

Child Care





California Community Colleges Chancellor's Office

CalWORKs

New Directors/Coordinators Training

Angela B. Aghajanian, CalWORKs Director

Los Angeles Mission College

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ON CAMPUS CHILD CARE

CalWORKs eligible students interested in child care on campus are referred to Child Development Center (CDC) and if accepted complete the program **child care intake packet** that includes:

- Child Care Intake application
- Child Care agreement
- Child Care Certification of Eligibility form (signed by parent and the CDC coordinator)
- Parent Fraud Policy letter

At the end of each month, an invoice is generated by the CDC and sent to the CalWORKs child care director/coordinator along with the monthly timesheets to review and sign, which is then submitted to the Business Office. Business Office prepares a journal voucher to transfer the CalWORKs funds to CDC.

Centers must utilize the Standard Reimbursement Rate (SRR) when calculating charges for CalWORKs children.

CHILD CARE INTAKE APPLICATION

CalWORKs Program Child Care

LAMC CalWORKs Child Care is only for students currently enrolled at Los Angeles Mission College.

SECTION I. Family Identification: If you are a single parent/ caretaker, check the box

Name of Parent _____ Student ID# _____

SECTION II. Family eligibility and reason for needing service

Are you currently receiving TANF/ CalWORKs cash aid? Yes _____ No _____

Your reason for needing child care services? Working _____ Education or training _____

SECTION III. Employment/ Training information

A. Please indicate the days and hours you work:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

B. Please indicate the days and hours you are in school:

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

SECTION IV. Data on Children

Child's Name _____ Social Security# _____-_____-_____

Child's Birth Date ____/____/____ Sex _____ F _____ M

Child's Name _____ Social Security# _____-_____-_____

Child's Birth Date ____/____/____ Sex _____ F _____ M

Child's Name _____ Social Security# _____-_____-_____

Child's Birth Date ____/____/____ Sex _____ F _____ M

Signature _____

Date _____

FOR OFFICE USE ONLY

Eligibility Status accepted denied

Child Care to start on: ____/____/____

Child Care Provider _____

CHILD CARE AGREEMENT

Please initial.

_____ I am currently receiving TANF/CalWORKs cash aid benefits for myself.

_____ I am currently participating in an approved welfare to work activity.

_____ I agree to provide the LAMC CalWORKs office with the second page of my most recent Notice of Action each semester as proof that I am receiving TANF/CalWORKs cash aid.

_____ I understand that if I get sanctioned by GAIN, I must notify the LAMC CalWORKs office right away and that the LAMC CalWORKs Program cannot pay for child care if I become sanctioned.

_____ I must provide updates on my status with the LA County GAIN program anytime there is a change.

_____ I understand that I need to be enrolled at LAMC and if I drop my classes, I cannot qualify for CalWORKs child care funding and that I must notify the CalWORKs office right away.

_____ I understand that if I drop my classes at LAMC, I will notify the LAMC CDC right away.

_____ I understand that I will be required to pay for other fees required by the center/provider such as earthquake kit, lunch program, field trip fees, t-shirts, etc.

_____ I am not receiving child care funds from any other source for my child/children during the times I have requested funding from the LAMC CalWORKs Program.

_____ I understand that if I have problems or concerns with LAMC CDC, I should discuss this immediately with the LAMC CalWORKs Program coordinator.

_____ I understand that LAMC CalWORKs Program funds are paid directly to the Child Development Center and payments/reimbursements cannot be paid to me.

_____ I will read the *Child Care Parent Handbook* provided to me by the LAMC Child Development Center and would refer to it for any questions or concerns.

Parent Name

Date

Los Angeles Mission College
CalWORKs & Child Development Center
CHILD CARE Certification of Eligibility

Child's Name _____

Semester _____

Child's Date of Birth _____

Start Date _____

English Proficient _____
Limited or Non-English Proficient _____

End Date _____

The child stated above qualifies to participate in the LAMC CalWORKs Child Care program at LAMC CDC. CalWORKs will cover the charges for the following approved hours only; the participant will be responsible for any hours outside of what is stated below.

Child Development Center Director

Date

Rate: Full-time Daily \$ _____

Full-time Hourly \$ _____

Hours of Requested Services:

MON _____ am/pm to _____ am/pm

TUE _____ am/pm to _____ am/pm

WED _____ am/pm to _____ am/pm

THU _____ am/pm to _____ am/pm

FRI _____ am/pm to _____ am/pm

I _____ (participant's name) will follow the above time table for the standard for the time I will deliver and pick up my child from LAMC CDC. I understand that it is my responsibility to follow the above set hours. I will be responsible to pay dues if I am aberrant in not following the schedule. I am aware that if I need to change hours I must fill out a new certification form. This form must be submitted at least 1 week before the effective date.

Parent Signature

Date

**CHILD CARE
CERTIFICATION
OF ELIGIBILITY**

Parent Fraud Policy

The Department of education requires Los Angeles Mission College CalWORKs to inform all families receiving funds from subsidized childcare programs if their child care funds are obtained by providing fraudulent or incomplete information, LAMC may actively pursue recovering the funds paid out for the childcare services.

Fraud is defined as: *The misrepresentation of facts that are material to an issue, made with the intent to obtain something to which one is not entitled. Fraud exists when an individual, knowingly and with intent:*

- Makes a false statement or representation to obtain benefits, obtain a continuance or increase of benefits, or avoid a reduction of benefits.
- Accepts benefits knowing he/she is not entitled thereto, or accepts any amount of benefits knowing it is greater than he/she is entitled to.

If LAMC CalWORKs suspects or is notified in any way that you have given false or misleading information about your eligibility of the use of childcare services, LAMC or the local law enforcement agency may investigate. Fraud investigation reports may be used as supporting documentation for any inquiring control regulatory agencies.

It is the policy of LAMC that if providing any fraudulent, false or misleading information to LAMC CalWORKs regarding you eligibility such as employment, income, status as a good student, enrollment in a training program, your eligibility relating to medical incapacitation or uses of care may be grounds for termination from the subsidized childcare program and LAMC may attempt to recover all funds paid for childcare services.

If you are terminated for fraud, you will be entitled to request a fair hearing (i.e. an appeal). If you choose to appeal and your appeal is successful, the proposed action will be canceled. If you loose your appeal, you may be required to reimburse the agency the entire cost of services provided during the period of ineligibility.

If it is determined you have provided false or misleading information that resulted in a lower parent fee, but you are otherwise eligible for subsidized childcare funds, you will be notified of the correct parent fees and will be billed accordingly.

If you are terminated for fraud, you may not be eligible to re-apply for child care services from LAMC CalWORKs.

LAMC may attempt to recover funds, by developing a repayment plan with you. If you do not respond to the repayment plan or are late with your repayment(s) as outlined in the plan, a claim may be filed with Small Claims Court. If you still refuse to pay the claim, the claim may be referred to the District Attorney's office.

**** I certify, under penalty or perjury that I have read the above information and understand that failure to comply may not only result in termination form the LAMC CalWORKs program, but may also result in repayment to LAMC for any childcare subsidy I receive as a result of the fraudulent information provided. I also understand if fraud is detected, my case may be sent to the appropriate law enforcement agency for possible criminal prosecution.**

PARENT NAME (please print) _____

PARENT SIGNATURE _____

PROGRAM COORDINATOR SIGNATURE _____

DATE _____

DATE _____

PARENT FRAUD POLICY LETTER

Business Area	GL Account	WBS	Fund
000	562100	1044-*6925	1044*

Invoice #
*

LA* CalWORKs

CHILD CARE INVOICE

SAMPLE INVOICE

Name: LA* Child Development Center **Phone:** _____

Description: Charge for child care services to CalWORKs [month /year] based on the enrollment of
#* child (ren).

	Name of Child(ren)	Age (months)	Rate(\$/daily/hourly)		Time (FT/PT)		Total
1		39	\$ 40.20	daily	FT	22 days	\$884.40
2		6	\$ 68.34	daily	FT	22 days	\$1,503.48
TOTAL							\$2,387.88

Student/Parent Name: Jane Doe **SID#** _____

John Din _____

LA* CDC Director: _____ **Date:** _____

LA* CalWORKs Director: _____ **Date:** _____

LA* V.P. Administrative Services: _____ **Date:** _____



Memorandum of Understanding

Between

Los Angeles Community College District CalWORKs Programs

and

Los Angeles Community College District Child Development Centers



As collaborative partners, it is our intent to fully support both the Los Angeles Mission College Child Development Center (CDC) and Los Angeles Mission College CalWORKs Program by providing child care services to eligible CalWORKs students attending LACCD colleges. Eligibility for child care services is determined by the college's CalWORKs Programs.

For the purposes of this Memorandum of Understanding, the most recent edition of the CalWORKs Handbook of the California Community Colleges Chancellor's Office (CCCCO) governs student eligibility for services, required documentation, reporting elements and timelines, and allowable expenditures.

CalWORKs child care funds used by the college's Child Development Centers must be earned based on hours of care provided for the dependents of eligible CalWORKs students and allowable State reimbursement rates. The Standard Reimbursement Rate (SSR) is the cost basis for reimbursing the CDC for this care.

The CDC will use the standard reimbursement rate provided by the California Department of Education for invoicing. Please note the prohibition on double-dipping on Page 22 of the CalWORKs Program Handbook: Child Care funds may not be used in combination with other state funded child care (for example, CDE/CDD funding) to pay a combined dollar amount above the rates outlined in the SSR or RMR.

Los Angeles Mission College CalWORKs PROGRAM SCOPE OF WORK:

As a collaborative partner, the Los Angeles Mission College CalWORKs Program agrees to:

1. Provide the CDC Director with the most recent edition of the CalWORKs Handbook of the California Community Colleges Chancellor's Office found at <http://extranet.cccco.edu/Portals/1/SSSP/CalWORKs/Policies/August%202011%20CalWORKs%20Handbook.pdf>
2. Discuss with CalWORKs students the benefits of enrolling their children to the CDC.
3. Notify the CDC of CalWORKs-eligible students who express interest in placing their children in the CDC in order to facilitate their CDC enrollment.
4. Inform the CDC each academic term whether students are eligible for CalWORKs child care funding and if so, the days, hours and beginning and end dates of care. Notify the CDC if the student becomes disqualified as soon as the ineligibility is discovered, in order to cease care and avoid overpayments.
5. Reinforce with CalWORKs student parents the policies and procedures corresponding to excused absences, unexcused absences and termination of services the CDC has put forth in the CDC Parent Handbook;
6. Participate in the CDC Advisory Committee and, as needed, attend other meetings which involve CalWORKs students.
7. Notify the CDC immediately of pending or scheduled audit or file review visits.
8. At the beginning of the fiscal year, the CalWORKs director will craft their proposed budget and program plans based on the needs of their CalWORKs Program which includes coordination (e.g. staffing needs), work study, and job development in addition to child care. Consequently, the CalWORKs director will determine the amount that the CDCs can earn (up to) by providing child care services to eligible children of CalWORKs students. Since counties must provide child care services to students within 30 days of

approval of cash benefits, child care needs are met prior to referring the students to the community college CalWORKs Programs.

9. Monitor child care expenditures on a monthly basis.

Los Angeles Mission College CHILD DEVELOPMENT CENTER SCOPE OF WORK:

As a collaborative partner, the Los Angeles Mission College Child Development Center agrees to:

1. Provide child care services to CalWORKs Program participants at the CDC.
2. Comply with all applicable state and local licensing and health and safety requirements.
3. Provide the CalWORKs Program any written materials given to parents regarding Center policies and procedures.
4. Use the invoice template provided by the CalWORKs Program to submit a monthly report of CalWORKs children by name, age (in months), number of days of attendance and cost of care by day (1/2 day, 3/4 day, full day) within ten business days after the end of each month. The CDC director or administrator over the CDC will sign the report. Copies of the sign-in sheets must be attached to the invoice for verification purposes to ensure the invoice is accurate. All supporting documentation such as sign-in sheets, signed by the CalWORKs student or the student's authorized alternate will be maintained in the CDC and will be made available for audit purposes upon request.
5. Refer CalWORKs students to the CalWORKs office for eligibility determination and program enrollment.
6. Participate in the CalWORKs Advisory Committee.
7. Prepare and comply with deadlines for requests for information necessary for audit documentation at the time of audit by the CalWORKs Program to meet accountability obligations.
8. To avoid fiscal penalties to the CalWORKs Program due to the late return to the CCCC of unearned child care funds, the CDC will submit an updated projection of expenditures for the last quarter by March 15th. The total will not exceed the mutually agreed upon funding amount for the fiscal year.
9. Advise the CalWORKs Director by December 1st and May 1st of each year whether or not the CDC will be open during the winter and summer sessions respectively to provide services to students.
10. Cooperate in verifying, reporting and taking action in case of fraud.

We look forward to a continued collaboration and coordination of services to CalWORKs students as they pursue their educational and employment goals at and through (insert college name).

CalWORKs Program Administration

Angela Aghajanian
Director, CalWORKs Program
Los Angeles Mission College

Date

Child Development Administration

Diane Stein
Director, Child Development Center
Los Angeles Mission College

Date

OFF CAMPUS CHILD CARE

CalWORKs eligible students interested in off campus child care are provided with a list of LAMC contracted child care family home providers and day care centers. Once a provider is selected, student completes the program **child care intake packet** and is given a child care Parent Handbook. Concurrently, the CalWORKs child care coordinator contacts the provider via phone or email to confirm that student's child has been accepted and provides them with a timesheet for the month.

At the end of each month, timesheets signed by both the parents and the day care provider along with an invoice are forwarded to CalWORKs child care coordinator. Child care coordinator reviews the invoice and submits it to CW director for approval and then to the Business Office for processing. The provider receives a check from LAMC within 3-5 business days.

CHILD CARE PROVIDERS

Provider's Name	Address	Phone #
Provider One	1111 Greeley St. Tujunga, CA 91042	(818) 951-1111
Provider Two	2222 Rajah St. Sylmar, CA 91342	(818) 362-2222
Provider Three Family Child Care	3333 <u>Shablow</u> Street Sylmar, CA 91342	(818) 403-3333
Provider Four	4444 <u>Cometa</u> Ave. Sylmar, CA 91342	(818) 361-4444
Provider Five	5555 E. Lomita Ave. Glendale, CA 91205	(818) 546-5555
Provider Six	6666 <u>Cometa</u> Ave. Sylmar, CA 91342	(818) 365-6666
Provider Seven	7777 Bradley Ave. Sylmar, CA 91342	(818) 362-7777



PROVIDER ENROLLMENT

For a family day care provider or a child care center interested in working with the CalWORKs program and providing child care to eligible CalWORKs students, the program creates a new vendor form after the initial contact with the day care. Once the request for a contract, which requires a copy of the day care license and the insurance policy, or a short-term agreement (less than \$5,000) processed and approved by the Board of Trustees, a copy is sent to the provider for signature. Upon receiving a copy of the signed contract, the CalWORKs child care coordinator sends a new provider packet to the provider which includes:

- Welcome letter
- Payroll procedures
- Provider application
- Declaration of child care fees

Dear provider:

We would like to thank you for your interest in working with our program. We are here to serve our students and your assistance in helping us to do so is greatly appreciated.

Our program is designed to support students in their transition from welfare to achieving self-sufficiency. One of the services that we provide is child care, which is crucial for our students as they all have dependent children. By being in our program, they qualify to have their child care services paid for while they are in school and / or at work.

As a new provider, we have attached some documents for you to fill out, sign and return; you will also find information on payroll procedures. After you send them back to us at your earliest convenience, we will administer your paperwork and a letter regarding your contract will be mailed to you subsequently.

For any questions you can call me at (818) 833-3511.

Sincerely,

XXXXX

CalWORKs Program

Los Angeles Mission College
CalWORKs CHILD CARE
Declaration of Child Care Fees

Provider's Name: _____ LICENSE CAPACITY: _____
Facility LICENSE #: _____ DATE OF LICENSE: _____

DAYS AND HOURS OF OPERATION: (CIRCLE DAYS OPEN AND FILL IN HOURS)

MONDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM

FULL-TIME

AGE	HOURLY	DAILY	WEEKLY	MONTHLY
Under 2 years				
2-5 years				
6+ years				

DO YOU PROVIDE PART-TIME CARE? Yes _____ No _____
*** Attach additional part-time rates if necessary to this form.

PART-TIME

AGE	HOURLY	DAILY	WEEKLY	MONTHLY
Under 2 years				
2-5 years				
6+ years				

DO YOU PROVIDE EVENING CARE? Yes _____ No _____
DO YOU PROVIDE WEEKEND CARE? Yes _____ No _____

EVENING

AGE	HOURLY	DAILY	WEEKLY	MONTHLY
Under 2 years				
2-5 years				
6+ years				

WEEKEND

AGE	DAILY	WEEKLY	WEEKLY	MONTHLY
Under 2 years				
2-5 years				
6+ years				

DO YOU OFFER A FAMILY DISCOUNT? YES _____ NO _____ HOW MUCH? _____
PROVIDER SIGNATURE _____ DATE: _____

**LAMC CalWORKs Attendance Sheet
SEPTEMBER 20XX**

NAME OF CHILD: _____ PROVIDER: _____
DOB: _____

ELIGIBLE HOURS:

MON 8:00 am to 1:00 pm
WED 8:00 am to 1:00 pm
FRI

TUE 8:00 am to 1:00 pm
THU 8:00 am to 1:00 pm

DATE	TIME-IN	SIGNATURE	TIME-OUT	SIGNATURE	TOTAL OF HRS
W: 1					
TH: 2					
F: 3					
M: 6		Labor Day Holiday			
T: 7					
W: 8					
TH: 9					
F: 10					
M: 13					
T: 14					
W: 15					
TH: 16					
F: 17					
M: 20					
T: 21					
W: 22					
TH: 23					
F: 24					
M: 27					
T: 28					
W: 29					
TH: 30					

**SAMPLE
TIMESHEET**

I understand that the LAMC CalWORKs has approved my child for the hours stated above. I understand that I must sign my child in at the time of arrival, and out at the time of departure.

Parent's Name

I, the child care provider, declare under the penalty of perjury that the hours stated above for time-in and time-out are true and correct.

Provider's Name