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# **Welcome!**

# **We're glad you joined**

# **us!**



# **Early Learning and Care Division Field Services Office**

**Eligibility, Family Size, and Need utilizing the  
Review Guide**

**Presented by: ELCD Staff**



**TOM TORLAKSON**  
State Superintendent  
of Public Instruction

# Agenda

- 1) Introductions
- 2) Early Learning and Care Division Updates
- 3) Purpose/Goals
- 4) Definitions and Terms
- 5) Elements of the Review Guide
- 6) Closer look into the Review Guide
  - Eligibility for Services
  - Family Size
  - Need for Services
- 7) Questions



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# Early Learning and Care Division Updates

Management Bulletin (MB)B 18-03: Revised State Median Income for 2018-19

<https://www.cde.ca.gov/sp/cd/ci/mb1803.asp>

MB 18-04: Homeless Children and Youth

<https://www.cde.ca.gov/sp/cd/ci/mb1804.asp>

MB 18-05: Transfer of Families into a California Work Opportunity and Responsibility to Kids Stage 2 Child Care Program

<https://www.cde.ca.gov/sp/cd/ci/mb1805.asp>

MB 18-07: 2018–19 Family Fee Schedule

<https://www.cde.ca.gov/sp/cd/ci/mb1807.asp>



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# Purpose and Goals

To provide guidance for error rate reviews:

- Define material, file and compliance file errors
- Present information about how to verify eligibility, family size and need utilizing the review guide
- Describe how to identify errors when reviewing family data files



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# Definitions and Terms

- A material error is an error that results in the improper reimbursement of services. A material error occurs when the requirements in statutes and/or regulations are either misapplied and/or when there is insufficient or conflicting documentation to support a decision regarding eligibility, need, family fees, and provider payments
- A file error occurs when the requirements in statutes and/or regulations are not met, but does not result in an improper authorization of services
- A compliance finding occurs when a contractor does not meet minimum legal requirements in statutes, regulations or contractual provisions



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# Elements of the Alternative Payment, CalWORKS Child Care and Family Child Care Home Education Network Contracts Review Guide

## Section I.

- CDD-801A Monthly Population Report
- Initial Certification and Recertification
- Parental Right to Voluntarily Report Changes
- Eligibility
- Family Size
- Income Calculation
- Need for Services
- Family Fee



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# **Elements of the Alternative Payment, CalWORKS Child Care and Family Child Care Home Education Network Contracts Review Guide (2)**

- Family Fee
- Notice of Action
- Attendance – Alternative Payment (AP)
- AP Reimbursement Determination
- Attendance – Family Child Care Home Education Network (CFCC)
- CFCC Reimbursement Determination





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# Elements of the Alternative Payment, CalWORKS Child Care and Family Child Care Home Education Network Contracts Review Guide (3)

## Section II. Resource Tools

- Process to Select Sample Size
- File Error Determination Process
- Method to Determine Material Error Amount
- Sample Material Error Rate Determination Worksheet
- Error Rate Reduction Plan Process
- Sample Error Rate Reduction Plan Form



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# Lets take a closer look into the Review Guide





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# CDD-801A

## Monthly Population Report

Type of  
findings that  
can be  
assessed

Question  
number

Question with  
Title 5 Section  
and/or MB #

1. CDD-801A Monthly Population Report		
	Child Reported on the CDD 801A	Findings
1.1	Did the child receive services in the review month ( <i>California Code of Regulations</i> , Title 5 (5 CCR), Section 18070 and Management Bulletin (MB) 09-12)?	<b>Compliance:</b> If the random sample files pulled include children that did not receive services during the review month, a compliance finding will be determined.



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# Initial Certification and Recertification

Types of  
Errors that  
can be  
assessed

Initial Certification and Recertification (Application for Services)		Findings
2.1	Is there a completed, accurate and signed Application for Services in the family data file (5 CCR, sections 18081, 18082 and 18083)?	<b>Material:</b> If the Application for Services is not present in the family data file an error will be determined in eligibility. The error will equal the cost of services provided for the sample month or the portion of the month in which there was insufficient documentation, whichever is less. <b>File:</b> If the Application for Services is incomplete/inaccurate, an error will be determined in eligibility.
2.2	Was the application completed prior to serving the child (5 CCR, Section 18082[b])?	<b>Material:</b> If services were provided prior to the Application for Services being completed, an error will be determined in eligibility. The error amount will be determined as in 2.1.

Question  
number

Question  
with Title 5  
Section  
and/or MB  
#



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# ELIGIBILITY

## *Education Code (EC) Section 8263(a)(1)*

Eligibility is based on **documentation** and **verification** of at least one of the following:

- Child Protective Services(CPS)/At-Risk
- Income Eligibility
- Current Aid Recipient
- Homeless
- Exceptional Needs

The **parent** provides the required documentation and the **contractor** verifies



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# Let's Review and Discuss

- The eligibility test questions (pages 13 – 18)
- Type of errors that can be assessed for each test question
- What is your agency best practice?
  - Provide feedback on index card



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# Family Size

## Supporting Documentation

The parent shall provide supporting documentation regarding the number of children and parents in the family:

- Supporting documentation for the number of children shall be **at least one** of the following:
  - a) Birth certificate
  - b) Child custody court order
  - c) Adoption documents
  - d) Foster Care placement records
  - e) School or medical records
  - f) County welfare department records
  - g) Other reliable documentation **indicating the relationship of the child to the parent**



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# Family Size

## Supporting Documentation Management Bulletin 16-14

### Single Parent Self Certification:

- Self certification of single parent status under penalty of perjury.





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# Let's Review and Discuss Family Size

- The family size test questions (pages 19-20)
- Type of errors that can be assessed for each test question
- What is your agency best practice?
  - Provide feedback on index card



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# Need for Services

For family to receive child care services they must have a qualifying need in at least one of the categories below:

- Employment
- Seeking Employment
- Vocational Training
- Parent Incapacitation
- Homeless
- Seeking Permanent Housing
- Child Protective Services (CPS)
- At risk



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# Let's Review and Discuss Need for Services

- The need test questions (pages 22 - 37)
- Type of errors that can be assessed for each test question
- What is your agency best practice?
  - Provide feedback on index card



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# Thank You