

**County of San Diego, Health and Human Services Agency (HHSA)
CalWORKs Program Guide**

Child Care Overview

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Issue Date:

June 30, 2015

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Upon receipt

Background:

In 1997, Assembly Bill (AB) 1542 established the California Work Opportunity and Responsibility to Kids, (CalWORKs), program and established a single three-stage child care system for current CalWORKs and Former CalWORKs families.

The system is designed to help CalWORKs families quickly get child care when the parents start work, Welfare-to-Work (WTW) activities, or Cal-Learn activities. It is also designed to make it possible for the families to have stable, long-term, child care that is needed for the parents to continue working once their cash aid ends.

MPP 47-101.1, MPP 47-101.2

Policy:

The CalWORKs Child Care program is to provide a seamless and smooth transition between stages of child care, so that families experience no break in their child care services due to a transition among the three stages of child care.

MPP 47-101.3, MPP 47-101.5

Stage 1 Child Care Overview

MPP 47-101.4

The California Department of Social Services (CDSS) supervises the Stage 1 Child Care program and the County of San Diego, Health and Human Services Agency (HHSA) contracts the administration of Stage 1 Child Care with Public Consulting Group and with ResCare, who subcontracts their child care services with YMCA Child Care. The two agencies administer the child care services in the regions they serve:

Stage 1 Child Care Agency	Regions Served
Public Consulting Group (PCG)	East and South
ResCare-YMCA	North Coastal, North Inland, and Central

[Desk Aid: CalWORKs Child Care Agencies and Regional Zip Codes](#)

Stage 1 Child Care is available to:

MPP 47-101.4

- Families who enter the CalWORKs (CW) program and who need child care in order to participate in a Welfare-to-Work (WTW) work activity or to begin employment.
- Pregnant or Parenting Teens in the Cal-Learn Program. Cal-Learn teens may receive Stage 1 Child Care to allow them to participate in school activities leading to graduation, and for work.

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Stage 1- Duration of Services

MPP 47-101.7, Local Policy

Stage 1 services continue until the county determines the parent(s) stable or when a recipient is transitioning off of aid.

Families receiving CalWORKs in Stage 1 Child Care are to transition to Stage 2, once they are determined to be stable. Stability review begins after the participant's CalWORKs welfare-to-work activity plan has been in place for a minimum of 60 days, without significant attendance and/or compliance problems and a child care plan is in place that is acceptable to both the parent and the ECM. ([Processing Guide 10-010.A4 Transitioning Child Care Cases to Stage 2](#))

- Client's may remain in Stage 1 if:
 - the family's situation remains unstable
 - the client is a Cal-Learn participant
 - program barriers make it administratively unable to transfer to Stage 2
 - child care authorization is less than 40 days
 - there are insufficient Stage 2 funds
 - it is necessary for administrative efficiency
- Former CalWORKs families, who remain in Stage 1 Child Care because they have unresolved program barriers that make them unable to transfer to Stage 2, may remain in Stage 1 for up to 24 months after their cash aid ends, as long as their income is at or below 70% of the state median income.

Stage 2 and Stage 3 - Child Care Overview

MPP 47-101.4, MPP 47-101.7, MPP 47-101.8

The California Department of Education (CDE) supervises the Stage 2 and 3 Child Care Programs. Alternative Payment Program (APP) contractors administer the Stage 2 and 3 Child Care programs in San Diego County.

The main offices of the two APP contractors providing services throughout the county are:

- YMCA Childcare Resource Service (CRS),
2602 Hoover Avenue, #101, National City, CA 91950
Phone Number: (619) 474-4707
Fax Number (619) 474-2435
- Child Development Associates (CDA),
180 Otay Lakes, Suite 201 Bonita, CA. 91910
Phone Number: (619) 427-4411 or 1-888-755-2445
Fax Number: (619) 205-6299

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The County of San Diego HHSA Eligibility Operations monitors the transitioning of child care cases from Stage 1 Program contractors to the Stage 2 APP contractors in order to ensure an equitable distribution of the child care transfers to the two APP Stage 2 Programs.

Stage 1 Agency...	Transfers primarily* to ...
ResCare/YMCA	CDA Stage 2 Program
Public Consulting Group (PCG)	YMCA/CRS Stage 2 Program

Cases are transferred primarily to the agencies listed above, but there may be exceptions determined by administration, in order to ensure an equitable distribution of cases between the two Stage 2 Agencies.

[Desk Aid: CalWORKs Child Care Agencies and Regional Zip Codes](#)
[Processing Guide 10-010.A4: Transitioning Child Care Cases to Stage 2](#)

Stage 2 Child Care is available to:

- CalWORKs recipients whose child care case is transferred from Stage 1 Child Care to Stage 2 because the Employment Case Manager (ECM) determines the WTW participant's work or work activity has stabilized. The clients who continue to participate in WTW activities will have child care authorized by the WTW ECM which is communicated to the Stage 2 Agency via the Form 27-128. ([Processing Guide 10-010.A1 Worker Actions](#), [Processing Guide 10-010.A3 Form 27-128](#))
- CalWORKs recipients who are not participating in WTW, but are found eligible for CalWORKs Stage 2, such as: a WTW exempt recipient who is not volunteering to participate in WTW, but needs child care; or a WTW parent who becomes sanctioned but is working or in a county approved activity. ([CPG 40-200.E](#), [Processing Guide 40-200.E1](#))
- Former CalWORKs families, or Timed-Out WTW parent(s), who received cash aid within the last 24 months, and whose income is at or below 70% of the state median income. ([CPG 40-200.E](#), [Processing Guide 40-200.E1](#))
- Families who choose regular CalWORKs Diversion services and need child care. ([CPG 40-200.E](#), [Processing Guide 40-200.E1](#))

Stage 3 child care is available to:

- Families who are transferred from Stage 1 or Stage 2 into Stage 3 **no later than the 1st working day of the 25th month of post-aid.**
- Former CalWORKs families who received Stage 1 and/or Stage 2 child care subsidies and who have had **more than 24 months since their CalWORKs cash aid ended**, and who continue to have a qualifying need and income at or below the 70% of the state median income.

Families may continue in Stage 3 as long as they continue to have a qualifying need and income at or below 70% of the state median income.

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Child Care Informing Notice (CCP7) Requirement

HHSA has the responsibility to inform CalWORKs clients of the availability of child care subsidies. CalWORKs Eligibility Staff, WTW Staff and Cal-Learn Staff must ensure that the clients have access to child care subsidies whenever there is a need for child care as a result of employment or participation in any county approved activity.

MPP 47-301.1

CalWORKs Eligibility Staff, WTW Staff and Cal-Learn Staff must provide the client with the Child Care Informing notice (CCP7). ([Processing Guide 10-010.A1 Worker Actions](#), [Processing Guide 10-010.A2- Form CCP7](#))

MPP 47-301.2

The Child Care Informing Notice (CCP7) must be provided each time the client:

MPP 47-301.23

- Applies for CalWORKs cash assistance and at annual redetermination
- Signs an original welfare-to-work plan
- Signs an amended welfare-to-work plan
- Asks for child care

The client's ***earliest date of eligibility*** for child care subsidy is 30 days prior to the request date.

Procedure:

Active CalWORKs Recipients

The WTW Employment Case Managers, who are co-located with Stage 1 Child Care staff, authorize child care for approved WTW activities via the Child Care Authorization Form 27-128 routed:

- To the on-site CalWORKs Stage 1 Child Care Section, or
- To the Stage 2 child care agency

The Cal-Learn Case Managers, who are located at school sites, authorize child care for approved Cal-Learn activities via the Child Care Authorization Form 27-128 routed:

- To the appropriate CalWORKs Stage 1 Child Care Section

Former CalWORKs Recipients

Former CalWORKs Recipients, who remain in Stage 1 Child Care because they are unable to receive child care in Stage 2, have their child care need certified by the Stage 1 child care staff.

Processing Guides:

[10-010.A1 Child Care Referrals/Authorizations Worker Actions](#)

[10-010.A3 Form 27-128](#)

[Desk Aid: CalWORKs Child Care Agencies and Regional Zip Codes](#)

[CPG 10-010.B Eligibility - Post-Aid](#)

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Impacts:

Forms and Document Capture:

Revised Form 27-128

Other Programs Affected:

CalWORKs, Welfare-to-Work Employment Services, Cal-Learn

References:

[MPP 47-101](#)

[MPP 47-301](#)

[CCR, Title 5, Chapter 19](#)

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