and/or Alternative Payment Programs (APPs) to collect and provide to the Department additional specific business and personal information pertaining to individuals who operate family child care homes and license-exempt child care providers. This additional data collection supports collective bargaining legislation.



KIM JOHNSON
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

March 24, 2020

ALL COUNTY WELFARE DIRECTORS LETTER (ACWDL)

TO: ALL COUNTY WELFARE DIRECTORS

FROM: JENNIFER HERNANDEZ, Deputy Director
Family Engagement and Empowerment Division

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS
(CalWORKs) STAGE ONE CHILD CARE PROVIDER DATA COLLECTION

PURPOSE

The purpose of this letter is to inform counties of additional changes that require County Welfare Departments (CWDs) and/or Alternative Payment Programs (APPs) to collect and provide to the Department specific business and personal information pertaining to individuals who operate family child care homes and license-exempt child care providers. The data collection supports collective bargaining legislation by assisting provider organizations to connect with child care providers. In addition, this letter will provide guidance to counties and/or APPs on the processes and timelines for collection and submission of the requisite data.

BACKGROUND

Senate Bill (SB) 75, as adopted in the omnibus trailer bill of the Budget Act of 2019, added California *Education Code (EC)* Section 8432, effective July 1, 2019, which requires the California Department of Social Services (Department) to collect and submit specific business and/or personal information of child care providers, both licensed and those exempt from licensure who serve families receiving state-funded child care subsidies, to verified provider organizations. Provider organizations can request and obtain this information for the purposes of organizing, representing, and assisting child care providers and any other purposes that fall within their scope of representation.

Assembly Bill (AB) 378, as adopted by the Governor on September 30, 2019, and

effective January 1, 2020, gives provider organizations the right to form a single, statewide child care provider organization and to collectively bargain with the state. Topics within their scope of representation include, but are not limited to, reimbursement rates, professional development and training for child care providers, and impacts on the delivery of child care services as a result of changes in regulations and rules. AB 378 requires the Department to collect and submit additional personal and/or business information to provider organizations.

The law creates the process for the certification of a provider organization as the exclusive bargaining representative. The Public Employment Relations Board (PERB) will conduct an election to certify the provider organization as the exclusive bargaining representative for child care providers no earlier than April 2020.

POLICY

CWDs and APPs must continue to collect and submit to the Department the specific information detailed in this ACWDL for all child care providers, both licensed and exempt from licensure, that have received CalWORKs Stage One reimbursement for child care services. The CWDs and APPs will submit provider information on a monthly basis.

DIRECTIVE

Data Collection and Reporting Instructions

The Department will collect provider data from CWDs and APPs depending on how child care provider information is managed by the counties.

- For counties that administer the Stage One Child Care program and store provider information in the Statewide Automated Welfare System (SAWS), the Department will continue to retrieve the data via SAWS.
- For counties that administer Stage One but do not manage provider information via SAWS, the Department will continue to work with those counties directly to obtain the new data elements.
- For counties that contract their Stage One Child Care to an APP with an existing CDE contract and Child Development Management Information System (CDMIS) credentials, those counties should instruct their contracting APPs to follow the data reporting instructions put forth in California Department of Education [Management Bulletin 19-06](#) and [Management Bulletin 20-02](#).
- For counties that contract their Stage One Child Care to an APP without an existing CDE contract or CDMIS credentials, those counties should continue to

instruct their contracting APPs to work with the Department to submit the additional data elements for the provider reports through the Secure File Transfer protocol.

Updated Data to Be Collected

Two additional data elements are required and must be submitted, pursuant to AB 378. The CWDs and APPs must submit a provider's home telephone number, if known and identify whether the provider is licensed or license-exempt. Additionally, CWDs and APPs will also report a child care provider's home language if the child care provider chooses to provide this information. CWDs and APPs must send a notice to all affected child care providers prior to collecting and submitting the new data elements noted above, pursuant to SB 75 and the passing of AB 378.

The following data elements are required to be collected pursuant to SB 75.

1. Child care provider's Name;
2. Child care provider's home address*;
3. Child care provider's mailing address;
4. County where the family child care home provider is providing child care service;
5. Work telephone number;
6. Cellular telephone number;
7. Home telephone number, if known
8. Email address, if known;
9. Agency, contractor, subcontractor, or political subdivision of the state administering the program;
10. The date the provider began subsidy care;
11. The date the provider ended subsidy care, if applicable;
12. Whether the child care provider is licensed or exempt from licensure
13. A 'Yes' or 'No' to clarify if a provider has a license number;
14. Unique child care provider identification number, if applicable;
15. State facility license number, if known; and
16. Provider's home language (optional)

* Pursuant to Education Code section 8432(h), the attached notice informs those providers approved as participants in the Secretary of State's address confidentiality program, that a designated address may be provided in lieu of a home address.

Notice to Providers

Notice to child care providers of the collection of their business and/or personal information and the purposes and use of their data must be sent out prior to the

collection and submission of data to the provider organization. The Department will post provider notices on the Child Care and Intergenerational Services Bureau webpage and the CWDs and/or APPs will be responsible for distributing provider notices to child care providers.

RESOURCES

The Department will continue to provide ongoing technical assistance to CWDs and APPs on the process for submitting the required data in a secure and appropriate manner. If you have any questions regarding any information in this ACWDL, please call the Child Care and Intergenerational Services Bureau at (916) 657-2144 or email ProviderDataCollection@dss.ca.gov.

Attachment



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GAVIN NEWSOM
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TO: ALL FAMILY CHILD CARE HOME PROVIDERS WHO SERVE
FAMILIES WHO RECEIVE A CALWORKS STAGE ONE CHILD CARE
SUBSIDY

FROM: Original signed by Jennifer Hernandez
JENNIFER HERNANDEZ
Deputy Director
Family Engagement and Empowerment Division

SUBJECT: INFORMATIONAL NOTICE

As of July 1, 2019, changes to California law require the California Department of Social Services to provide child care provider information to certified provider organizations. Pursuant to these changes, your personal and business contact information will be shared with specified provider organizations as defined in the law.

Effective January 1, 2020 additional personal and business contact information will be collected and shared with specific provider organizations as defined in the law. Relevant changes can be found at sections 8431 and 8432 of the Education Code, section 6253.21 of the Government Code, and section 1596.86 of the Health and Safety Code.

If you have any questions, please contact: ProviderDataCollection@dss.ca.gov.