



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
AGENDA
October 9th 2020 | 10:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/89978886964?pwd=N04wTllyNEZWOW9lNVJxalhJSkYxdz09>

Meeting ID: 899 7888 6964

Password: 100920

Phone Number: +1 669 900 6833 US (San Jose)

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA 2020 Board of Directors					
Lynn Morgan,	A PRI		Board Chairperson		
Walt Kruse,	T LIR		Board Vice-Chair		
Karl Rodefer,	T PUB		Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB		Ryan Campbell	PUB	
Jeff Brown	PUB		Robin Gallegos	HSPC	
Joni Drake	LIR		Dana Reel	LIR	
Mary Pulskamp	LIR		Lloyd Schneider	PRI	
Linda Rianda	PUB		Colette Such	PUB	
Susan Ross	PRI				
Jim Wilmarth	PRI				

ATCAA Staff		
Joseph Bors	Executive Director	
Bruce Giudici	Fiscal Officer	
Rachel Leach	CSBG Coordinator	
Katelyn Peterson	Secretary to the Board	
Cheri Cunningham	Human Resources Manager	
Pat Ports	Family Resource Services Director	
Tonya Kraft	Lifeline Program Coordinator	
Kristy Moore	Communications Manager	
Patrick Kane	Central Sierra Connect	

Others Present:

3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
5. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
 - 5.1. Board Minutes 8/14/2020 Pg. 4
 - 5.2. 2021 Board Meeting Dates. Pg. 12
6. **COMMITTEE REPORTS:**
 - 6.1. Finance Committee: Verbal Report of 10/9 Meeting
 - 6.1.1. Approval of Financial Reports (*Org Std 8.7*)
 1. Administrative Budget to Actual Pg. 13
 2. CSBG Budget to Actual Pg. 15
 3. ATCAA Balance Sheet Pg. 16
 4. ATCAA Revenue and Expenditure Report Pg. 17
 5. ATCAA Cash Flow-Overview Pg. 18
 6. ATCAA Cash Flow-Housing Pg. 19
 7. ATCAA Cash Flow-Food Bank Pg. 20
 8. ATCAA Cash Flow-Energy Pg. 21
 9. Housing Support Account - Tuolumne Properties and Varley Place Pg. 22
 10. Fiscal Officer Narrative- 8/2020 Pg. 23
 - 6.1.2. Approval of 2021 CSBG Budget (preliminary). Pg.26
 - 6.2. Nominating Committee: Has not met
 - 6.3. Internal Affairs Committee: Verbal Report of 10/5 meeting.
 - 6.3.1. Personnel Policy 5.1 Health Benefits. Pg.27
 - 6.3.2. Personnel Policy 6.2.1 COVID-19. Pg. 29
 - 6.4. Early/Head Start Policy Council: Verbal Report of 9/4 and 10/2 meeting.
 - 6.5. Executive Committee: Verbal Report of 8/28, 9/21, and 9/28 meetings.
7. **CLOSED SESSION:** Public Employee Evaluation and Contract (Authority: Government Code Section 54957). Executive Director
8. **NEW BUSINESS:**
9. **EXECUTIVE DIRECTOR REPORT:**
 - 9.1. PG&E Food Bank Partnership-PSPS Events
 - 9.2. Medi-Cal Health Navigator
 - 9.3. Workers Comp Update

10. PROGRAM PRESENTATIONS: (*Org Std. 5.9*)

- 10.1. Family Resource Services, Pat Porto(Verbal Report) Pg. 34
- 10.2. Lifeline, Tonya Kraft (Verbal Report) Pg. 36
- 10.3. Communications, Kristy Moore (Verbal Report) Pg. 38
- 10.4. Central Sierra Connect, Patrick Kane (Verbal Report) Pg. 39
- 10.5. Housing, Denise Cloward (Slide Only) Pg. 41
- 10.6. Food Bank, Joe Tobin (Slide Only) Pg. 43
- 10.7. Energy, Astrid Torres (Slide Only) Pg. 45
- 10.8. Prevention Programs/YES Partnership, Bob White (Slide Only) Pg. 47
- 10.9. Early Childhood Services, Nancy Miner (Slide Only) Pg. 49

11. ITEMS FOR FUTURE AGENDAS:

- 11.1. Board Self-Assessment and Survey Results
Needs to be completed and submitted to Rachel Leach by 10/31

12. INFORMATIONAL:

- 12.1. ACF Program Instruction on Final Rule on Designation Renewal System Changes (ACF-PI-HS-20-05) Pg. 50
- 12.2. CDE Management Bulletin 20-15a on Reimbursement and Data Collection Requirements for Alternative Payment Programs and Providers. Pg. 53
- 12.3. CDE Management Bulletin 20-16 on Continued Funding Application Fiscal year 2021-22. Pg.60
- 12.4. CDE Management Bulletin 20-17 on Requirements for Distance Learning Plans, Program Quality, and Distance Learning Services for Direct Service Contractors. Pg. 62
- 12.5. CDE Management Bulletin 20-18 on Reopening and Reimbursement Requirements for Direct Service Contractors. Pg.69

13. FUTURE BOARD MEETINGS:

December 11th, 2020

14. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
MINUTES – To Be Approved 10/9/2020
August 14th 2020 | 10:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/89290441071?pwd=MDJYYlgyMlVMcEFRbkerVXdTWDB5Zz09>

Meeting ID: 892 9044 1071

Password: 8Ysgu3

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. CALL TO ORDER:

The meeting was called to order at 10:34am by Chair Lynn Morgan.

2. ROLL CALL:

ATCAA 2020 Board of Directors					
Lynn Morgan,	A PRI	<i>P</i>	Board Chairperson		
Walt Kruse,	T LIR	<i>P</i>	Board Vice-Chair		
Karl Rodefer,	T PUB	<i>P</i>	Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB	<i>P</i>	Ryan Campbell	PUB	<i>P</i>
Jeff Brown	PUB	<i>P</i>	Robin Gallegos	HSPC	<i>A</i>
Joni Drake	LIR	<i>P</i>	Dana Reel	LIR	<i>A</i>
Mary Pulskamp	LIR	<i>A</i>	Lloyd Schneider	PRI	<i>P</i>
Linda Rianda	PUB	<i>A</i>	Colette Such	PUB	<i>P</i>
Susan Ross	PRI	<i>A</i>			
Jim Wilmarth	PRI	<i>P</i>			

ATCAA Staff		
Joseph Bors	Executive Director	<i>P</i>
Bruce Giudici	Fiscal Officer	<i>P</i>
Rachel Leach	CSBG Coordinator	<i>P</i>
Katelyn Peterson	Secretary to the Board	<i>P</i>
Denise Cloward	Housing Director	<i>P</i>
Joseph Tobin	Food Bank Director	<i>P</i>
Astrid Torres	Energy Director	<i>P</i>
Robert White	Prevention Programs Director	<i>P</i>
Nancy Miner	Early Childhood Services Director	<i>P</i>

Others Present:

Cheri Cunningham, Human Resource Manager, and Stacey Larson, Payroll Assistant

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
Member Rodefer moved and Axe seconded the Approval of the Agenda. MPU by roll call vote.
4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
Member Schneider welcomed back and congratulated the Secretary to the Board Katelyn Peterson on getting married while she was away.
5. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
 - 5.1. Board Minutes 6/12/2020 PG. 5
 - 5.2. 2020-2021 Admin Budget. PG 12
 - 5.3. Head Start/Early Head Start Grant Application
 - 5.3.1. 2021 Application Cover Sheet Table of Contents. PG. 13
 - 5.3.2. 2020/2021 Program Goals and data. PG. 14
 - 5.3.3. Fiscal Year 2021 Head Start and Early Head Start Proposed Budget. PG. 18
 - 5.3.4. 2020/2021 Program Approach Form. PG. 19
 - 5.3.5. 2020/2021 Eligibility Points Worksheet. PG. 21
 - 5.3.6. 2020/2021 Organization Chart. PG. 22
 - 5.3.7. Strategic Plan. PG. 26
 - 5.3.8. School Readiness Goals. PG. 34
 - 5.3.9. Community Assessment. PG. 44*Member Schneider moved and Kruse seconded the Approval of the Consent Agenda. MPU by roll call vote.*
6. **COMMITTEE REPORTS:**
 - 6.1. Finance Committee: Verbal Report of 8/14 Meeting
 - 6.1.1. Approval of Financial Reports (*Org Std 8.7*)
 1. Administrative Budget to Actual PG. 51
 2. CSBG Budget to Actual PG. 53
 3. ATCAA Balance Sheet PG. 54
 4. ATCAA Revenue and Expenditure Report PG. 55
 5. ATCAA Cash Flow-Overview PG. 56
 6. ATCAA Cash Flow-Housing PG. 57
 7. ATCAA Cash Flow-Food Bank PG. 58
 8. ATCAA Cash Flow-Energy PG. 59
 9. Housing Support Account - Tuolumne Properties and Varley Place PG. 60
 10. Fiscal Officer Narrative- 8/2020 PG. 61

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

Executive Director Joseph Bors summarized the Financial Reports by letting the Board know that at the end of the fiscal year, ATCAA was under expensed and had increased revenue due to the COVID-19 pandemic. Member Schneider complimented Alison McEhwee, Fiscal Coordinator, on the creation of the charts.

6.1.2. CSBG CARES Act Funding

1. Breakdown of Proposed Work Plan. PG. 64

Bors informed the Board that ATCAA had been awarded \$365,296 from the CARES Act. These funds are available from March 27th, 2020 to May 31st, 2022. Member Schneider moved and Rodefer seconded to Approve the CSBG CARES Act Funding Proposed Work Plan. MPU by roll call vote.

The Proposed Work Plan is: Salaries \$75,718; Fringe Benefits \$24,135; Operating Expense \$42,467; Equipment \$39,000; Contract/Consultant \$32,000; and Other \$151,976.

6.2. Nominating Committee: Has not met

Chair Morgan asked when the Nominating Committee will meet next. CSBG Coordinator Rachel Leach informed the Board that the Nominating Committee will do nothing until the August 2021 Board meeting, when a new Committee is formed.

6.3. Executive Committee: Has not met

6.4. Internal Affairs Committee: Verbal Report of 8/13 meeting.

6.4.1 Personnel Policy Change 3.4.8 Conflict of Interest in Hiring. PG. 65

Member Schneider reported out that at their meeting, Bors and Human Resource Manager Cheri Cunningham presented a revised version of the policy to loosen up constraints on the current policy. This policy, if approved, will not have family members reporting to each other, but can work in the same environment. Procedural questions are okay to ask the family member, but a shift in work priority will be addressed by the supervisor. Schneider let the Board know that the verbiage and guidelines were taken from an HR Consulting website and that ATCAA has run into this situation before and will in the future with being so rural.

Member Schneider moved and Rodefer seconded the Approval of Personnel Policy 3.4.8 Conflicts of Interest in Hiring. MPU by roll call vote.

6.5. Early/Head Start Policy Council: Verbal Report of 8/7 meeting.

Early Childhood Services Director Nancy Miner informed the Board that they have had a better participant turnout this summer with doing the meetings online. The parents all around have been patient. Early and Head Start are working on renewing their 5 year grant, the application was in the Consent Agenda.

7. NEW BUSINESS:

7.1. Executive Director Annual Review

7.1.1. Create Ad Hoc Committee to perform Joe Bors' contract and salary review in October.

1. ATCAA Bylaws, Article 6, Section B. PG. 67
2. 2020 Committee Assignments. PG. 67
3. Proposed Timeline of Meetings. PG 68

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

All Executive Committee members (Morgan, Kruse, Rodefer, Drake, Campbell, Brown, and Schneider) would like to be a part of review committee. With this, the meetings will have public agendas and minutes taken. Members Schneider and Kruse complimented those who assisted in making the process easier for last years. Executive Director Bors will create a list of reviewers to send to the Committee as well as previous questions.

8. CSBG REPORT: Verbal Report

8.1. 2020 Organizational Standards have been submitted and approved by CSBG. PG 69 CSBG Coordinator Rachel Leach updated the Board that due to COVID-19, CSD had implemented a modified process for the submission of the 2020 Organizational Standards. The modified process eliminated the requirement for agencies to upload documentation for the 2020 program year and required agencies to sign and return an Organizational Standards Certification form. In addition, each agency was still required to submit their organizational standards report in the eGov System to be accepted for the 2020 program year.

Because ATCAA met 100% on our 2019 Organizational Standards Assessment, we were not required to upload any new documentation. However, because we were so far along in the year, I uploaded current documentation of our Organizational Standard compliance to the eGov System. Our 2020 Organizational Standards was submitted along with the required Certification Form on 6/16/2020 and was accepted by CSD on 6/19/2020.

9. EXECUTIVE DIRECTOR REPORT:

9.1. United Way Family First (Amador County)

Bors updated the Board that United Way had \$59,000 (originally \$25,000) to give to Amador residents who had been impacted by COVID-19. ATCAA identified, so far, 118 low income families to receive the \$500. One of four criteria had to be met in order to receive the assistance: loss of income, reduction of hours, had to take time off because childcare was closed, or sick from COVID-19. Bors believes there are fourteen more families that ATCAA can assist with.

9.2. Overview of Insurance Premiums

Bors informed the Board that the property coverage for the eighteen properties ATCAA covers quote went from \$140,000 with \$250,000 deductible from ATCAA's current insurance broker to a \$42,000 with not to exceed \$5,000 deductible per property with California Fair Plan. Additional vandalism and water damage insurance was purchased as well.

9.2.1. Workers Comp

Bors then notified the Board that the number of people out on Worker's Comp is higher than ever, ATCAA currently exceeds the experience mod by 160%. It is costing ATCAA \$1,000 per point over the experience mod, which came to a \$265,000 bill. Bors predicts if the number of claims is nominal for two years, the bill will be reduced to \$180,000, and will back to where our experience mod is the year after that. Bors will be running by

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

legal counsel to add a statement that when an employee signs their timesheet, said employee was not injured on job during the time period, and if there was it has been reported to their supervisor.

9.3. Tuolumne County Grand Jury Report

Bors quickly pointed out that the Tuolumne Grand Jury did a report on what ATCAA does and the history of Community Action Agencies. Chair Morgan found the report uplifting.

10. PROGRAM PRESENTATIONS: (Org Std. 5.9)

10.1. Housing, Denise Cloward (Verbal Report) PG. 70

Contracts/Amendments

- *ESG-CV \$548,000 Submitted via ECIVIS Portal (4 County wide)*
- *HHAP Funds- RFP Process complete 1.9, contracts in August 2020*
- *CDBG-CV Funds, Applied for Tuolumne T Cox \$100,000K (Prevention)*
- *2020 ESG Competitive applications Binders x 4 submitted \$461,000*
- *Both Amador / Tuolumne EFSP/FEMA Distributed (Cares Act plus phase 38)*
- *Amador /Tuolumne HSP Awarded to ATCAA*

Accomplishments

- *ESG-CV Submitted 4 County wide*
- *Finalized HHAP RFP Documentation for 4 County wide competition process.*
- *ATCAA to collaborate with Amador HHS to deliver modified RoomKey.*
- *Amador HHAP Awarded to ATCAA- Tiny cabins project*

In Progress

- *CA-526 Agenda*
- *All CESH/ESG Annual reporting Workbooks, HMIS due to State 7/31/20*
- *HMIS-CES Coordinated Entry training and changes online (CA-526)*
- *Multiple County trainings in HMIS to HHS Staff across region*

10.2. Food Bank, Joe Tobin (Verbal Report) PG. 72

Contracts/Amendments

- *TEFAP 15-MOU-00151 increased base funding to \$52,697 (Total including FFCRA, CARES = \$196,838) 9/30/2021*
- *TEFAP awarded FFCRA fund, an additional \$72,544 (covers all additional admin costs related to the program) 9/30/2021*
- *TEFAP awarded CARES act fund, an additional \$71,597 (Covers COVID related expenses) 9/30/2020*
- *CDSS awarded \$100K for Capacity Building Grant - (Attempting to purchase new walk-in freezer)*

Accomplishments

- *Purchased additional PPE with CARES act fund to help minimize employee's exposure to COVID-19 – Hands free!*
- *Maintained flow of food purchases, as well as distribution, even with multiple hurdles in the way. - Supply Chain, COVID*

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

- Partnered with a new online hosted inventory system; tracks POs, Invoices, Inventory – "Silo" - Zero Cost!
- Kept CAFB informed with weekly progress reports and attended regularly scheduled conference calls.
- Fully expended round 1 of the Second Harvest COVID-19 grant (\$35K) by the deadline; Round 2 to begin in August 2020.

In Progress

- Working with multiple companies for quotes for new walk-in freezer; must submit to CDSS before we get cash in hand.
- Releasing RFP for Backup Generator Project in August. Generator to power service panel C - \$50-60K
- Partnering with Tesla to have 2 backup batteries installed for service panels A + B. Thank you Astrid for all your help!
- Working with CDBG to get \$180k; \$140K for a new fridge truck, \$40K towards backup generator, or other projects.

10.3. Energy, Astrid Torres (Verbal Report) PG. 74

Contracts/Amendments

- Prop-84 Drought & 2016 W-E to 12/2020 extended due to Covid 19
- 2020 LIHEAP Contract Package (\$1,638,692) – Amendment II to 12/2020
- 2017 DOE Contract Package (\$81,387) – Amendment IV to 12/2020
- 2020 DAP Contract Package (\$59,064) to 12/2020
- 2020 Solar DAP Phase II (\$92,825) to 12/2020 extended to 2021 due to Covid 19
- 2020 CAP (\$432,367) to 4/2021

Accomplishments

- Completed 2019 LIHEAP in December. Final Report is in work (\$1,640,331)
- Completed the Prop-84, Rnd-2 Project final report.

In Progress

- MAC IRWM DACI Technical Assistance Survey (\$85,000)
- PSPS preparedness opportunities – Li Generator Program, SGIP

10.4. Prevention Programs/YES Partnership, Bob White (Verbal Report) PG. 76

Contracts/Amendments

- Suicide Prevention Programs, Friday Night Live, Friday Night Live Mentoring, and Alcohol and Drugs Primary Prevention Services contracts renewed for another year.

Accomplishments

- Launched Club Live chapter at Gold Rush Charter school.
- Introduced LivingWorks Start online suicide prevention training.

In Progress

- 2nd Annual "Hope and Honor Walk" for Suicide Prevention and Awareness on September 12. The details are uncertain at this point.
- Preparing to offer our youth development programs in a virtual setting.

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

10.5. Early Childhood Services, Nancy Miner (Verbal Report) PG. 78

Contracts/Amendments

- *Head Start COLA, Quality Improvement, and CARES funding for \$339,774 was issued on 7/1/20 with non-federal share waived*
- *The application for the Head Start/Early Head Start non-competitive baseline grant was released on 6/30/20 and is due back to OHS by 10/1/20*
 - *Funding levels for the 2021 budget period are \$1,934,208 for HS and \$1,417,488 for EHS*
 - *Training and Technical Assistance is \$21,860 for HS and \$31,634 for EHS*
- *2020-2022 Home Visiting Program grant with Tuolumne County Department of Social Services was finalized with funding up to \$33,133.34/fiscal year*

Accomplishments

- *Supplies delivered to all HS/EHS families to help parents complete educational activities with children*
- *Summer school activity packets delivered to children scheduled to enter kindergarten/TK this fall.*
- *Procedures and supplies in place for re-opening centers and home-base programs. Handouts developed for parents and social stories for children to orient them to the “new normal” at school*

In Progress

- *Enrollments being completed with parents while maintaining COVID safety precautions*
- *Staff “Town Hall” meetings and training taking place for re-opening EHS/HS sites and home-base programs*
- *Carry Over project in progress: Blue Bell parking lot lighting, stucco repair and painting at Jackson Head Start, sod replacement at Jackson Early Head Start, and purchasing a new vehicle to replace one that was totaled (deer vs car-human driver fine)*

10.6. Family Resource Services, Pat Porto (Slide Only) PG. 80

10.7. Lifeline, Tonya Kraft (Slide Only) PG. 82

10.8. Communications, Kristy Moore (Slide Only) PG. 84

10.9. Central Sierra Connect, Patrick Kane (Slide Only) PG. 86

11. ITEMS FOR FUTURE AGENDAS:

- 11.1. Board Self-Assessment and Survey
- 11.2. Policy for Executive Director Conditional Approval of Agency Healthcare Insurance Options (Internal Affairs Committee Review)

12. INFORMATIONAL:

- 12.1. 2020 ATCAA Board Roster. PG. 87
- 12.2. 2020 ATCAA Board Roster by Sector. PG. 88

ATCAA Board of Directors Meeting 8/14/2020 MINUTES

- 12.3. 2020 ATCAA Board Committee Roster. PG. 89
- 12.4. ACF-IM-HS-20-04 Head Start Transportation Services and Vehicles During the COVID-19 Pandemic PG. 90
- 12.5. COVID-19 Management Bulletin Guidance to the Field PG. 94
- 12.6. Management Bulletin 20-06A: COVID-19 Guidance for Emergency Care for Essential Workers and At-Risk Populations – Amendment – REVISED 6/23/2020 PG. 98
- 12.7. Management Bulletin 20-12: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year 2020–21 PG. 100
- 12.8. Management Bulletin 20-13: Family Fee Schedule for Fiscal Year (FY) 2020-21 PG. 103
- 12.9. Management Bulletin 20-14: Guidance Regarding the Temporary Extension of Emergency Childcare Services, Transition into Ongoing Childcare Services, and Assessment of Family Fees for Essential Workers and At-risk Populations PG. 108

13. ADJOURNMENT:

The meeting was adjourned at 12:39pm by Board Chair Lynn Morgan.

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590, State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made



JACKSON SERVICE CENTER
10590 Highway 88, Jackson, CA. 95642
Phone: 209-223-1485 / Fax: 209-223-4178

SONORA SERVICE CENTER
427 N. Highway 49, Ste. 305, Sonora, CA. 95370
Phone: 209-533-1397 / Fax: 209-533-1034

Amador Tuolumne Community Action Agency | ATCAA.org

Energy | Food Bank | Head Start | Housing | Lifeline | Youth, Family & Senior Resources | Children's Therapy | Tax Assistance | Referrals

2021 Board of Directors Meeting Dates

(Subject to Change)

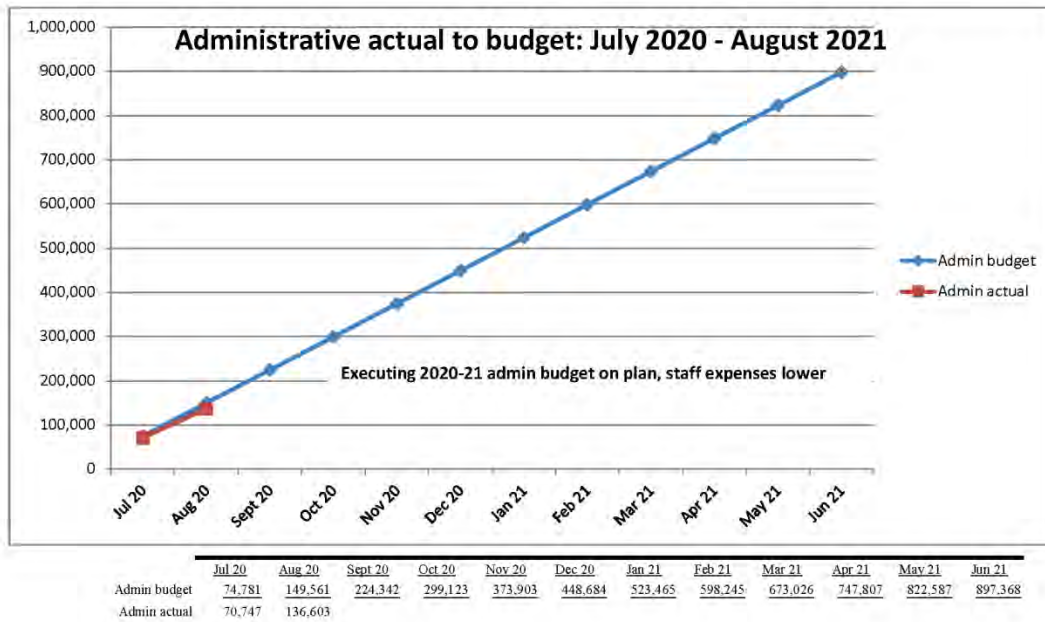
Meetings are held on the 2nd Friday of even numbered months.
Meetings are alternated between Amador and Tuolumne Counties

ATCAA Board of Directors meets at 10:30 a.m.

Date	Location
February 12 th , 2021	Amador
April 9 th , 2021	Tuolumne
June 11 th , 2021	Amador
August 13 th , 2021	Tuolumne
October 8 th , 2021	Amador
December 10 th , 2021	Tuolumne

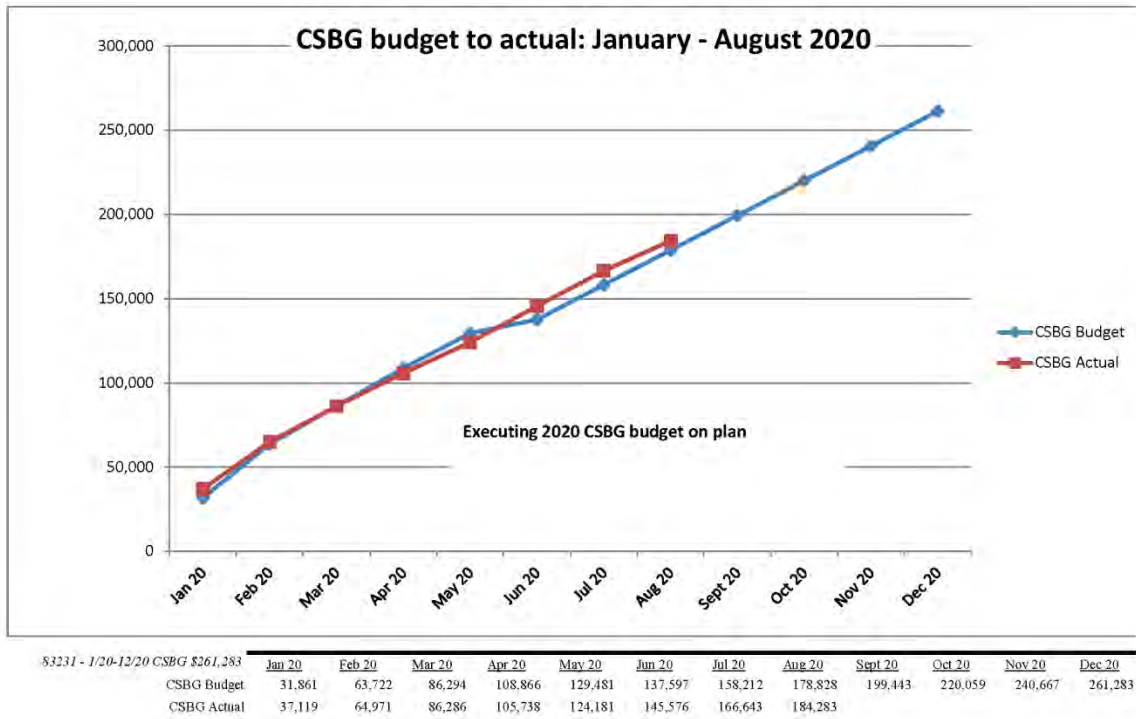
Amador Board Meeting Location unless otherwise announced:
ATCAA Jackson Service Center
10590 Hwy 88, Jackson, CA 95642
(209) 223-1485

Tuolumne Board Meeting Location unless otherwise announced:
ATCAA Sonora Service Center
427 N. Highway 49, Sonora, CA 95370
(209) 533-1397



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
 2020-21 Administrative Actual to budget report: July 2020 - August 2021

	20-21 Budget Funds 91471 & 91481	July 2020- August 2020 Unaudited	% Budget received	Amount Budget Remaining	Forecast to complete	Cost at completion	Forecast budget variance
REVENUE			17%				
Amador & Tuolumne Counties	\$54,000	\$9,000	17%	\$45,000	\$45,000	\$54,000	\$0
Private Revenue-Non Fed	0	0		0	0	0	0
Contractual Admin. Revenues:							
2020 CSBG (Jan20-Jun20)	70,000	25,000	36%	45,000	45,000	70,000	0
2021 CSBG (Jan21-Jun21)	70,000	0	0%	70,000	70,000	70,000	0
Contractual Admin. Revenue	703,368	93,631	13%	609,737	468,157	561,788	-141,580
Total Cash Revenue	\$897,368	\$127,631	14%	\$769,737	\$628,157	\$755,788	-\$141,580
DIRECT EXPENSE			% Budget spent				
Total Salaries & Wages	\$440,923	\$68,168	15%	\$372,755	\$340,840	\$409,008	-\$31,915
Total Fringe Benefits	180,895	27,364	15%	153,531	136,820	164,184	-16,711
Total Personnel Expense	\$621,818	\$95,532	15%	\$526,286	\$477,660	\$573,192	-\$48,626
Non-personnel Expense							
Total Travel (Out-of-Area)	\$1,200	\$0	0%	\$1,200	\$1,200	\$1,200	\$0
Total Supplies	8,300	826	10%	7,474	4,130	4,956	-3,344
Total Contractual	164,200	25,425	15%	138,775	127,125	152,550	-11,650
Total Other (Equipment Expense)	9,600	3,448	36%	6,152	2,055	5,503	-4,097
Total Other (General Personnel Costs)	4,400	52	1%	4,348	260	312	-4,088
Total Other (General Operating Costs)	34,050	3,312	10%	30,738	22,675	25,987	-8,063
Total Other (Space/Occupancy Costs)	51,130	8,009	16%	43,121	40,045	48,054	-3,076
Total Non-personnel Expense	\$272,880	\$41,072	15%	\$231,808	\$197,490	\$238,562	-\$34,318
TOTAL DIRECT EXPENSE	\$894,698	\$136,604	15%	\$758,094	\$675,150	\$811,754	-\$82,944
BOARD of DIRECTORS EXPENSE							
Non-personnel Expense							
Total Contractual	\$0	\$0	0	\$0	\$0	\$0	\$0
Total Supplies	\$100	0	0	100	0	0	-100
Total Other (General Personnel)	\$350	0	0	350	0	0	-350
Total Other (General Operating)	2,220	134		2,086	670	804	-1,416
TOTAL BOARD of DIRECTORS EXPENSE	\$2,670	\$134	5%	\$2,536	\$670	\$804	-\$1,866
TOTAL ADMIN EXPENSE	\$897,368	\$136,738	15%	\$760,630	\$675,820	\$812,558	-\$84,810
	2020-21 Budget	Actual 7/20- 8/20		Variance to budget	Next 10 months	Year end projection	Variance to budget
Revenue over/under Expenditures							
Total Revenue	\$897,368	\$127,631		-\$769,737	\$628,157	\$755,788	-\$141,580
Less Total Expenditures	-897,368	-136,738		-760,630	-675,820	-812,558	-84,810
Current Year Revenue over/under Expendi	\$0	-\$9,107		-\$9,107	-\$47,664	-\$56,770	-\$56,770
Carryover from prior years	225,373	225,373				225,373	
Year end revenue over/under expenditures	\$225,373	\$216,266				\$168,603	



Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet) - Comparative

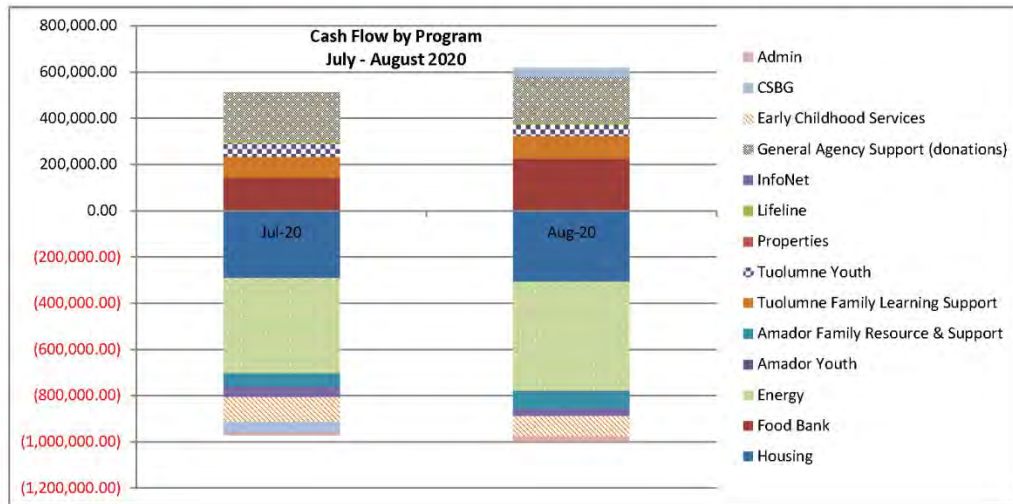
	UNAUDITED <u>August 31, 2020</u>		UNAUDITED <u>June 30, 2020</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	2,951,020		2,931,455	
Prepaid Deposits & Expenses	264,299		346,565	
Accounts Receivable	1,444,187		1,195,731	
Weatherization Materials Inventory	91,003		91,003	
Construction In Progress				
Structures & Improvements		6,977,797		6,977,797
Vehicles & Equipment		1,131,710		1,131,710
Land		460,999		460,999
Accumulated Depreciation		-3,794,635		-3,794,635
Total Assets	<u>4,750,509</u>	<u>4,775,870</u>	<u>4,564,754</u>	<u>4,775,870</u>
Liabilities				
Accounts Payable	429,904		534,706	
Refundable Deposits	16,436		15,264	
Salaries & Benefits Payable	95,611		34,608	
Accrued Paid Time Off	187,217		173,712	
Notes Payable	0	339,881	0	342,485
Deferred Revenue	<u>3,494,976</u>		<u>3,211,581</u>	
Total Liabilities	<u>4,224,144</u>	<u>339,881</u>	<u>3,969,871</u>	<u>342,485</u>
Net Assets				
Invested in Capital Assets		4,435,989		4,433,386
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	<u>40,000</u>		<u>40,000</u>	
Total Committed Fund Balance	<u>100,000</u>		<u>100,000</u>	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>148,551</u>		<u>153,447</u>	
Total Assigned Fund Balance	<u>188,654</u>		<u>193,550</u>	
Unassigned Fund Balance	<u>237,712</u>		<u>301,333</u>	
Total Net Assets	<u>526,365</u>	<u>4,435,989</u>	<u>594,883</u>	<u>4,433,386</u>
	<u>4,750,509</u>	<u>4,775,870</u>	<u>4,564,754</u>	<u>4,775,870</u>

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement

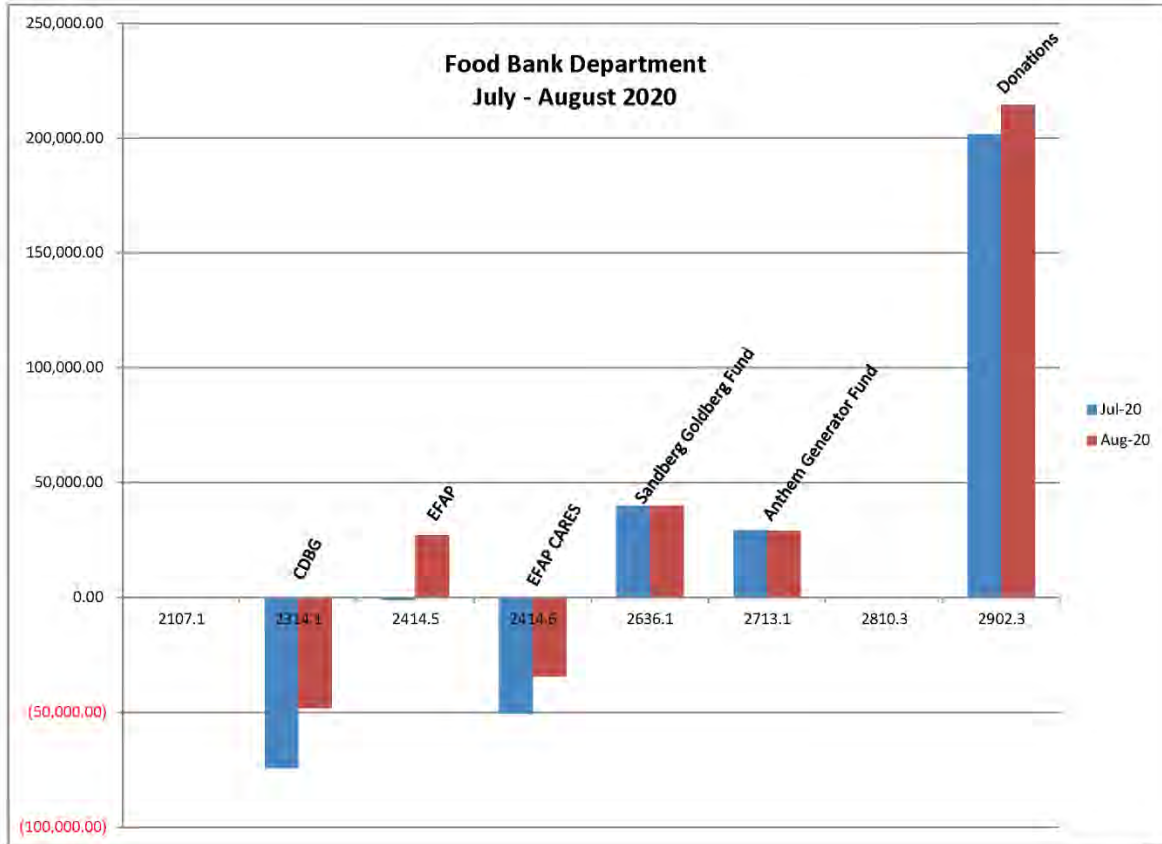
July 1, 2020 - August 31, 2020

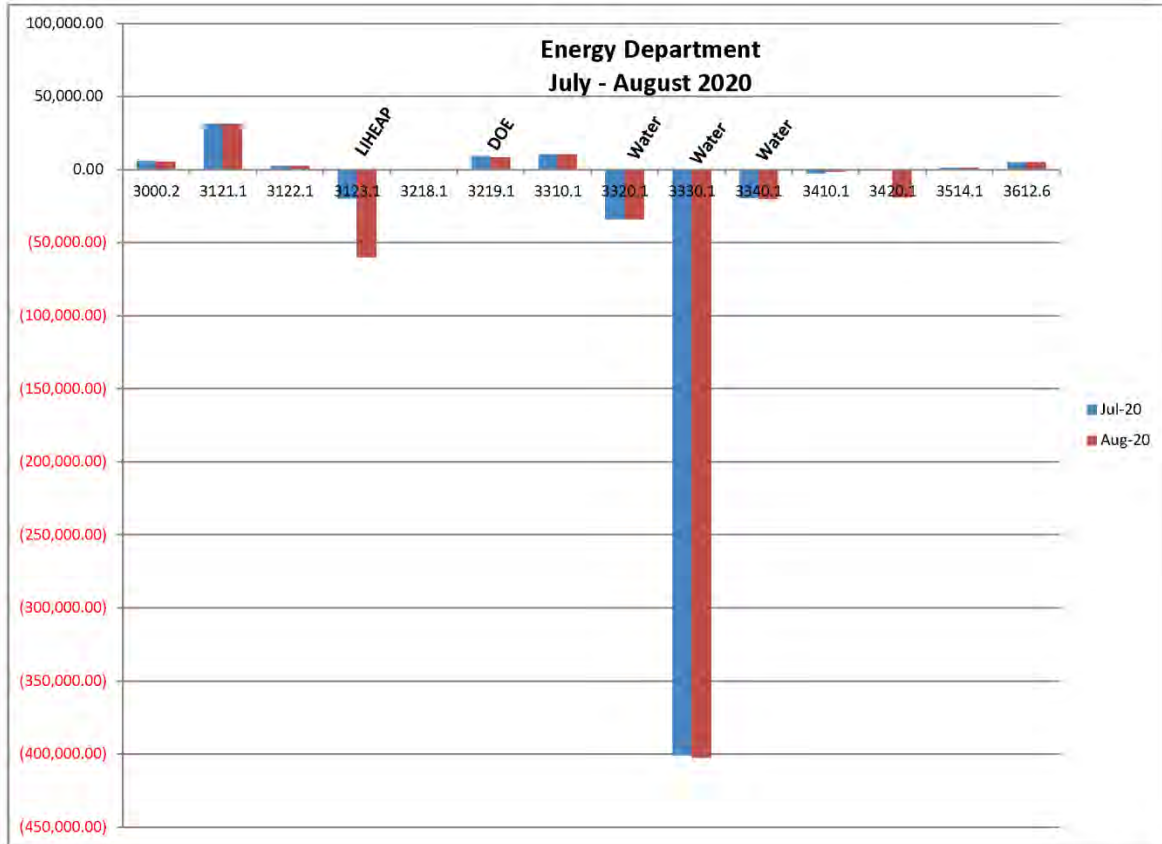
		Actual July 1, 2019 - June 30, 2020	Current Period Actual	Month 2 - 17% % of budget received
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,337,704.43	385,795.00	12%
State Revenue(Pass-through Fed	4010	2,331,807	438,404	19%
State Revenue (Non-Federal)	4011	1,581,276	99,060	6%
Local Govern.Rev.(Pass through	4015	527,631	115,385	22%
Local Govern.Rev.(Non-Federal)	4016	667,405	77,799	12%
Private Revenue-Non Fed	4020	136,299	30,436	22%
Private Rev. (Pass through Fed	4021	32,718	10,348	32%
Community Donations	4030	132,805	5,869	4%
Client Fees	4034	101,260	14,305	14%
Miscellaneous Revenue	4039	195,542	11,853	6%
Interest Revenue	4040	9,620	1,210	13%
Rental Income	4041	180,486	31,236	17%
Contractual Admin. Revenue	4060	816,600	118,631	15%
Total Cash Revenue		10,051,152	1,340,331	13%
Total Non-cash Revenue		1,945,110	94,624	5%
Total Revenue		11,996,262	1,434,955	12%
Direct Expense				
				% budget spent
Total Salaries & Wages		3,736,737	562,830	15%
Total Fringe Benefits		1,478,618	224,768	15%
Total Travel (Out-of-Area)		18,864	221	1%
Total Major Equipment and Assets		127,372	0	0%
Total Supplies		154,205	25,327	16%
Total Contractual		1,305,737	125,324	10%
Total Other (Equipment Expense)		123,688	36,494	30%
Total Other (General Personnel Costs)		86,554	5,588	6%
Total Other (General Operating Costs)		234,868	41,130	18%
Total Other (Space/Occupancy Costs)		599,350	96,340	16%
Total Other (Special Departmental		1,236,875	172,195	14%
Total Non-personnel Expense		3,887,514	502,618	13%
Total Direct Expense		9,102,869	1,290,216	14%
Total Indirect Expense		816,603	118,631	15%
Total Non-cash Expense		1,945,107	94,624	5%
Excess Revenue over Expense		131,683	-68,517	
			1,408,848	
Health fund			-4,896	
Program and admin funds			-63,621	

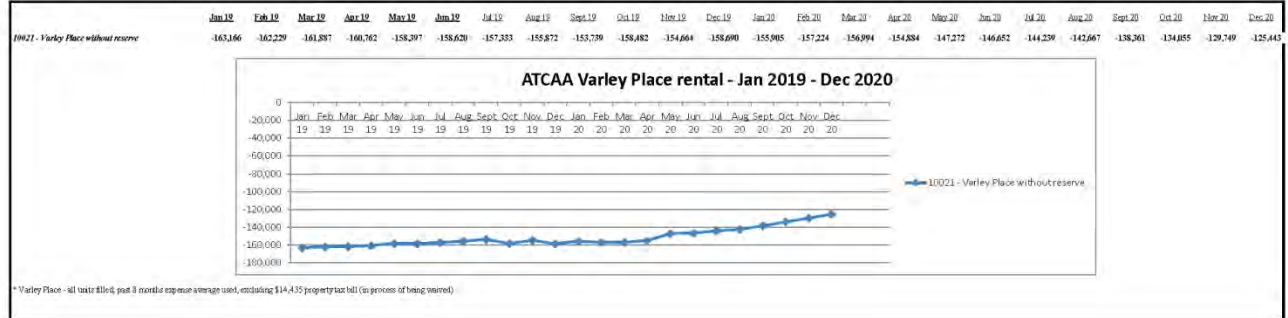
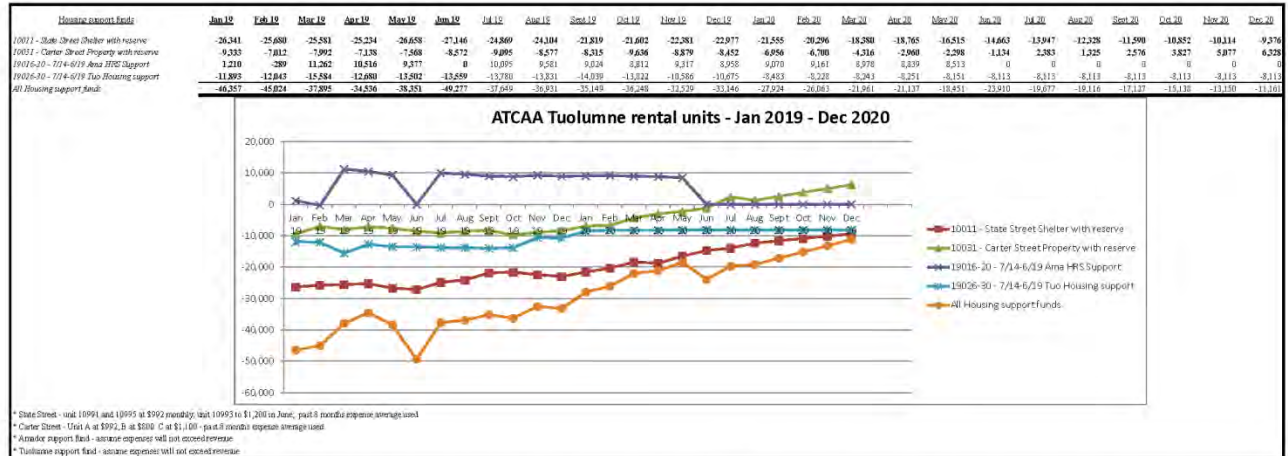
Totals By Program	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Housing	(292,116.21)	(307,231.75)										
Food Bank	145,267.13	227,860.21										
Energy	(412,043.45)	(473,695.29)										
Amador Youth	222.62	(1,517.89)										
Amador Family Resource & Support	(58,407.32)	(75,557.46)										
Tuolumne Family Learning Support	88,784.14	96,955.35										
Tuolumne Youth	62,114.62	51,191.13										
Properties	168.50	(229.48)										
Lifeline	6,063.87	5,408.48										
InfoNet	(44,801.19)	(29,851.59)										
General Agency Support (donations)	209,997.44	198,908.84										
Early Childhood Services	(106,777.26)	(88,609.34)										
CSBG	(46,330.02)	36,388.55										
Admin	(10,079.99)	(22,144.01)										
Net Receivables	(457,937.12)	(382,124.25)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00











ATCAA Fiscal Officer Narrative – October 2020 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from HHAP \$1.9 million. The current Umpqua line of credit extension is on a 3 month extension – with no need for bank borrowing, we will re-negotiate for a 2021 renewal. Audit is going smoothly – will report next Board meeting. Workers comp insurance increased, negotiating for lowered quote.

We are still responding to the one remaining Targeted Case Management (TCM) audit.

Housing – Denise Cloward Issue: subcontract monitoring

COVID: Housing is fully operational – full time work, generally from home.

Community Dev. Block Grant (CDBG): Tuolumne only – (\$75k over 2 yrs) Housing

Stabilization through 9/21 being billed; new COVID funds in process – up to \$189k.

Emergency Shelter Grants (ESG): New \$200k Shelter contract (1320.1) in process, with new rapid rehousing funds now running low. New funds applied for will be available in fall. ESG-COVID funding – Amador assigned to ATCAA, Tuolumne claimed by the County itself.

CalWorks – New Tuolumne contracts running well, Amador starting up.

Continuum of Care: ATCAA as administrator CESH #1, CESH #2, HEAP and COVID-19 funding being spent through CoC county contracts.

HHAP funds (4 County CoC received a lump \$1.9 million) subcontracts are in process of being approved. Tuolumne split ~\$638K between 4 recipients – services and some facility purchases planned.

Varley Place: No vacant units at the moment, VASH funds are being received timely. At full occupancy, this project projects a small net positive result.

CACFP: supplements shelter food costs – needs about \$1,000/month from operations

Carter St/Rose quartz: fully occupied, is now running a small net positive result.

Food bank – Joe Tobin Issue:

COVID: Food bank is fully operational – full time from warehouse. Social distancing and PPE protections in place.

Community Dev. Block Grant (CDBG): \$391k contract over 2 years now being billed through Sept 2021. New COVID funds in process – \$140k for truck approved

Emergency Food Assist. Program (EFAP): CARES \$71k is being spent first through Sept 2020. New \$125k normal EFAP may be carried over thru 9/2022. This pays for staff to handle free Fed commodities – billed quarterly.

State EFAP: 2020-21 \$43k - 40% must be spent by year end only pays for CA food.

Anthem generator: Holding \$31k to purchase emergency generator, bid accepted.

PG&E: Received two donations totaling >\$20K for emergency generator. Entering into PSPS food box agreement in Tuolumne County, helping to offset food loss.

Steinberg/Goldberg foundation: \$40k set aside for equipment.

Feeding America: Awarded another \$19k (not \$35k as reported last) for 2020-21 operation donation in process

Adventist Health: Received \$20,800 to support purchase of new refrigeration truck

Pantries: pays for food on a per pound basis

Donations: Holiday/soliciting letters coming up

Energy – Astrid Torres Issue: timely water billings

COVID: Some Wx staff have returned to work, outreach/intake working from home.
 Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, cash advance has been used, new COVID contract received \$400k
 DOE: small, slow spending
 TCRC DWR water conservation: all water made up most of the line of credit balance
 Prop 84 water/DWR water direct: slow paying
 Solar contract: Received – not in operation due to COVID

Amador youth – Pat Porto Issue: last year of 5 year contract

COVID: Full time work, from home, therapists not working – will probably be underspent
 Child Abuse Treatment (CHAT): CalOES has rejected ATCAA 1 year \$230k proposal submitted for 2021. An appeal is due 10/8 and in process.
 IDA: \$16k foster youth continues
 United Way Relief Fund for Families: \$20k for 40 Amador families has increased to \$57K for 114 families affected by COVID-19, almost spent out

Tuolumne youth – Bob White Issue:

COVID: Staff severely reduce hours, school is out – will probably be underspent.
 Friday Night Live (FNL): spending under budget
 Mentoring: spending under budget
 Suicide prevention: spending under budget, new contract received and signed by ATCAA
 Opioid safety: underspent – new contract got a no-cost extension to fiscal year end
 Youth Empowerment Solutions (YES) partnership:

Community – various Issue:

COVID: Staff working fewer hours, outreach impacted
 Central Sierra connect (Patrick): 4th yr on a no-cost extension \$73k/yr for Broadband, will end in November.
 Lifeline (Tonya): program is adding clients, difficulty finding/retaining volunteers due to COVID.
 Community Services Block Grant (CSBG): Additional \$37k to this year's contract being partly applied to drug free program in Amador. Increased CARES Act \$350k in funding contract received for multiple uses including paid time off for COVID testing, vaccination and quarantining.
 CSBG Earned Income Tax Credit (EITC): New contract awarded at \$110k starting 10/20 for year end 6/21.
 Census: Contract wrapping up through October fully spent

ATCAA Fiscal Officer Narrative – October 2020 p3

Early Child Services – Nancy Miner Issue: transition plan for higher enrollment

COVID: Head Start/State preschool allows payment of normal hours during COVID through September, opening slowly.

Head Start/Early Head Start. HS & EHS slowly opening services, with COVID pay ending September – no longer allowing HS and CSPP to expense costs as normal.

Latino outreach: spending within budget – underspent due to COVID

CACFP: supplements Head Start food costs, underspent due to inability to charge staff costs in COVID times – needs less funding from operations

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient.

Family Learning Center (FLC): spending in operation

Administration – Bruce Giudici Issue:

COVID: AP: fewer invoices = shorter hours, rest of fiscal mostly full time remote work

Admin budget running positive. Payroll savings (\$22k) doesn't quite offset lower indirect on under earning contracts so far.

Health insurance/special projects Issue:

Health fund running behind (\$4k)

Spending on yellow bldg. needed - \$90k available

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 CSBG Contract Budget Narrative
 CSD 425 1.4 (Rev. 10/19)

CSBG Contract Budget Narrative

Contractor Name: Amador Tuolumne Community Action Agency	Contract Number: 21F-xxxx	Amendment Number:
Prepared By: Bruce Giudici, Fiscal Officer	Contract Term: 01/01/2021- 12/31/2021	
Telephone Number: (209) 223-1485 ext 258	Contract Amount: \$261,283	
Date: 10/9/2020	E-mail Address: bjudici@atcaa.org	

Budget Narrative

ADMINISTRATIVE COSTS (Section 10): \$150,000

7. Other costs: Administrative costs are budgeted for Administrative Support to ATCAA programs that limit indirect cost application (primarily emergency shelters) utilizing a maximum rate of 11.5%

PROGRAM COSTS (Section 20): \$111,283

1. Salaries and Wages: \$51,485

a. Communications Manager-\$9,228: .25 FTE for 12 months. Updates all information on local services, ATCAA and Central Sierra Connect and InfoNet Websites, computer training and Internet, and client database.

b. Jackson Service Center Secretary-\$12,997: .50 FTE for 12 months. The Jackson Service Center Secretary is the main contact for clients in Amador County by phone and in person, providing information on ATCAA and other community services, does initial client intake, and outreach.

c. Sonora Service Center Secretary-\$12,997: .50 FTE for 12 months. The Sonora Service Center Secretary is the main contact for clients in Tuolumne County by phone and in person, providing information on ATCAA and other community services, does initial client intake, and outreach.

d. Clients' & Tax Preparation Assistance-\$5,630: .50 FTE for 4 months. Assists low-income clients in tax preparation.

e. Amador Community Programs Director-\$10,633: .20 FTE for 12 months. Oversees youth programs.

2. Fringe Benefits: \$27,179

7.5% retirement, 6.2% State Unemployment Insurance on the first \$7,000 of wages, 0.85% Workers Compensation Insurance, 1.45% Medicare, up to \$13,104 annual health benefit costs for eligible FTE, 5.77% Accrued Leave.

3. Operating Expenses: \$25,619

a. Travel in-area and out-of-area-\$1,300

Staff travel to Sacramento to attend conferences, trainings and Community Services and Development meetings.

b. Supplies-\$780: Postage, consumable desk supplies

c. Training-\$400: Materials and meeting space

d. Copying/printing-\$757: Outreach materials, staff meeting and training handouts

e. Ads & Legal Notices-\$400: Notice of Public Forum

f. Insurance & Bonds-\$1,200: General Liability and Property Insurance for Jackson & Sonora Service Centers

g. Communications-\$2,400: Phone, Internet service, conference call center service fee.

h. Rent, Maintenance, Office Space-\$8,962: Rent, grounds maintenance, janitorial for Jackson/ Sonora service centers.

i. Utilities-\$4,400: Water, garbage, electricity, sewer for Jackson & Sonora Service Centers.

j. Portable rest rooms - 3,000: One year rental for homeless camp

k. Membership - \$2,020: CALCAPA, California non-profit and Community Action Partnership

6. Subcontractor/Consultant services: Foster youth counselor - 7,000: Outreach and services to low-income foster youth



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

5 Employee Benefits

5.1 Health Benefits

(Board – 02/12/16, PC – 02/05/16, Effective – 03/01/16)

Employees working over 30 hours per week deemed eligible under the Affordable Care Act will become eligible to participate in the Agency's group health insurance program effective the first of the month following sixty (60) days of full time employment. Part-time employees are not eligible to participate in the Agency's group health insurance program. Eligible employees will be insured subject to the limitations and requirements of contracts with the Affordable Care Act and health insurance carriers.

Participation in the Agency's group health insurance program is contingent upon an employee contribution as determined by the ATCAA Board. Employee contributions will be set up as automatic payroll deductions. However, if an employee is absent for all or most of a pay period (for example, due to illness, vacation, or an unexpected program closure), and may not receive a scheduled paycheck or his/her net wages may not be enough to cover the payroll deduction due, an adjustment will be made to future payroll deductions for the missed payroll deduction. The employee may choose to remit payment for the missed payroll deduction, but payment must be received no later than the end of the following pay period.

Employees absent for an extended period of scheduled work time (such as for a medical leave of absence), must remit payment for any missed payroll deductions. Payment for each month's contribution is due no later than the 25th of the month. If payment is not received by this date, coverage may be cancelled without further notice.

Partial-year employees do not receive paychecks during periods of program closure. However, their health insurance continues during this period, and they still owe for their monthly employee contributions. To assist these employees with paying the employee contributions owed during program closures, ATCAA will deduct an additional amount from paychecks the employee receives during the partial year to cover the contributions that he/she will owe during program closures.

Employees who are enrolled in the group health insurance program and whose hours temporarily decrease to less than 30 hours per week, including employees on approved leave or temporary layoff, may continue to participate in the Agency's group health insurance program for up to 90 days by paying the established monthly contribution, subject to limitations and requirements of contracts with insurance carriers.

In the case of a permanent layoff or separation of employment, under the federal Consolidated Budget Reconciliation Act (COBRA) and in conjunction with Cal-COBRA, employees and qualified beneficiaries may be eligible to continue their group medical, dental and/or vision benefits at the ATCAA rate plus an administrative fee. The length of COBRA continuation coverage will be determined by the application qualifying event under provisions of COBRA and Cal-COBRA. At the time of termination or other qualifying event, the employee will receive continuation information, time limits and



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

procedures. It is the employee's responsibility to maintain the benefits premiums if conversion is elected.

The Agency's group health insurance program is subject to change at any time by the ATCAA Board or the Executive Director and employees will be notified. Given the following limited circumstances, the Executive Director may make changes to the Agency's group health insurance without Board of Directors (BOD) approval, but will inform the Board of changes at the next BOD meeting.

- a) When a Health Benefit is the same carrier as the prior year and each of premium costs, deductibles and maximum out-of-pocket expenses do not exceed a 3% annual increase.
- b) When a Health Benefit carrier change yields an equal or reduced employee premium cost, deductible or out-of-pocket expense while providing the similar or more health coverage and the same network providers

This limited authority delegation is applicable to Medical, Dental and Vision Insurances, as well as Life Insurance options.

All other changes must be approved by the Board of Directors prior to the start of employee enrollment.

In accordance with the affordable care act, ATCAA will use a 12-month measurement period to determine eligibility for any employee who works over 30 hours per week intermittently over the course of one (1) year including part-time, limited term or substitute employees.



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

6.2 Paid Time Off (PTO)

(Board 06/12/20, PC – 08/07/20, Effective – 08/01/20)

Introductory & Regular Status employees:

Introductory- and Regular-status employees will earn Paid Time Off (PTO) for each compensated hour, including PTO hours taken, except when programs or grantors require compensation for unworked hours (national disasters, emergencies, etc.) employees may be compensated but PTO will not be earned on those non-worked hours.

PTO is earned according to the following schedule:

Length of Service	Annual Accrual of PTO	Accrual Rate
Up to two (2) years	Three (3) weeks (fifteen (15) days)	5.77% per compensated hour
Over two (2) years	Four (4) weeks (twenty (20) days)	7.70% per compensated hour

Earned PTO will accrue up to a maximum of 320 hours. Once the maximum cap is reached, no further PTO will be earned or accrued until the PTO balance falls below the 320 hour cap. ATCAA does not allow for PTO buy-outs once the maximum cap is reached.

When an employee nears the 320 hour cap, the employee must meet with their supervisor to arrange for time off.

Because no PTO is earned after the employee's PTO balance reaches the maximum cap, there is no recapture or credit of PTO after the balance of PTO falls below the maximum cap. PTO payments for any given day/week can never exceed the employee's normal work hours.

ATCAA will not pay an employee for unused accrued PTO in lieu of time off except upon separation of employment or when the employee's status changes to one that earns at a lower rate.

Employees on PTO when a holiday occurs will receive holiday pay in lieu of PTO pay

Limited Term & Substitute Status employees:

Limited Term & Substitute Status employees will earn Paid Time Off (PTO) for each compensated hour, including PTO hours taken, except when programs or grantors require compensation for unworked hours (national disasters, emergencies, etc.) employees may be compensated but PTO will not be earned on those non-worked hours.



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

PTO is earned according to the following schedule:

For Limited Term & Substitute Employees		
Length of Service	Annual Accrual of PTO	Accrual Rate
n/a	n/a	3.50% per compensated hour

Earned PTO will accrue up to a maximum of 48 hours. Once the maximum cap is reached, no further PTO will be earned or accrued until the PTO balance falls below the 48 hour cap. Because no PTO is earned after the employee's PTO balance reaches the maximum cap, there is no recapture or credit of PTO after the balance of PTO falls below the maximum cap. ATCAA does not allow for PTO buy-outs once the maximum cap is reached.

PTO payments for any given day/week can never exceed the employee's normal work hours.

Additional PTO Policy Guidelines (For all employees):

It is the employee's responsibility to notify their Supervisor immediately if PTO is taken for a purpose that may qualify for an authorized medical leave. PTO benefits will be coordinated with state disability benefits as appropriate. (For more information see ATCAA's personnel policy # 6.6 - Medical Leaves of Absence).

Specific policies governing leaves and PTO usage are explained in the applicable sections of this handbook.

PTO must be used in a minimum of fifteen (15) minute increments.

It is the Supervisor's responsibility to implement PTO consistently in accordance with this policy.

An employee who takes PTO due to illness is required to inform their Supervisor of their illness as soon as possible. (Please see ATCAA's Attendance & Punctuality Policy # 6.11)

Except in emergency situations, an employee must submit a time off request for PTO to their Supervisor at least fifteen (15) working days prior to the first day of PTO requested. Reaching the maximum accrual cap is not considered an emergency. The employee must confirm scheduled PTO with their Supervisor a minimum of one (1) week prior to the first scheduled day off.

Except in emergency situations, PTO will be taken when mutually convenient to the employee and Supervisor. In some cases, an employee's request for PTO may have to be deferred, denied, set or rescinded due to program operational needs, upon the determination of the Program Director. The Supervisor is responsible for advising the employee promptly of the approval or denial of their request. The Program Director may also set up to ten (10) work days per calendar year as mandatory PTO days for staff for planned program needs or closures.



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

Employees are responsible for requesting only the amount of accrued PTO available to them.

Employees will document all PTO taken on their timesheets. Employees are responsible taking only the amount of accrued PTO available to them. Employees will not be paid for any PTO in excess of accrued PTO available, nor will an employee be paid for any PTO requested that would result in total weekly compensated hours exceeding the employee's normally assigned weekly hours.

If an employee's work day ends earlier than their normal work day due to program needs or lack of work, the employee may use PTO time for those hours not worked, but they are not required to. The employee must document clearly on their timesheet that they were sent home early.

There will be no advance of PTO.

Employees are responsible for keeping track of the amount of accrued PTO available to them and for notifying their Supervisor when approaching the maximum accrual cap in order to schedule PTO.

When employment with ATCAA ends, an employee will be paid for any unused accrued PTO/Professional Leave. When the employee's status changes to one that has a different rate of accrual, Payroll will process a PTO buyout on any unused accrued PTO so that the employee can begin to accrue PTO at the new rate.

No additional hours are accrued on the PTO buyout.

PTO will be paid at the employee's current rate of pay at the time the PTO is taken or at the time unused accrued PTO is paid upon separation of employment or when the employee's status changes to one that has a different rate of accrual.

Any pattern of un-expected absences may become a disciplinary matter.

Head Start Employees:

Head Start employees are required to use all but one week of PTO during scheduled program closures.

6.2.1 COVID-19 Testing, Quarantine Time Off and Vaccination:

While CSBG CARES funding is available, time off for the following reasons, associated with COVID-19, will be paid.

- Employees taking time off from work to get COVID-19 tested may be paid for up to two hours of COVID-19 Time Off [for each test](#).
- Employees taking time off from work to get a COVID-19 vaccination may be paid for up to two hours of COVID-19 Time Off [for each vaccination](#).



AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

- Employees required to quarantine may be paid for up to 14 days of COVID-19 Time Off.

Employees, who exhibit flu like symptoms, live with family-household members who exhibit flu like symptoms or whose COVID-19 test results are positive are asked to leave their work place immediately. Employees, family-household members exhibiting flu or COVID-19 like symptoms are asked to get tested for the Coronavirus as soon as possible.

Paid time off for COVID-19 testing and to obtain a COVID-19 vaccination will be paid for the time off of work to complete the test or vaccination including travel time, with proof of completion. Paid time off shall not exceed two hours per event. Further, any out-of-pocket expense to obtain the test or vaccination will be reimbursed with submittal of an expense receipt or invoice.

While away from work due to the above listed criteria, employees are asked to quarantine themselves for 14 calendar days or until negative test results of the person(s) exhibiting flu like symptoms is obtained.

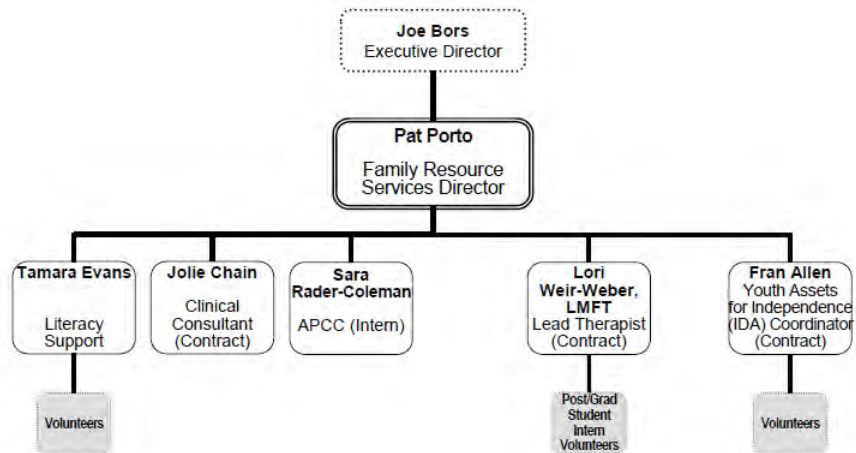
While in quarantine, and with Supervisor approval, employees who are able to work from home are asked to do so. Hours not worked will be paid under COVID-19 Time Off coding up to their PAF hours, not to exceed 14 consecutive calendar days.



Amador Tuolumne Community Action Agency Organizational Chart – July 2020

Family Resource Services

- Child Abuse Prevention & Education
- Therapeutic Counseling
- Youth Assets for Independence (IDA)
- Literacy Support





FAMILY RESOURCE SERVICES

Pat Porto

Contracts/Amendments

CHAT: Currently 1 LMFT and 1 Associate (intern) are currently serving 31 child clients. This is the 5th year of a 5 year OES grant ending Dec. 2020.

IDA: United Way funding continues through Nov. 2020. Our IDA Coordinator continues to research additional funding for the program.

JAIL CLASS: The 2020 contract for this program was completed in January.

Parent's Place: A monthly, supportive gathering for the Amador ECS parents/caregivers, covers topics of the parent's choosing related to family and parenting issues.

Learning By Links: A new, limited, literacy support program for ACUSD students enrolled in the Extended Learning Program (ELP). Funding for this program is provided by, The Center at Sierra Health Foundation, through December 31, 2020. The program provides recreational learning activities to engage or re-engage students with learning, by encouraging curiosity, investigation, problem solving, and cooperative activities. Family participation is encouraged.

Accomplishments

CHAT: Recently began doing in-person child therapy for select, high need clients, with modified sessions following all COVID-19 safety protocols.

Parent's Place: Providing ECS parents in both counties with Family Activity Calendars, that have transitioned from a monthly calendar to weekly calendars since the shut down. The calendars provide parenting tips, craft and STEM activities, child friendly recipes, self-care and wellness tips, child development insights, family and community engagement activities, movement activities, and COVID-19 related resources specific to each county.

In Progress

CHAT: Our therapists continue to serve child clients and parents, utilizing virtual and phone therapy sessions. We are awaiting information about funding for the 2021 CHAT grant. We are unsure if or how the current national situation will impact that.

DRUG FREE COMMUNITIES: Develop the framework for the possibility of this opportunity in Amador County, by hiring a program coordinator and establishing a community coalition to address youth substance abuse and prevention.

JAIL CLASS: Per the ACSO, all classes for inmates by outside agencies were suspended indefinitely, effective March 16, 2020, due to COVID-19.

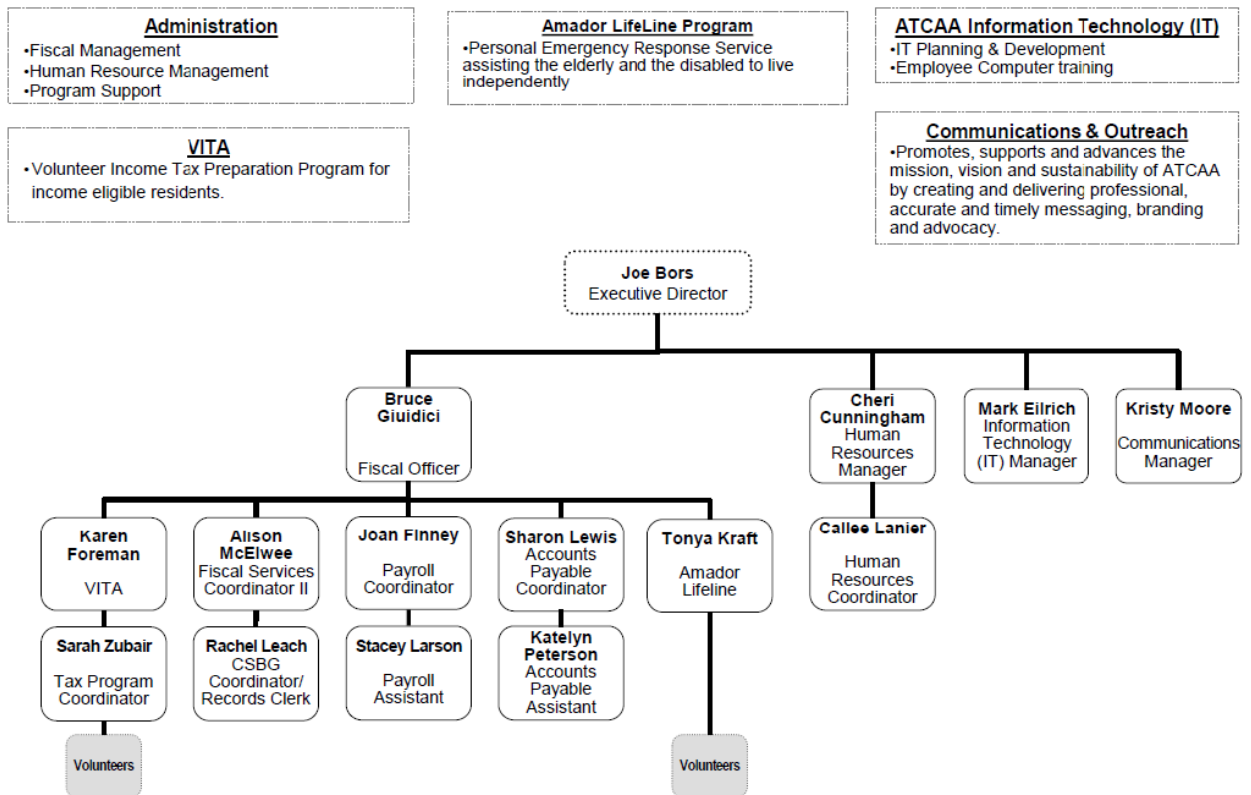
Parent's Place: Currently working with Tuolumne ECS staff to develop monthly parent meetings via Zoom, that will be an expansion to serve families in both counties.

Learning By Links: Staff and one community volunteer have developed materials and a delivery system, to provide weekly activities to the elementary school sites for this program. Students will be eligible to earn incentive items for completing the activities.

Continuing outreach to serve more youth and their families



Amador Tuolumne Community Action Agency Organizational Chart – July 2020





Lifeline
Tonya Kraft

Contracts/Amendments

- The Sutter Health Community Health Grant has kept our low-income list of clients afloat during this challenging time. It will come to an end next quarter, by December 31, 2020, but I have been told I can apply again in the new year. This is a highly important program that Amador Lifeline has had for 12 years. Once started by two generous donors in perpetuity, these folks have aged out of the program and we needed a new funding source.

We have been thrilled to have partnered once again with Sutter Health and look forward to a continuing relationship!

Accomplishments

- The COVID pandemic has certainly impacted the Amador Lifeline program, from new clients not wanting anyone to enter the house, to installer/technicians not wanting to enter homes either, due to health risks. Our program has continued due to the loyalty of two installer technicians who stepped up to the plate to get the work needed done! One of our employees is also volunteering her time and has learned how to install equipment and exchange help buttons to be able to help us along. Four of us will continue to do the work that formerly, 6 technicians did!

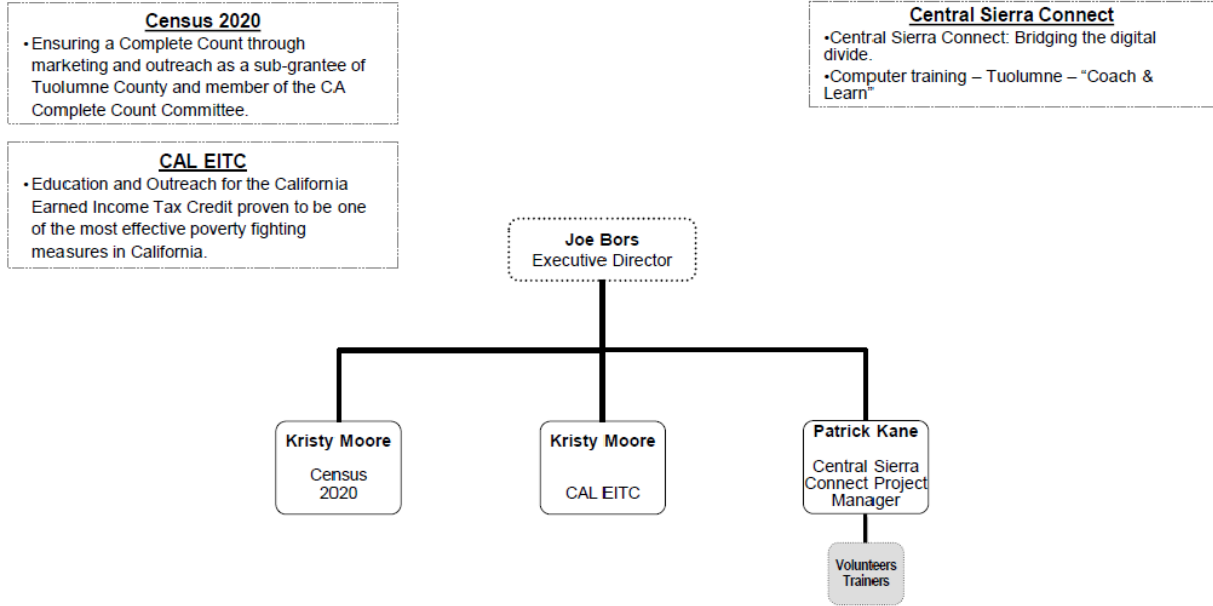
Despite the COVID restrictions, we have been able to install new clients in Amador County, and now will be able to return to helping Calaveras clients through our employee volunteer who travels to Calaveras twice a week. I had 4 new installers ready to be trained and come aboard until COVID broke last March. One was to be dedicated to Calaveras county, but again, all were put on hold.

In Progress

- Amador Lifeline will participate in the upcoming community Health Resource Online Fair this Thursday, Oct 1st. My quarterly newsletter will be issued to all of our clients in November, where they will be updated with current happenings, events, useful information to get them through the dreary winter and challenging times.



Amador Tuolumne Community Action Agency Organizational Chart – July 2020





COMMUNICATIONS & OUTREACH

Kristy Moore

Contracts/Amendments

• **California Earned Income Tax Credit & Young Child Tax Credit Education & Outreach Grant. \$110,000 awarded for 2020-2021.** In these uncertain times, we look forward to continuing this important work with our State and regional partners to help combat poverty. In 2020 so far, **our residents have received over 1 million dollars** in EITC, CalEITC and YCTC credits!

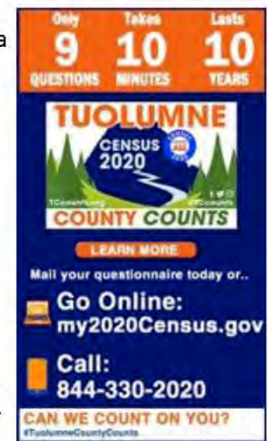
• **Census 2020 outreach for Tuolumne County. \$142,000. Administration directives and litigation regarding Census ending dates have been challenging. 7/30 end date extended to 10/31 end date, then a 9/30 end-date issued mid-August. 10/31 is now end-date.** Directed by state to expend funding for outreach efforts by 9/30 of which we have. Awaiting direction and any additional support from the State. Campaign utilized digital and social geotargeting methods, print, radio, out of home, direct mail, partner participation including schools and area non-profits as well as in-person outreach methods. Our **helpline, 209-268-6962 and website, tccounts.org** will stay up through 10/31.

Accomplishments

• Successfully managed Census outreach campaign under a myriad of difficult circumstances including COVID, continual unclear and moving dates, lack of Bureau communication and overall political mayhem. Even with these obstacles, we were one of the first in the state to exceed our 2010 self-response rate and our numbers continue to increase.

In Progress

• Exploring better digital and minimal in-person contact outreach and service delivery methods for the agency to better serve our community. Methods explored will address lack-of computer literacy and broadband issues as well as digitizing applications, etc.



Exploring more efficient ways to reach and serve our community.



CENTRAL SIERRA CONNECT
Patrick Kane

Contracts/Amendments

- On contract extension – funded through 12/31/20 (\$249,000)
- Submitting grant application for California Advanced Services Fund Adoption Account funding for increasing broadband access in the Central Sierra region.

Accomplishments

- We have restarted our digital literacy courses in the COVID-19 era – holding classes distanced over video chat and screen sharing.

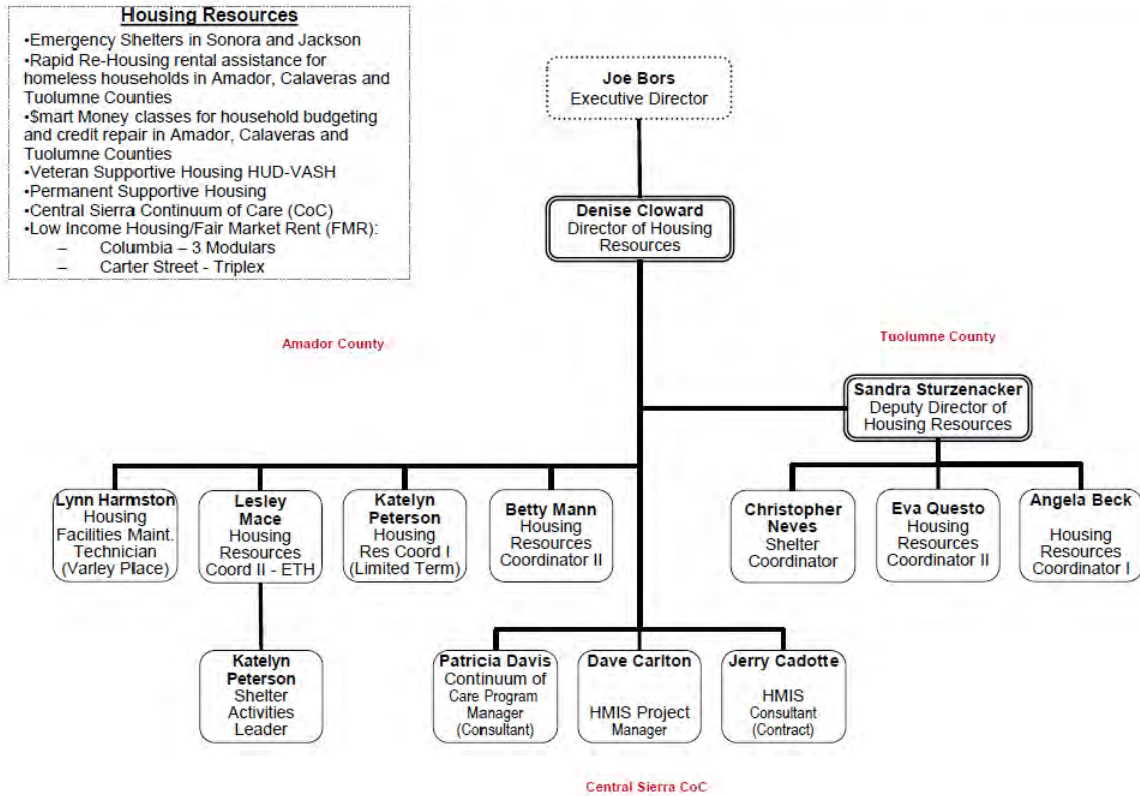
In Progress

- Working with T-Mobile to include Calaveras County Fairgrounds in their plan to deploy "permanent 5G wireless services" across rural county fairgrounds.
- Working with representatives across the 5-county Central Sierra region on our Regional Broadband Plan to streamline the local permitting process for ISPs.
- Assisting local ISPs (CalDSL & Cal.net) in their broadband expansion plans, working with CalDSL to identify priority areas for grant funding, and working with Cal.net to navigate permitting issues that arise in their build out.
- Working to assist WiConduit in securing funding for a design feasibility study for a statewide open access network in California.

Expanding and enriching our partnerships in the region!



Amador Tuolumne Community Action Agency Organizational Chart – July 2020





HOUSING
Denise Cloward

Contracts/Amendments

- ESG-CV Round 1 Awarded 548,800
- Revising HEAP Contract to State
- Planning Grant CA-526 FY 2019
- Amador /Tuolumne HHAP Awarded to ATCAA (RR, Cabins)

Accomplishments

- ESG-CV Received, awarded 548,800
- CACFP Submission FY 20/21.
- Connections with Public Housing Authority, secured 3 section 8 placements PSH

In Progress

- Re distribute remaining HEAP Amador County- RFP due 10-19-2020
- ESG-CV Round 2 1.7 Million (due 10-17)
- HHAP Round 2, applications open in 3 weeks (CA 526= \$421,568) Counties =\$421,568
- Tuolumne Low Income Carter Street, replace ramp- bids in process
- Preparing for CACFP Auditor
- RFP Response – remaining HEAP funding

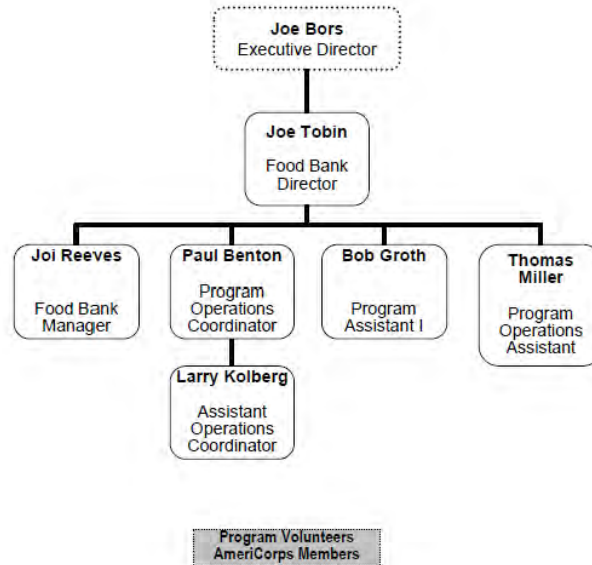
Emergency Shelters in both Amador and Tuolumne County are working diligently with Public Health and other non congregate settings to keep all shelter residents safe.



Amador Tuolumne Community Action Agency Organizational Chart – July 2020

Tuolumne Food Program

- Distributing to local pantries
- Tuolumne Food Distributions
- Holiday Baskets
- Seniors/Homebound
- Food for Kids (Plus)
- Produce Program





FOOD BANK
Joe Tobin

Contracts/Amendments

- CDBG awarded \$180K - \$40K towards BU Generator Project / \$140K towards Refrigerated Box Truck
- Unspent TEFAP dollars have rolled over into 2021 FY.
- Working with PG&E to initiate PSPS Partnership. \$40/box.
- Interfaith Food Bank of Amador ended their MOU with ATCAA and entered a contract with Second Harvest/FA..

Accomplishments

- Received high remarks on Workers Comp Loss Control Prevention report.
- Secured 45' Freezer Trailer from Foodlink through Jan 2021 at no cost. (Storage for the holidays)
- Secured donation of 1,000 Turkeys from Diestel Turkey Ranch for our Thanksgiving Holiday Food Baskets.
- Have enough funds to begin and complete new Walk-In Freezer inside the warehouse.
- Opened new TEFAP site/began new partnership with TDSS.

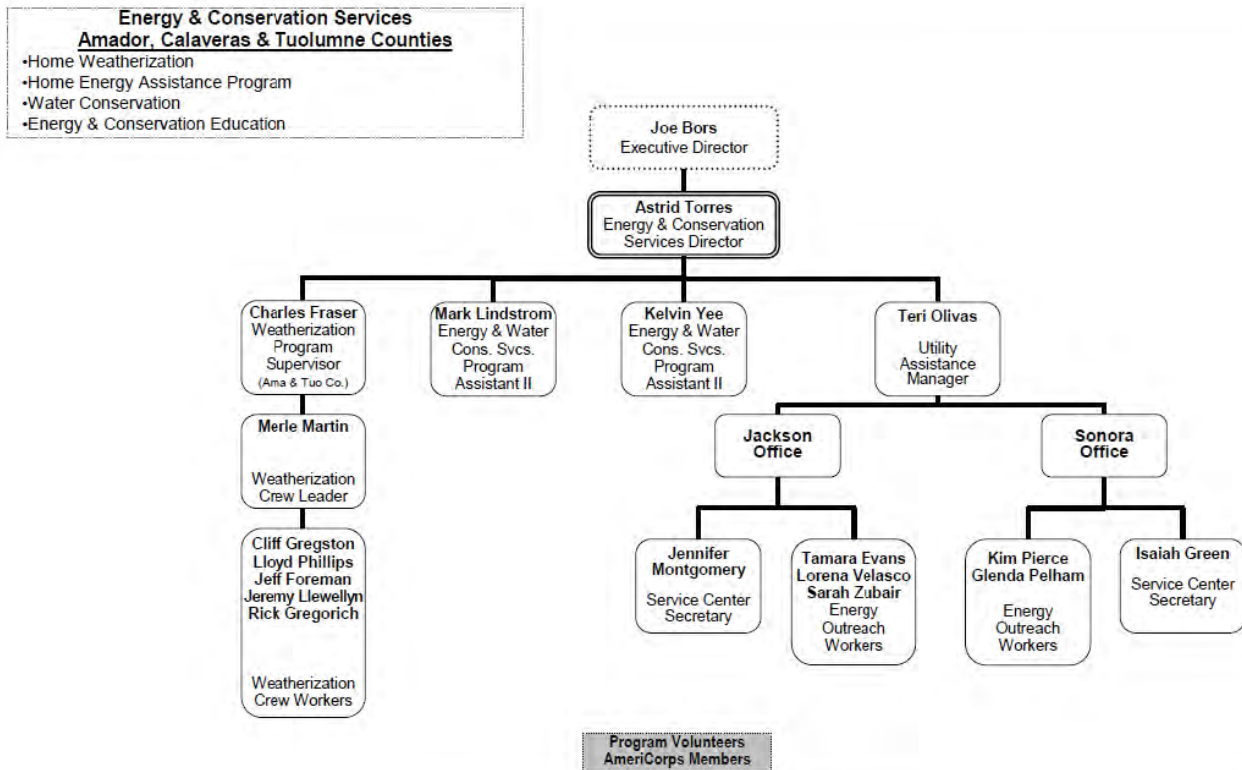
In Progress

- Contract to be awarded to Gold Electric for BU Generator Project upon completion of final draft.
- Receiving quotes for new refrigerated box truck (we have CDBG's "Okay to incur costs" No contract in hand yet.
- Preparing for Feeding America Audit on 10/14/20 (Pre-Audit paperwork) Scanning Logs
- Performing Annual Partner Agency Site Audits (Feeding America Compliance)
- Awaiting Golden State Renewable Energy to install Tesla Wall Batteries.

*Maintaining the course while navigating through uncharted waters between
COVID & Wildfires. Building new partnerships.*



Amador Tuolumne Community Action Agency Organizational Chart – July 2020





ENERGY & WATER CONSERVATION

Astrid Torres

Contracts/Amendments

- Prop-84 Drought & 2016 W-E to 12/2020
- 2020 LIHEAP Contract Package (\$1,638,692) – Amendment II to 12/2021
- 2017 DOE Contract Package (\$81,387) – Amendment IV to 12/2020
- 2020 DAP Contract Package (\$59,064) to 12/2020
- 2020 Solar DAP Phase II (\$92,825) to 12/2020
- 2020 CARES Act Program (\$49,518,231) to 4/2021

Accomplishments

- Assisted 112 medical baseline clients to get battery generators for PPS using DRAIL program
- Final report submitted to close out 2019 LIHEAP (\$1,640,331)
- Final report submitted to close out Prop-84, Rnd-2 Project (\$188,000)

In Progress

- Preparing new procedures to re-open Wx with Covid protocols by end of October
- Planning for 2021 LIHEAP contract
- MAC IRWM DACI Technical Assistance Survey (\$85,000)
- PPS preparedness opportunities – Li Generator Program and SGIP

Closed Out One Water Program, and 2019 LIHEAP Contract



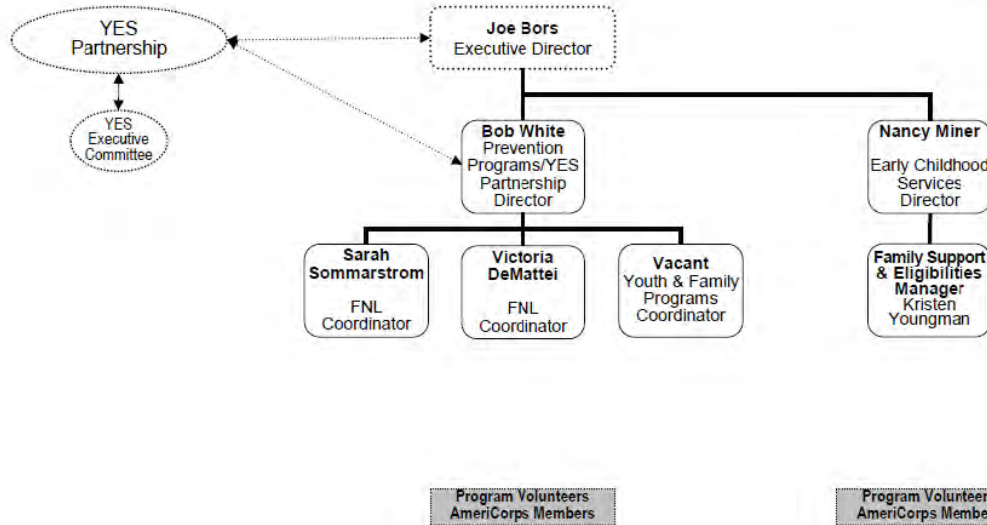
Amador Tuolumne Community Action Agency Organizational Chart – July 2020

Tuolumne Prevention Programs

- Youth Mentoring
- Friday Night Live/Club Live
- Fiscal Agent for YES Partnership
- Suicide Prevention
- Community Resiliency

Tuolumne Family Learning Center

- GED Preparation/ESL Instruction
- Parenting and Family Literacy
- Job Readiness
- Home Visiting/Transportation/Translation
- Case Management
- Mental Health and Health Education and Support
- Promotores de Salud – Latino Family Outreach





PREVENTION PROGRAMS/YES PARTNERSHIP
Bob White

Contracts/Amendments

- No new contracts or amendments.

Accomplishments

- 2nd Annual Hope and Honor Walk for suicide prevention and awareness was held on Saturday, September 12th.
- Launched the LivingWorks Start online suicide prevention training on Thursday, September 17th. To date 44 people have registered to take the course.
- Conducted a safeTALK training for managers and public safety staff at Black Oak Casino Resort on Thursday, September 24th.

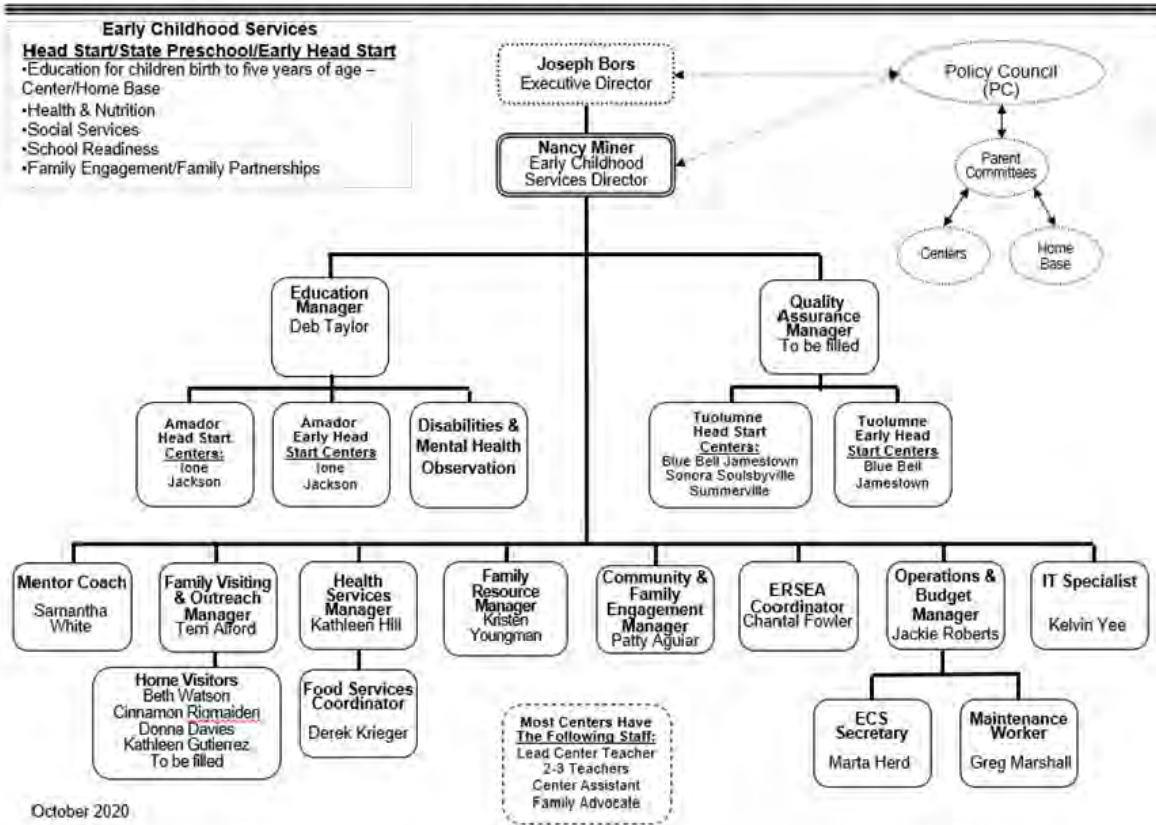
In Progress

- Beginning the process of hiring a Youth Development Coordinator to coordinate the Friday Night Live, Club Live, Friday Night Live Mentoring, and EPIC Youth Coalition programs.
- The LivingWorks Faith suicide prevention training for the faith community will launch on October 26th.
- Planning for an alternative to the Annual Holiday Luncheon.

Because You Matter



Amador Tuolumne Community Action Agency ECS Organizational Chart





EARLY CHILDHOOD SERVICES

Nancy Miner

Contracts/Amendments

- Head Start/Early Head Start Baseline Grant Application submitted to the Office of Head Start on 9/30/2020.
- 2021-22 California State Preschool Program Continued Funding Application is due to CDE on 11/10/2020.
- Professional Services Agreements completed for Mental Health Consultants in Amador and Tuolumne.
- Professional Services Agreement completed for a Subcontractor Consultant to assist with building projects in both counties.
- Contract in development with First 5 Tuolumne for ECS to assume more support services for the Quality Counts program.

Accomplishments

- Soulsbyville Head Start passed COVID licensing inspections and opened on 9-14-2020 for in-person services.
- Home Visitors are conducting home visits with families outdoors with COVID prevention protocols in place.
- Distance learning systems operating smoothly with weekly activity packets and supplies for families, Zoom meetings with children and parents, and check-in conversations with staff to determine families' needs.
- New vehicle purchased to replace totaled one.

In Progress

- All center-based programs have developed staffing and environmental plans to prepare for a staggered opening in October.
- Family Learning Center staff are working with Tuolumne County Dept. of Social Services to develop plans to provide training and support for families receiving TANF.
- We are collaborating with a Head Start Training & Technical Assistance team to provide training for all ECS staff about active child supervision, and to revise procedures and monitoring systems in this area.
- The budget is being monitored carefully to spend down all Head Start, Early Head Start, and CARES funding by the end of the grant period on December 31, 2020.

Developing People, Changing Lives, Building Communities



Final Rule on Designation Renewal System Changes

eclkc.ohs.acf.hhs.gov/policy/pi/acf-pi-hs-20-05

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

Final Rule on Designation Renewal System Changes ACF-PI-HS-20-05

U.S. Department
of Health and Human Services

ACF
Administration for Children and Families

1. **Log Number:** ACF-PI-HS-20-05
2. **Issuance Date:** 08/27/2020
3. **Originating Office:** Office of Head Start
4. **Key Words:** Designation Renewal System (DRS); Head Start Program Performance Standards (HSPPS); Revision; Final Rule; Regulation; Head Start; Competition; Classroom Assessment Scoring System (CLASS®); Monitoring; Deficiency; Fiscal; Audit

Program Instruction

To: Head Start and Early Head Start Grantees and Delegate Agencies

Subject: Final Rule on Designation Renewal System Changes

Instruction:

The Office of Head Start (OHS) announced in the [Federal Register](#) a final rule updating the Designation Renewal System (DRS). In the Improving Head Start for School Readiness Act of 2007, Congress required the U.S. Department of Health and Human Services (HHS) to both establish a DRS and to periodically review the system. HHS first established the DRS through a final rule in 2011, and has been regularly analyzing data on the implementation of the system and on the grantees required to compete. OHS is confident the DRS has driven increases in the quality of Head Start and Early Head Start services, but believes improvements can be made to the system.

This final rule includes revisions to three of the seven conditions of the DRS: the deficiency condition, the condition related to the Classroom Assessment Scoring System (CLASS®), and the fiscal condition related to audit findings. These changes will ensure OHS identifies those grantees where competition is

the most warranted and more effectively holds grantees accountable, while also making the DRS more transparent.

Key Changes from the Prior DRS Rule

Deficiency Condition

Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency. Additionally, the change will appropriately put the focus on grantees having systems in place to ensure health and safety incidents do not occur or are quickly identified and rectified and on financial and human resource systems that support ongoing, high-quality operations.

CLASS® Condition

For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion, while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

The quality thresholds are as follows: 6 for Emotional Support, 6 for Classroom Organization, and 3 for Instructional Support. These new thresholds represent the expectations of OHS for the quality of the learning environment in every Head Start program. These thresholds do not relate to competition, but instead reflect a quality improvement focus in teacher-child interactions, with support from OHS. For any grantee with a score below one or more of the quality thresholds, OHS will provide support for quality improvement. OHS will help ensure the grantee's coordinated approach to training and professional development is targeting those areas of teaching practices and teacher-child interactions that most need improvements. The establishment of quality thresholds is intended to build on existing program quality improvement efforts to enhance classroom interactions beyond any set floor and will include more intentional OHS support for such efforts through training and technical assistance supports across a variety of platforms.

The final rule also sets more rigorous competitive thresholds for all three CLASS® domains and represents the floor for quality in terms of teacher-child interactions. Any grantee with a CLASS® score below one or more of the competitive thresholds will be designated for competition. Specifically, the competitive threshold for Classroom Organization is raised from 3 to 5 and Emotional Support is raised from 4 to 5. These competitive thresholds increase the minimum standard of quality and set the expectation for programs to work toward moving into the high-quality range. Because Instructional Support is a domain in which grantees tend to score lower, but is nonetheless important for ensuring high-quality teacher-child interactions, we take a graduated approach to increasing the threshold for this domain. More specifically, the competitive threshold for Instructional Support is initially raised from 2 to an interim threshold of 2.3, for all CLASS® reviews conducted through July 31, 2025. For all CLASS® reviews conducted on or after August 1, 2025, the competitive threshold for this domain raises to 2.5. This approach recognizes where most grantees currently score in this domain and will allow sufficient time for grantees to make necessary quality improvements and gradually move to higher quality.

Fiscal Condition

For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

Effective Date

The new DRS conditions will be effective on October 27, 2020. The prior DRS conditions will apply to all programs until the effective date of this final rule. In general, grantee performance before the effective date of the final rule is subject to the prior DRS conditions and grantee performance after the effective date is subject to the revised DRS conditions. There will be no retroactive implementation of the revised conditions, to ensure grantees are not designated for competition based a condition on which they did not know they would be judged.

For all grantees that have been designated for competition under the prior conditions and a funding opportunity announcement (FOA) has not been posted, OHS will reexamine the existing data to determine if they also meet the revised conditions. The new second criterion added to the fiscal condition will not be considered. These grantees will be required to compete if they would also be required to compete under the revised conditions. OHS will send redetermination letters to this group of grantees either reconfirming their competitive status or notifying them of preliminary eligibility for non-competitive funding.

Preliminary non-competitive decisions made prior to the effective date of this final rule will not be revisited under the revised DRS conditions; these grantees will continue to be eligible for a noncompetitive new grant. Only in the rare case that such a grantee receives two or more deficiencies, a license revocation, suspension, debarment from any federal or state funds, disqualification from the Child and Adult Care Food Program, or an audit finding of a going concern before receiving their non-competitive 5-year grant award would the grantee be required to compete. This would also have happened under the prior regulation, with the only difference being the number of deficiencies requiring competition.

Next Steps

Programs are urged to take the time to read the final rule in its entirety, including the preamble and the text of the regulation. OHS will continue to provide direction, guidance, and resources that support our mission to prepare Head Start children and families for school and beyond.

Thank you for the work you do on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron
Director
Office of Head Start
Office of Early Childhood Development

See PDF Version of Program Instruction:

[Final Rule on Designation Renewal System Changes](#) [PDF, 58KB]

Historical Document



[Home](#) / [Specialized Programs](#) / [Child Development](#) / [Contractor Information](#)

Management Bulletin 20-15a

Early Learning and Care Division

Subject: Reimbursement and Data Collection Requirements for Alternative Payment Programs and Providers

Number: 20-15(a)

Date: September 2020

Expires: June 30, 2021

Authority: Senate Bill (SB) 98 (Chapter 24, Statutes of 2020) and SB 820 (Chapter 111, Statutes of 2020)

Attention: Executive Directors and Program Administrators of California Alternative Payment Programs (CAPP), including California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 2 (C2AP), CalWORKs Stage 3 (C3AP), and Migrant Alternative Payment Program (CMAP)

Purpose

This Management Bulletin (MB) is to notify and provide updated guidance to California Alternative Payment Program (CAPP), CalWORKs Stage 2 (C2AP), CalWORKs Stage 3 (C3AP), and Migrant Alternative Payment Program (CMAP) contractors on:

1. Guidance on parent signatures on monthly attendance records or invoices.
2. Guidance on serving school-age children during distance learning.
3. Guidance on additional days of non-operation closures due to COVID-19.
4. Additional data collection requirements for all Alternative Payment (AP) programs.

Previous guidance in MB 20-15 still holds true. The MB 20-15 provides guidance on:

1. Reimbursing providers based on the family's certified need.
2. Providing written notification (i.e. Child Care certificates or Notices of Action) to providers regarding changes to a family's level of services, including reimbursement amount and/or family fee.
3. New Data collection requirements for non-CalWORKs AP programs.

Background

The California *Education Code (EC)* Section 8221.5 and *California Code of Regulations*, Title 5, (5 CCR) currently set requirements for AP contractors to reimburse childcare providers, including license-exempt providers.

UPDATED: The *EC* Section 8221.5 also specifies the requirements for parent and/or guardian signatures on the monthly attendance record/invoices. The *EC* Section states that the attendance record and/or invoice, at a minimum, must be signed by the provider and the parent or guardian of the child receiving services. Pursuant to the email dated August 7, 2020, the State Superintendent of Public Instruction (SSPI), under the authority provided by *EC* Section 8209, temporarily waived for July and August 2020 the parent signature requirement if the provider has documented attempts to obtain the signature and the parent is not available due to COVID-19. The passing of SB 820 enacted a permanent waiver of *EC* Section 8221.5(b) from July 2020 to June 2021 so long as there is documentation of the provider's attempts to collect a signature from the parent and all other requirements in the statute have been met.

The 5 *CCR* Section 18076.2 states that CAPP, C2AP, C3AP, and CMAP contractors may not reimburse providers during "scheduled instructional minutes" of a public or private educational program that the child is enrolled and attending.

The *EC* Section 8263(h) establishes 12-month eligibility and changes to services can only be made at recertification or when a family voluntarily requests a change, in accordance with 5 *CCR* Section 18084.2 of the 12-month Implementation Guidance released in MB 17-14.

The 5 *CCR* sections 18094, 18095, 18118, 18419, and 18434 require that agencies serve a Notice of Action (NOA) to families at certification, recertification, or approval of the parent's voluntary request for changes to their service agreement.

The *EC* Section 8359(a) requires county welfare departments and AP programs to, on a monthly basis, provide data about childcare usage and demand in each of the three (3) stages of CalWORKs to the California Department of Education (CDE) or the California Department of Social Services (CDSS), whichever is appropriate, and to their Local Planning Council (LPC).

Similar to the monthly data collected from the three (3) stages of CalWORKs required by *EC* 8359(a), SB 98 added *EC* Section 8227.8, requiring all AP programs, including CAPP and CMAP, contractors to report data about childcare caseload in the program and other key variables on a monthly basis to the Child Development and Nutrition Fiscal Services (CDNFS) to determine any additional state allocations to these programs for the purpose of emergency response.

On June 29, 2020, the Governor signed Senate Bill (SB) 98 (Chapter 24, Statutes of 2020) which includes additional funding to support state-subsidized childcare providers, including centers, family childcare homes, and license-exempt providers, serving children through an AP program, including CAPP, C2AP, C3AP, and CMAP. Specifically, SB 98 allocated \$62.5 million to support the AP programs, including CAPP, C2AP, C3AP, and CMAP, so that AP agencies are able to reimburse providers based on the certified need, regardless of attendance, through June 30, 2021, or until funding is exhausted, whichever is sooner.

UPDATED: On September 18, 2020, the Governor signed SB 820 (Chapter 111, Statutes of 2020) which includes additional funding to support alternative payment providers to be reimbursed for up to 14 non-operational days that are due to a state or local public health order/guidance related to COVID-19. These 14 COVID-19 related non-operational days are in addition to the 10 current non-operational days allowable by 5 *CCR* Section 18076.2(b)(2). This provision is effective between September 1, 2020 and June 30, 2021.

UPDATED: On September 18, 2020, the Governor signed SB 820 (Chapter 111, Statutes of 2020) which includes additional directives and laws around providing a notification to providers. Thus, EC Section 8227.7, effective July 1, 2020, specifies that AP agencies must issue a written notification to a childcare provider when an NOA is issued to the family. Specifically, the provider must be notified of any changes to reimbursement amounts, changes in certified need, an increase or decrease in family fees, disenrollment of services, and when the family changes providers.

This authority applies to the following programs: CAPP, C2AP, C3AP, and CMAP. The guidance below responds to this topic.

Policy

Effective July 1, 2020, and until funding is exhausted, AP contractors must reimburse AP providers, including license-exempt providers, based on the families' certified need, notwithstanding the requirements set forth in EC Section 8221.5, as outlined in the guidance below. The CDE will distribute these funds to AP contractors through contract amendments in September 2020.

Effective July 1, 2020, AP contractors must, at the same time families are sent a NOA, send a written notice to the AP provider. Specifically, the provider must be notified of any changes to reimbursement amounts, change in certified need, increase or decrease in family fees, disenrollment of services, and when the family change providers.

Effective July 1, 2020, AP contractors must submit data monthly to CDNFS, as instructed below.

UPDATED: Effective July 1, 2020, contractors must reimburse providers who submit an attendance record or invoice without a parent signature so long as there is documentation of the provider's attempts to contact the parent to obtain the signature.

UPDATED: Effective July 1, 2020, providers must be reimbursed for services provided during the time a school-age child is participating in Transitional Kindergarten (TK)-12 distance learning and is attending the childcare program during the typical school hours.

UPDATED: Effective September 1, 2020 through June 30, 2021, AP contractors must reimburse providers for up to 14 COVID-19 related non-operational days, in addition to the current non-operational days allowable by 5 CCR Section 18076.2(b)(2). Reimbursements shall be made to providers until funds are exhausted.

Directive

UPDATED: Reimbursing Alternative Payment Providers based on Certified Need

Contractors must use these funds to provide reimbursement to AP providers who remain open, including license-exempt providers, through June 30, 2021, or until the funding is exhausted, whichever is sooner. This funding will be used to reimburse providers based on the family's certified need for services, under the following scenarios:

- Providers must be reimbursed based on the maximum authorized hours of care, regardless of attendance.
- For families certified for variable schedules, providers shall be reimbursed based on the maximum authorized hours of care.

- For license-exempt providers that provide part-time services, providers shall be reimbursed based on the maximum authorized hours of care.

UPDATED: Attendance Records and Signatures

Pursuant to EC Section 8221.5, attendance records and invoices must include the dates and times in and out documented on a daily basis and must be signed by both the provider and the parent. If the child is not in attendance the provider must indicate the reason for absence, i.e. family sheltering in place.

Effective July 1, 2020 through June 30, 2021, contractors must reimburse providers who submit an attendance record or invoice without a parent signature when the absence of a parent signature is due to the COVID-19 pandemic and there is documentation of the provider's attempts to collect the signature. When the attendance record or invoice is submitted without the parent's signature, an attestation statement from the provider must be provided with the attendance record or invoice. The attestation, signed under penalty of perjury, must indicate the provider made attempts to contact the parent and that the parent was not available for signature due to COVID-19. A sample attestation is included for your convenience.

Example: By signing and submitting this attendance record or invoice without the parent's signature, I attest, under the penalty of perjury, that I have made and documented attempts to contact the parent, and the parent is either unavailable or unable to sign this attendance records/invoice due to the COVID-19 pandemic.

The EC sections 8221.5 and 8262.1 allow contractors and providers to use digital signatures. Software that use digital signatures is reimbursable within contract funds.

As always, the AP contractors should continue to work with families to ensure retention of certified childcare services. Any change to the certified need must be based upon a request by the parent in accordance with EC 8263(h).

UPDATED: School-Aged Children and Reimbursement

Since TK–12 distance learning does not provide supervision for children, the CDE does not consider it to be "scheduled instructional minutes" for the purposes of 5 CCR 18076.2 prohibiting reimbursing providers during the hours of a child's "scheduled instructional minutes." Therefore, providers shall be reimbursed for care during the time a school-age child participating in TK–12 distance learning and attending the childcare program during the typical school hours.

If the child is participating in a hybrid model (in-person TK–12 instruction and distance learning) the provider may only be reimbursed for the time the child is not receiving in-person TK–12 instruction. Contractors shall reimburse providers for the time the child is receiving TK-12 distance learning while attending the childcare program. Conversely contractors shall not reimburse providers for any time the child is receiving TK-12 in-person instruction. Contractors are responsible for budgeting their contract funds to ensure providers will be reimbursed for an increase in the cost of the care associated with school-age children that are participating in distance learning.

UPDATED: Additional Non-operational Days due to COVID-19

The SB 820 allocated \$31.25 million to support Alternative Payment programs for the purpose of providing reimbursement to providers for an additional 14 non-operational days for closures due to COVID-19, in addition to the 10 non-operational days authorized in 5 CCR 18076.2(b)(2), beginning September 1, 2020 through June 30, 2021. Alternative payment programs, are required to track the usage of non-operational days and associated reimbursement amounts and report data to the CDE every month. Providers are required to mark on their attendance records and/or invoices any COVID-19 related closure days. Reimbursements shall be made to providers until funds are exhausted.

Notification to Provider

Pursuant to EC 8227.7, beginning July 1, 2020, AP contractors must provide a written notice, with the effective date of the action, to the AP provider. This notice must be issued on the same day the NOA is issued to a family. The provider notice is to be issued when the following changes occur:

- reimbursement amounts
- certified need (days and/or hours of care)
- schedules
- rates
- increase or decrease to family fees
- disenrollment from services
- change of provider

The provider notice must be issued either electronically, if requested by the childcare provider, or via the United States Postal Service. The notification shall not be deemed a violation of the parent's confidentiality but as a method to ensure the proper administration of subsidy funds.

UPDATED: Data Collection

Currently, pursuant to EC Section 8359(a), all C2AP and C3AP contractors must submit monthly CalWORKs Stage 2 and Stage 3 caseload and fiscal reports to CDNFS.

Effective July 1, 2020, all CAPP and CMAP contractors are required to report monthly caseload and fiscal data to CDNFS. The following data elements are to be reported to CDNFS, beginning with the July 2020 reporting period, regardless of the contractor's contract status:

- county-by-county caseload
- expenditures
- unit costs
- family fees
- other key costs of care variables requested by the CDE used to determine any additional state allocations to these programs for purposes of the emergency response.

Monthly Caseload and Fiscal reports must be submitted electronically at <https://www2.cde.ca.gov/cdfs/> and are due by the 20th of the month, following the month of the reported data.

- All CAPP and CMAP contractors will continue to use their existing log in to submit fiscal reports through the web site listed above.
- The CDE is in the process of updating the current caseload report form that is currently submitted by C2AP and C3AP contractors to include a section for CAPP and CMAP caseload reporting.

- All CAPP and CMAP contractors will be required to submit caseload data associated with emergency childcare enrollments, as well as caseload data associated with ongoing enrollments.
- The revised caseload report was made available prior to August 20, 2020, so that contractors could meet the July 2020 reporting deadline.

Note: If a contractor provides services in more than one (1) county, the contractor will be required to submit a separate Caseload Report for each county in which services are being provided. Each report shall include a certification of the person authorized by the contractor that the information contained in the report is correct and complete.

Pursuant to SB 820, contractors are required to report to the CDE the use of the 14 additional nonoperational days due to COVID-19 and associated costs. Therefore, effective September 1, 2020, all C2AP, C3AP, CAPP, and CMAP contractors will be required to report data associated with provider non-operation days for instances when a child received care from a secondary provider. This information will be utilized to reimburse providers with the \$31.25 million provided in SB 820 until funding is exhausted. The data required by AP's for this purpose is:

- Number of children requiring care from a secondary provider
- Sum of all days children received care from a secondary provider
- Total cost associated with paying secondary providers due to the primary provider's closure

The CDNFS will revise reports to allow for this data collection beginning the September 2020 report due October 20, 2020.

Resources

The CDE, ELCD has developed a COVID-19 pandemic guidance and resource page that includes answers to frequently asked questions, all MBs issued to implement pertinent legislation, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcd/covid19.asp>.

To be informed of updated information, please sign up for ELCD's email list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

For more information about CDSS Community Care Licensing Division, which provides guidance social and physical distance, ratio and group sizes, and healthy practices during the COVID-19 pandemic, please visit their website at <https://www.cdss.ca.gov/inforesources/community-care-licensing>.

For more information about California Department of Public Health's guidance on small group sizes and cohorts, please visit: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

For more information about federal and state guidance and response to the COVID-19 pandemic, please refer to the Centers for Disease Control and Prevention (CDC) Web site at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>, the California Department of Public Health's Web site at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>, and the California COVID-19 Response Web site at <https://covid19.ca.gov/>.

For more information about COVID-19 guidance from the Office of Head Start, including the Collaborating Actively in Meaning Planning (CAMP) series, please visit their Web site at <https://eclkc.ohss.acf.hhs.gov/about-us/coronavirus/responding-covid-19>.

If you have questions regarding the information in this MB, please contact your assigned Early Learning and Care Program Quality Implementation Office Regional Consultant. A list of consultants can be found on the ELCD Consultant Regional Assignments Web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement.

Stephen Propheter, Director
Early Learning and Care Division

Questions: Early Learning and Care Division | 916-322-6223

Last Reviewed: Tuesday, September 22, 2020



Home / Specialized Programs / Child Development / Contractor Information

Management Bulletin 20-16

Early Learning and Care Division

Subject: Continued Funding Application Fiscal Year 2021–22

Number: 20-16

Date: September 10, 2020

Expires: November 10, 2020

Authority: *California Code of Regulations*, Title 5, Division 1, Chapter 19, Subchapter 1, Article 5, Section 18010

Attention: Executive Officers and Program Directors of Early Education Programs

Purpose

Management Bulletin (MB) 20-16 offers existing California Department of Education (CDE), Early Learning and Care Division (ELCD) contractors the opportunity to request continued funding for Fiscal Year (FY) 2021–22. *California Code of Regulations*, Title 5 (5 CCR), Section 18010(d) states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Child Development Division in accordance with the instructions and timelines specified in the request." Each contractor is to review this information as soon as possible to ensure appropriate time and resources are reserved to complete the process. This MB supersedes the Continued Funding Application (CFA) information found in MB 19-07.

Authority

Section 18010(e) of 5 CCR states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period." Failure to respond to requests from the ELCD for additional information will result in the application being deemed incomplete.

Policy

The complete Continued Funding Application packet is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/cl/cfaforms2122.asp>.

The CDE does not require formal board approval of the application package. In most cases, board action is required only to sign the formal contract. If the contractor's governing board requires approval prior to application submittal, the board action must be completed before the due date of the submittal.

Application Submission Requirements

Electronic submission of the application is encouraged. To submit the application electronically, email the completed application and all required attachments to CFA@cde.ca.gov and include the following statement in the body of the email:

"By submitting the attached, I certify that I am authorized to submit, and have approved, this Continued Funding Application (CFA) for [Agency Name], vendor number [XXXX]. [Agency Name] intends that the CFA transaction be completed by electronic means. All signatures in the attachment are intended to be binding."

Physical application submissions will also be accepted. If opting to submit a physical application, mail or deliver one (1) application packet with original signatures and two (2) copies of the application packet to the ELCD at the following address:

Continued Funding Application FY 2021–22

Early Learning and Care Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

Applications must be received on or before 5 p.m., Tuesday, **November 10, 2020**, regardless of method of application submission.

Directives

If you have any questions regarding the information in this management bulletin, please contact your assigned ELCD Field Services Consultant at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by telephone at 916-322-6233.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.

Questions: Early Learning and Care Division | 916-322-6233

Last Reviewed: Thursday, September 10, 2020



[Home](#) / [Specialized Programs](#) / [Child Development](#) / [Contractor Information](#)

Management Bulletin 20-17

Early Learning and Care Division

Subject: Requirements for Distance Learning Plans, Program Quality, and Distance Learning Services for Direct Service Contractors

Number: 20-17

Date: September 11, 2020

Expires: June 30, 2021

Authority: The 2020-21 Budget Act and Senate Bill (SB) 98 (Chapter 24, Statutes of 2020), Education Omnibus Trailer Bill

Attention: Executive Directors and Program Administrators of General Child Care and Development Programs (CCTR); California State Preschool Programs (CSPP); Family Child Care Homes Education Networks (CFCC); Severely Disabled Programs (CHAN); Migrant Child Care and Development Program (CMIG)

Purpose

The purpose of this Management Bulletin (MB) is to provide guidance to state-subsidized, direct service contractors who provide early learning and care services regarding the requirements for the distance learning plan, program quality, and the delivery of distance learning services for children and families who are not receiving in-person services.

These requirements only apply to Fiscal Year (FY) 2020-2021, pursuant to Chapter 24 of the Statutes of 2020.

Background

The *California Code of Regulations*, Title 5 (5 CCR), sections 18270.5 through 18281 set forth program quality requirements for direct service contractors.

The Senate Bill (SB) 98 (Chapter 24, Statutes of 2020) amended California *Education Code (EC)* Section 8209 in response to the COVID-19 pandemic. The *EC* 8209 (f)(3) requires direct service contractors that are closed due to a public health order and funded to be operational to submit a distance learning plan, and to provide distance learning services for all children and families who are not receiving in-person services.

Policy

Direct service contractors, including General Child Care and Development Program (CCTR), California State Preschool Program (CSPP), Family Child Care Home Education Network (CFCC), Severely Disabled Program (CHAN); Migrant Child Care and Development Program (CMIG) contractors must adhere to program quality requirements for children, families and staff, pursuant to 5 CCR Sections 18270.5 through 18281, and to staffing ratios requirements, pursuant to 5 CCR sections 18290 through 18292.

Direct service contractors must submit a distance learning plan to the CDE, ELCD and offer distance learning services for those children and families impacted when programs, sites, or classrooms are closed due to a public health order, or when the contractor is unable to provide in-person services to all enrolled children, including children whose families are sheltering in place due to the COVID-19 pandemic. Direct service contractors who only provide services to school-age children, the distance learning plan may be modified to address outreach and communication services as described in directives below.

For purposes of this MB, distance learning, outreach, and communication services may be delivered in a variety of modalities, including, but not limited to, home activity packages, lending libraries, phone calls, text messages, emails, online learning platforms, and/or videos.

For the purposes of this MB, state or local public health orders may include written orders, advisories or guidance specific to early learning or child care issued by a state or local public health authority.

Directives

Distance Learning Plan

Direct service contractors who are closed, or who are unable to provide in-person services for all currently enrolled children due to a public health order, or when families choose to shelter in place due to the COVID-19 pandemic, must submit a distance learning plan and offer children and families distance learning, outreach, and communication services.

Direct service contractors must notify families, teachers and Family Child Care Home Education Network (FCCHEN) providers of the plan of the delivery of distance learning, outreach and communication services.

Direct service contractors who provide services through a FCCHEN must collaborate with FCCHEN providers to develop a plan and deliver distance learning and/or outreach and communication services for children and families who are not receiving in-person services.

The distance learning plan shall address the program quality requirements and the contractors plan for the delivery of distance learning, outreach and communication services for the items below. Direct service contractors must complete the distance learning plan template located at <https://surveys2.cde.ca.gov/go/distancelearningplan20-21.asp>. The distance learning plan must be received by the CDE, ELCD on or before October 1, 2020.

Program Quality Requirements and Distance Learning Services for Non-School Age Children and Families

Distance learning plans and services should align with the program quality requirements described in 5 CCR Sections 18270.5 through 18281. Distance learning services must be offered to all children and families who are not receiving in-person services.

Distance learning services may be offered through various methods to maintain the developmental progress of currently enrolled children that are not receiving in-person services. Distance learning services and outreach efforts may include, but are not limited to, home activity packages, lending libraries, phone calls, text messages, emails, online learning platforms and/or video. Contractors preparing activity packets should ensure the delivery of these packets comply with all social distancing requirements.

Parent Involvement and Education

The 5 CCR Section 18275 requires direct service contractors to include in the program a parent involvement and education component. The distance learning plan should address how the contractor will implement the following provisions:

1. How the contractor will ensure that families are able to fully engage in distance learning services, and how the contractor will solicit information from the family on the available resources and methods they have available and prefer for distance learning services. Contractors must provide distance learning services in the preferred method of the family.
2. How the contractor will, to the greatest extent possible, conduct distance learning services in the family's preferred language and how these services will include a combination of teacher interactions and family activities to maintain relationships and supports for families and children with each other and with program staff.
3. How the contractor will contact each family a minimum of once per week to keep updated on the child and family, and to provide distance learning services. Services and outreach efforts must be documented in accordance with 5 CCR Sections 18273, 18275 and 18276.
4. How the contractor will communicate with families about their progress and needs with distance learning services, the child's learning, development, routines, activities, and behavior, as well as the family's overall well-being.
5. How the contractor will provide families with resources and referrals to support services, social services, and health services as needed.
6. How the contractor will re-engage families whom the contractor has been unable to reach for more than a week, and how re-engagement efforts will be documented.
7. How the contractor will conduct at least two (2) individual conferences with parents during FY 2020-21, in compliance with 5 CCR Section 18275(b)(2). These conferences can be completed virtually if needed.

Contractors should contact the local R&R agency at <https://www.cde.ca.gov/sp/cd/re/ragencylist.asp> and the local QCC consortia to identify additional resources to meet the needs of children, families, and staff.

Education Program

The 5 CCR Section 18273 requires direct service contractors to provide an education program. The distance learning plan should address how the contractor will implement the following provisions:

1. How the contractor will provide families with distance learning activities that can be incorporated into daily activities and assist with creating a predictable routine in the family's home.

2. How the contractor will offer developmentally appropriate activities that align with those activities conducted in the program, and how activities that can be done at home will be included. These activities must align with the California Infant/Toddler Learning and Development Foundations, the California Preschool Learning Foundations, the California Infant/Toddler Curriculum Framework, and the California Preschool Curriculum Frameworks.
3. How the contractor will provide, to the extent possible, the accommodations necessary for children with special needs, and how children's distance learning services will be individualized and focused on activities that would have meaning and interest to the family and the child.
4. How the contractor will keep records that include the activities planned for distance learning services, and the amount of time each family and child have participated in distance learning services.
5. How the contractor will provide interactions based on the family's resources and preferred methods of receiving distance learning services. These interactions should include a combination of teacher interactions and family activities to maintain relationships and supports for families and children with each other and with program staff. Below are examples of maximum appropriate time frames for distance learning activities that are provided through virtual interactions, as applicable:
 - a. A maximum of 15 minutes per session for families with infants and toddlers
 - b. A maximum of 30 minutes per session for children two to three (2-3) years of age
 - c. A maximum of 45 minutes per session for preschool age children

Staff Development

The 5 CCR Section 18274 requires direct service contractors to develop and implement a staff development program. Contractors must provide staff with professional development, or access to professional development through distance learning opportunities for priority topics including, but not limited to, health and safety and child development. Contractors may provide staff development using the resources located at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>. Additional resources on staff development are provided in the resources section below.

Nutrition

The 5 CCR Section 18278 requires direct service contractors to include a nutrition component for the program. This section requires that children who are receiving in-person services must be provided meals and/or snacks. Contractors may, but are not required to, provide meals and/or snacks for children who are being provided distance learning services.

Program Quality Requirements and Outreach and Communication Services for School Age Children and Families

Direct service contractors who serve only children enrolled in Transitional Kindergarten (TK-12 years of age) must submit a plan for outreach and communication services for those children and families not receiving in-person services. Those contractors are only required to complete the distance learning plan template for the items below. Outreach and communication plans and services should align with the program quality requirements described in 5 CCR Sections 18270.5 through 18281. Communication and outreach services must be offered to all school-age children and families who are not receiving in-person services.

Outreach and communication services may be offered through various methods, including, but not limited to, phone calls, text messages, emails, and/or video conferencing.

Parent Involvement and Education

The 5 CCR Section 18275 requires direct service contractors to include in the program a parent involvement and education component. The distance learning plan should address how the contractor will implement the following provisions:

1. How the contractor will contact each family a minimum of once per week to keep updated on the school age child and family. Outreach and communication efforts must be documented in accordance with 5 CCR Sections 18273, 18275 and 18276.
2. How the contractor will communicate with families about their progress and needs with TK-12 distance learning, the child's learning, development, routines, activities, and behavior, as well as the family's overall well-being.
3. How the contractor will provide families with resources and referrals to support services, social services, and health services as needed.
4. How the contractor will re-engage families whom the contractor has been unable to reach for more than a week, and how re-engagement efforts will be documented.
5. How the contractor will conduct at least two (2) individual conferences with parents during FY 2020-21 in compliance with 5 CCR Section 18275(b)(2). These conferences can be completed virtually if needed.

Contractors should contact the local R&R agency at <https://www.cde.ca.gov/sp/cd/re/ragencylist.asp> and the local QCC consortia to identify additional resources to meet the needs of children, families, and staff.

Staff Development

The 5 CCR Section 18274 requires direct service contractors to develop and implement a staff development program. Contractors must provide staff with professional development, or access to professional development through distance learning opportunities, for priority topics including, but not limited to, health and safety and child development. Contractors may provide staff development using the resources located at <https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>. Additional resources on staff development are provided in the resources section below.

Nutrition

The 5 CCR Section 18278 requires direct service contractors to include a nutrition component for the program. This section requires that children who are receiving in-person services must be provided meals and/or snacks. Contractors may, but are not required to, provide meals and/or snacks for children who are being provided distance learning services.

Resources

State Guidelines—CDE and ELCD-Specific

The CDE, ELCD has developed a COVID-19 guidance and resource page that includes answers to frequently asked questions, all management bulletins issued to implement pertinent legislation, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcdccovid19.asp>.

To be informed of updated information, please sign up for ELCD's email list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

The CDE has developed a guidebook for the safe reopening of California's public schools which can be found at <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>.

Social and Physical Distancing Guidance and Healthy Practices for Early Learning and Care (ELC) Facilities

All contractors must follow healthy and safe practices and adhere to local and state public health orders in all Early Learning and Care (ELC) settings.

The California Department of Public Health (CDPH) issued public health guidance regarding cohorts/small groups of children in licensed and license exempt child care settings, and before and after school programs. The CDPH guidance can be accessed at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

The CDE worked collaboratively together with the California Department of Public Health, the California Department of Social Services (CDSS) and the California Division of Occupational Safety and Health (Cal/OSHA) at the California Department of Industrial Relations, to issue joint updated guidance on the following topics:

- Child care: <https://covid19.ca.gov/pdf/guidance-childcare.pdf>
- Family friendly practices: <https://files.covid19.ca.gov/pdf/guidance-family-friendly-practices-employers--en.pdf>
- Support for working families: <https://covid19.ca.gov/pdf/guidance-supportworkingfamilies.pdf>

For the state's ELC playbook for caring for children and getting back to work, visit: <https://californiaaall.org/home>.

The CDSS Community Care Licensing Division has developed Provider Information Notices (PIN) which provides guidance on social and physical distancing, ratio and group sizes, and healthy practices during the COVID-19 pandemic. The PINs released by CDSS can be found at <https://www.cdss.ca.gov/inforesources/community-care-licensing>.

Choosing to Reopen and What It Looks Like to Reopen Facilities

The Center for Disease Control (CDC) has released guidance to assist providers in making the decision to reopen. You can find the Child Care Decision Tree at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>

For more information about COVID-19 guidance from the Office of Head Start, including the Collaborating Actively in Meaningful Planning (CAMP) series, please visit their website at <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/responding-covid-19>.

Other State and Federal Guidelines regarding Child Care and COVID-19

For more information about federal and state guidance and response to COVID-19, please refer to the following:

- The CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- The California Department of Public Health's website at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

- The California COVID-19 Response website at <https://covid19.ca.gov/>

The CDC recently released additional guidance for child care providers in The Supplemental Guide for Child Care which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Staff Development Resources

Contractors should provide staff development using, but not limited to, the resources located at <https://www.cde.ca.gov/sp/cd/re/elcd/covid19.asp>, as well as the resources below:

- View resources, including eight comprehensive 60-80-minute Health and Safety Modules for Child Care, located California Early Childhood Online at <https://www.caearlychildhoodonline.org/>
- Contact your local Quality Counts California to participate in professional communities of practice at <https://qualitycountsca.net/quality-partners/>
- Contact the Resource and Referral Network for professional development opportunities. Resources are also available at <https://rrnetwork.org/provider-services/provider-support-resources>
- View professional development resources at the Head Start Early Childhood Knowledge Center at <https://eclkc.ohs.acf.hhs.gov/professional-development/article/professional-development-go>

Contractors should also contact the local R&R agency at <https://www.cde.ca.gov/sp/cd/re/ragencylist.asp> and the local QCC consortia to identify additional resources to meet the needs of children, families, and staff.

Contacting your Program Quality Implementation Office Regional Consultant

If you have any questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation Office Regional Consultant via the ELCD Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement.

Stephen Prophet, Director
Early Learning and Care Division

Questions: Early Learning and Care Division | 916-322-6233

Last Reviewed: Friday, September 11, 2020



Home / Specialized Programs / Child Development / Contractor Information

Management Bulletin 20-18

Early Learning and Care Division

Subject: Reopening and Reimbursement Requirements for Direct Service Contractors

Number: 20-18

Date: September 24, 2020

Expires: June 30, 2021

Authority: Senate Bill (SB) 98 (Chapter 24, Statutes of 2020) and SB 820 (Chapter 110, Statutes of 2020)

Attention: Executive Directors and Program Administrators of General Child Care and Development Programs (CCTR); California State Preschool Programs (CSPP); California Family Child Care Homes Education Networks (CFCC); Programs for Children with Severe Disabilities (CHAN); Migrant Child Care and Development Programs (CMIG).

Purpose

The purpose of this Management Bulletin (MB) is to notify and provide guidance to General Child Care and Development Programs (CCTR); California State Preschool Programs (CSPP); California Family Child Care Homes Education Networks (CFCC); Severely Disabled Programs (CHAN); Migrant Child Care and Development Programs (CMIG) direct service contractors on:

- Requirements for reopening and reimbursement limitations
- Parent signatures on monthly attendance records or invoices for CFCC contractors only
- Prioritizing services to enrolled families due to capacity limitations
- Services for school-age children during distance learning
- Attendance and fiscal reporting reminders and requirements

Background

Reimbursement is determined by the specific contract type as defined in the *California Code of Regulations*, Title 5 (5 CCR). Specifically, 5 CCR Section 18054(a) requires that General Child Care and Development Program (CCTR), California State Preschool Program (CSPP), Severely Disabled Program (CHAN), and Migrant Child Care and Development Program (CMIG) direct service contractors are reimbursed the lesser of:

1. The Maximum Reimbursable Amount (MRA) as stated in the contract;
2. Net reimbursable program costs; or

3. The product of the adjusted child days of enrollment for certified children, times the contract rate per child day of enrollment, times the actual percentage of attendance plus five percent (5%), but in no case to exceed one hundred percent (100%) of enrollment.

The annual Funding Terms & Conditions (FTC) Section V(L) requires that CFCC contractors are reimbursed based on the lesser of:

1. The contract's MRA; or
2. The amount earned, which is defined as net reimbursable program costs, of which at least seventy percent (70%) must be payments for direct services, not more than thirty percent (30%) may be for support services and administrative costs together, and no more than fifteen percent (15%) may be for administrative costs alone.

The California *Education Code (EC)*, Section 8271 states that agencies that are unable to operate due to circumstances beyond the control of the operating agency, including but not limited to: incomplete renovations, fires, floods, or earthquakes; shall not be penalized for incurred program expenses, nor in subsequent annual budget allocations. In Fiscal Year (FY) 2019-20, when the COVID-19 pandemic hit California, this *EC* section was relied upon pursuant to Senate Bill (SB) 117, Chapter 3, Statutes of 2019, to allow direct service contractors to file COVID-19 Emergency Closure Requests in order to be credited with days of attendance when the program was closed due to reasons related to the COVID-19 pandemic.

The *EC* Section 8209, authorizes the State Superintendent of Public Instruction (SSPI) to waive any requirements of *EC* or 5 *CCR* requirements that would directly impede disaster relief and recovery efforts, or would disrupt the current level of service relating to early learning and childcare programs and child nutrition programs when the Governor declares a state of emergency. Any waiver granted pursuant to *EC* Section 8209 shall not exceed 45 calendar days.

In recognition of the ongoing impacts of early learning and care (ELC) facility closures, low-attendance due to the COVID-19 pandemic, and the related public health directives, Senate Bill (SB) 98 (Chapter 24, Statutes of 2020) amended *EC* 8209(f), authorizing the SSPI to reimburse agencies contracted to operate a CCTR, CSPP, CHAN, CMIG, or CFCC that meet certain requirements, as specified in the guidance below.

On September 18, 2020, the Governor signed SB 820, which includes permitting direct service contractors who operate on a Local Education Agency (LEA) campus that is closed by local or state public health guidance or orders, to remain closed and be funded to be operational when the LEA has required the early learning and care program to close. In order to promote continuity of care, the LEA authority that required the early learning or childcare program closure is required to discuss in a public hearing the early learning or childcare closure and prepare a plan for safely reopening those early learning or childcare programs as soon as safely possible, but no later than when the LEA campus opens for in-person instruction.

The SB 820 authorizes the SSPI to establish guidance on prioritizing families for in-person early learning and childcare services when a direct service contractor's ability to serve enrolled children is limited due to local or state public health order or guidance related to COVID-19 that impacts group size or ratios. Additionally, SB 820 requires direct service contractors to provide children who are not able to receive in-person services with distance learning services pursuant to guidance issued by the SSPI.

The SB 820 allows providers reimbursed by alternative payment programs using the Regional Market Rate (RMR) to submit an attendance record or invoice without the parent or guardian signature when the parent is unable to sign due to the COVID-19 pandemic. The provider must attempt to collect the parent's signature and the monthly attendance record or invoice must meet all other requirements set forth in EC 8221.5.

The CDE sent out an email to subscribers of the ELCD's email distribution list on July 19, 2020, that stated that direct contract programs, including CCTR, CSPP and CMIG that are operated by a LEA or operate on a LEA campus, including community-based organizations that operate on a LEA campus, may physically close and continue to be funded when the LEA site has determined it may not open. Other program models not on a LEA campus must remain open unless these programs have been directed to close by a local or state public guidance or order related to COVID-19. Any early learning or childcare program or program component that closes as a result of these conditions must provide distance learning for enrolled children and families. Additionally, this email informed direct service contractors of the requirements from SB 98 to reopen by September 8, 2020 or twenty-one (21) days from the approved calendar start date, and allowed those contractors to submit revised calendars for the 2020-21 program year. This MB supersedes that email, and direct service contractors shall follow the directives listed in the MB below.

On September 11, 2020, the CDE, ELCD released MB 20-17 Requirements for Distance Learning Plans, Program Quality, and Distance Learning Services for Direct Service Contractors. This MB provides direct service contractors with the requirements for the distance learning plan, program quality, and the delivery of distance learning services for children and families who are not receiving in-person services. The MB 20-17 can be accessed at <https://www.cde.ca.gov/sp/cd/ci/mb2017.asp>

Policy

For FY 2020-21, the direct service contractors listed above are to be reimbursed the lesser of 100 percent of the contract's MRA or net reimbursable program costs in accordance with the directive below. In order to be reimbursed pursuant to the limits defined in EC Section 8209(f), direct service contractors must either:

1. Physically open to provide early learning or childcare services for enrolled families by September 8, 2020, or within twenty-one (21) calendar days from the start date of the contracting agency's FY 2020-21 approved program calendar, whichever is sooner, and remain open and offer services through the 2020-21 program year; or
2. Not physically open by September 8, 2020, or within twenty-one (21) calendar days from the start date of the contracting agency's FY 2020-21 approved program calendar, due to local or state public health order or guidance related to COVID-19 and specific to early learning or childcare that prevents the program from reopening; or
3. Physically re-open by September 8, 2020, or within twenty-one (21) calendar days from the start date of the contracting agency's FY 2020-21 approved program calendar, with any future days of closure being due to a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare; or
4. Operate programs on LEA campuses, as defined in EC 8208 (a), that are closed due to local or state public health guidance or orders, and the LEA has required a closure of the early learning or childcare program, provided that the following requirements are met:

- a. The LEA authority that required the closure of the early learning or childcare program has submitted a written verification that the early learning or childcare program may not reopen, *and*
- b. The LEA authority shall discuss in a public hearing and prepare a plan for safely reopening the early learning or childcare program as soon as safely possible, but no later than when LEA campus opens for in-person instruction

For the purpose of this MB, local or state public health order or guidance may include written orders, advisories, or guidance related to COVID-19 and specific to early learning or childcare issued by a local or state government agency.

Section 70 of SB 820 requires that, effective July 1, 2020, CFCC contractors to reimburse providers who submit an attendance record or invoice without a parent signature so long as there is documentation of the provider's attempts to contact the parent to obtain the signature.

Section 71 of SB 820 requires direct service contractors to prioritize children and families for in person services when capacity is limited due to a local or state public health order related to COVID-19 and specific to early learning or childcare.

Effective July 1, 2020, providers must be reimbursed for services provided during the time a school-age child is participating in Transitional Kindergarten (TK) -12 distance learning and is attending the childcare program during the typical school hours.

The EC Section 8263(h) requires that families are eligible for services for no less than 12 months, once they have established eligibility or ongoing eligibility. Direct service contractors are required to recertify families in a timely manner, however recertification of families may be postponed when social distancing requirements cannot be met. Families should be recertified when it is feasibly safe to do so.

Directive

The directives below will address the following:

1. Programs that are open or reopen
2. Programs that close due to a local or state public health order
3. Programs that close without a local or state public health order
4. Programs that are closed due to a non-COVID-19 emergency
5. Reimbursement for programs that are closed due to a non-COVID-19 related emergency
6. Reimbursement for Family Child Care Home Education Network providers
7. Prioritization for services
8. Reimbursement requirements for school age children
9. Data reporting requirements: attendance and expenditure reporting requirements

Programs That are Open or Reopen

Direct service contractors that are physically open to provide early learning and care services to enrolled families by September 8, 2020, or within 21 calendar days from the start date of the contracting agency's approved FY 2020-21 program calendar, whichever is sooner, and remain open throughout the program year, will be reimbursed based on the lesser of net reimbursable program costs or the contract's MRA.

To the extent possible, program sites and classrooms must be physically open and accessible to all currently enrolled families that require services. Direct service contractors operating multiple sites/classrooms may consolidate sites/classrooms if parent demand for services is low at some sites/classrooms, as long as the alternate sites/classrooms are reasonably accessible for all enrolled families. When it is not possible to provide services for all enrolled families due to a local or state public health order or guidance limiting group sizes, direct service contractors must prioritize services as specified below.

When there is not a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare that requires closure of the early learning or childcare program, offering only distance learning services does not qualify as being open. However, direct service contractors must provide distance learning services, as specified in MB 20-17, for children and families who are not receiving in-person services, including for families who are sheltering in place.

Direct service contractors will be required to submit data related to sites providing services on a quarterly basis. Additional information regarding this requirement will be forthcoming from the CDE.

Programs that Close Due to a Local or State Public Health Order

Direct service contractors that are required to close all sites/classrooms, including direct service contractors that open and subsequently close all sites/classrooms anytime during FY 2021-21, due to a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare, must complete and submit the Notification of Closure Due to Public Health Order template within thirty (30) days of the closure. The Notification of Closure Due to a Public Health Order template can be accessed at <https://www.cde.ca.gov/sp/cd/ci/documents/closurenotificationpublic.pdf>. A copy of the local or state public health order or guidance and completed template must be submitted to the assigned ELCD, Program Quality Implementation (PQI) Office regional consultant in order for the direct service contractor to be reimbursed. When the public health order or guidance does not specify a date for reopening, the contractor must include a plan for reopening.

The LEA and community-based organization (CBO) direct service contractors whose programs are located on a LEA campus and who are unable to reopen, or who open and subsequently close anytime during FY 2020-21 due to mandated campus closures, as described in policy item number four (4) above, may remain closed and will be reimbursed based on the lesser of net reimbursable program costs or the contract's MRA, provided the following requirements are met:

- The contractor must complete and submit the "Verification of Closures" template, located at <https://www.cde.ca.gov/sp/cd/ci/documents/verificationofclosure.pdf>, to their assigned CDE, ELCD regional consultant, which includes the following:
 - ❖ A statement that the governing authority of the LEA will discuss in a public hearing the LEA or community-based organization early learning or childcare program closure, and will prepare a plan for safely reopening the early learning or childcare program.
 - ❖ The signature of the governing authority of the LEA requiring the closure of the LEA or community-based organization early learning or childcare program. In accordance with EC section 8262.1 contractors may, but are not required to use digital signatures.

Direct service contractors who are closed according to the above requirements, meet the requirements for submission of a distance learning plan, and offer distance learning services for children and families not receiving in-person services, pursuant to MB 20-17, will be reimbursed for FY 2020-21 based on the

lesser of net reimbursable program costs or the contract's MRA.

Programs That Close Without a Local or State Public Health Order

Direct service contractors that do not reopen within the specified timeline and/or that are closed but not due to a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare, or are without verification of the mandated closure of the LEA campus, as described above, will not be reimbursed for any period of time that the program is not in operation. Similarly, those contractors that open by the timeframe set forth in *EC 8209(f)*, and subsequently close for reasons not due to the issuance of local or state public health order or guidance related to COVID-19 and specific to early learning or childcare, or are without verification of a mandated closure for the LEA campus, as described above, will not be reimbursed for any period of time that the program is not in operation, unless the closure is otherwise currently allowed pursuant to *EC 8271*, and in accordance with the forthcoming Non-COVID-19 Emergency Closures MB.

A direct service contractor that does not open according to the above timeline, or subsequently closes without a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare, or without verification of a mandated closure for the LEA campus, as described above, must submit a revised FY 2020-21 program calendar and program narrative change to their assigned ELCD Regional Consultant to ensure that the correct minimum days of operation (MDO) are reflected in their contract. Reimbursement will be limited to days when the program was in operation for in-person services. In this case, the contract will be amended to prorate the contract's MRA based on the number of days the contractor was physically open.

Programs that are Closed Due to a Non-COVID-19 Related Emergency

While *EC Section 8209(f)* addresses reimbursement for contracting agencies that closed in FY 2020-21 due to issues related to COVID-19, there will be instances that some contracting agencies are unable to operate for non-COVID related reasons. Direct service contractors that are closed due an emergency not related to the COVID-19 pandemic, such as earthquakes, fire, flood or other circumstances beyond their control, must submit an Emergency Closure request to their ELCD consultant, in accordance with the forthcoming Non-COVID-19 Emergency Closures MB. Until the forthcoming Non-COVID 19 emergency closures MB is released, direct service contractors shall submit requests for emergency closure approval in accordance with MB 10-09. MB 10-09 can be accessed at <https://www.cde.ca.gov/sp/cd/ci/mb1009.asp>.

Reimbursement for Family Child Care Home Education Network Providers

Direct service contractors who provide services through a Family Child Care Home Education Network (FCCHEN) shall only reimburse providers who are physically open and providing services to enrolled families, or who are closed due to a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare.

The FCCHEN providers must be reimbursed based on the family's certified need, regardless of attendance. For families certified for a variable schedule, for FY 2020-21 providers must be reimbursed based on the greater of:

- The average documented attendance over the most recent four weeks; or
- Actual attendance

A FCCHEN provider operating under a CCTR, CSPP or CMIG contract that closes without local or state public health order or guidance related to COVID-19 and specific to early learning or childcare will not be reimbursed.

A FCCHEN provider operating under a CFCC contract that closes without a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare shall not be reimbursed for any days of closure except for the ten nonoperational days authorized by 5 CCR Section 18076.2, as made applicable to CFCC contracts pursuant to 5 CCR Section 18074. (Note: FCCHEN providers operating under a CFCC contract will not receive an additional 14 paid non-operational days provided by SB 820 as those additional days are limited to alternative payment program providers).

Pursuant to MB 20-17, direct service contractors who provide services through a FCCHEN are required to collaborate with providers to ensure continued program quality and to deliver distance learning services to enrolled families that are unable to access services because the provider is closed, or because of capacity limitations due to a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare.

FCCHEN providers operating under a CFCC contract must continue to submit attendance records and/or invoices in accordance with EC Section 8221.5. The EC sections 8221.5 and 8262.1 allow contractors and providers to use digital signatures. Purchasing of software that use digital signatures is reimbursable within contract funds.

Pursuant to the SSPI's authority provided by EC Section 8209, effective July 1, 2020, the SSPI temporarily waived EC Section 8221.5(b) and instructed contractors not to withhold reimbursement to providers on the basis of attendance records and/or invoices not having a parent or guardian's signatures.

Effective July 1, 2020, through June 30, 2021, CFCC contractors must reimburse providers who submit an attendance record or invoice without a parent signature when the absence of a parent signature is due to the COVID-19 pandemic and there is documentation of the provider's attempts to collect the signature. When the attendance record or invoice is submitted without the parent's signature, an attestation statement from the provider must be provided with the attendance record or invoice. The attestation, signed under penalty of perjury, must indicate the provider made attempts to contact the parent and that the parent was not available for signature due to COVID-19. A sample attestation is included for your convenience. *Example: By signing and submitting this attendance record or invoice without the parent's signature, I attest, under the penalty of perjury, that I have made and documented attempts to contact the parent, and the parent is either unavailable or unable to sign this attendance record/invoice due to the COVID-19 pandemic.*

As always, the CFCC contractor should continue to work with families to ensure retention of certified childcare services. Any change to the certified need must be based upon a request by the parent in accordance with EC 8263(h)(4).

Prioritization for Services

Families with a certified need for services

When capacity is limited due to a local or state public health order related to COVID-19 and specific to early learning or childcare, i.e. group size restrictions, direct service contractors must prioritize families with a certified need for in-person services in the following priority order:

1. Children who are the recipients of Child Protective Services through a county welfare department
2. Children who have been identified as at-risk of abuse, neglect or exploitation by a legally qualified health professional
3. Families who require services because the parents work outside the home, with the lowest income ranking in relation to family size. When two families have the same income ranking, the child with exceptional needs must receive in person services. If there is no child with exceptional needs, the family that has been receiving services for the longest length of time shall be prioritized for in-person services. For CSPP contractors, priority must be given to four-year old children before three-year-old children.
4. Families who are not working outside of the home, including those with who meet other eligibility and/need criteria, i.e. incapacitation, seeking employment,) with the lowest income ranking in relation to family size. When two families have the same income ranking, the child with exceptional needs must receive in-person services. If there is no child with exceptional needs, the family that has been receiving services for the longest length of time shall be prioritized for in-person services. For CSPP contractors, priority must be given to four-year old children before three-year old children.

Families that are receiving in-person services must not be displaced if another family with a higher priority is requesting in-person services.

NOTE: Enrolled families are certified for no less than twelve months and must not be disenrolled due to capacity limitations. Any families not receiving in-person services must be offered distance learning services.

Part-Day CSPP

Because families whose children are enrolled in a part-day CSPP do not have a certified need, part-day CSPP contractors are encouraged to develop models that provide in-person services to as many children as possible. Contractors may elect to offer enrolled children and families a combination of alternating both in person and distance learning services in order to provide some level of in-person services to all enrolled children and families. When a part-day CSPP contractor chooses not to utilize such a schedule in order to accommodate all families, or is unable to offer in-person services for all enrolled children and families, the contractor must adhere to the prioritization for services specified in *EC 8236 (a)(1)(2)*, as follows:

1. Three or four-year-old children who are the recipients of Child Protective Services through a county welfare department
2. Three or four-year-old children who have been identified as at-risk of abuse, neglect or exploitation by a legally qualified health professional
3. Four-year-old children who are not enrolled in transitional kindergarten, with the lowest income ranking in relation to family size
4. Three-year-old children with the lowest income ranking in relation to family size

Families that are receiving in-person services must not be displaced if another family with a higher priority is requesting in-person services.

NOTE: Once families are certified for part-day CSPP, they are eligible for services for the program year and must not be disenrolled due to capacity limitations. Any families not receiving in-person services must be offered distance learning services.

Reimbursement Requirements for School Aged Children

Since Transitional Kindergarten (TK)–12 distance learning does not provide supervision for children, the CDE does not consider it to be “scheduled instructional minutes” for the purposes of 5 CCR 18076.2 prohibiting reimbursing providers during the hours of a child’s “scheduled instructional minutes.” Therefore, direct service contractors and FCCHEN providers shall be reimbursed for care during the time a school-age child is participating in TK–12 distance learning and attending the childcare program during the typical school hours.

If the child is participating in a hybrid model (in-person TK–12 instruction and distance learning) the direct service contractor or FCCHEN provider may only be reimbursed for the time the child is not receiving in-person TK–12 instruction. Contractors shall reimburse providers for the time the child is receiving TK-12 distance learning while attending the childcare program. Conversely contractors shall not reimburse providers for any time the child is receiving TK-12 in-person instruction. Direct service contractors are responsible for budgeting their contract funds to ensure providers will be reimbursed for an increase in the cost of the care associated with school-age children that are participating in distance learning.

Data Reporting Requirements: Attendance and Expenditure Reporting

For FY 2020-21, direct service contractors will be reimbursed at the lesser of the contract’s MRA or net reimbursable program costs when they meet the policy directives specified above. Therefore, for FY 2020-21, CCTR, CSPP, CHAN, and CMIG contractors will be reimbursed without regard to enrollment or attendance. If the days of closure are not attributable to closure by a local or state public health order or guidance related to COVID-19 and specific to early learning or childcare, or other non-COVID-19 emergency closure under EC 8271, the contractor’s MRA will be pro-rated by the days of operation the contractor was not open to provide services. The CFCC contract reimbursement calculations and reporting requirements remain unchanged, as CFCC contractors are currently reimbursed based on the lesser of the contract’s MRA or net reimbursable program costs.

The CDE will use the submitted expenditure data to determine contract earnings and reimbursement. In accordance with 5 CCR Section 18068 and the FY 2020-21 FT&C, all contractors shall be required to submit attendance and fiscal reports to the Child Development and Nutrition Fiscal Services (CDNFS) office in the timeframes set forth, based on their contract status. Direct service contractors, whether providing in-person or distance learning services, are required to report the days of enrollment for all children receiving services in the program, as well as attendance for all children physically attending the program.

Reporting Days of Operation and Days of Enrollment for FY 2020-21

Both LEA and non-LEA direct contract programs that remained closed in order to prepare for a safe reopening at any time between July 1, 2020 through September 7, 2020 will be reimbursed for this time period. Therefore, for purposes of reporting between July 1 and September 7, 2020, direct service contractors will report the days of operation previously approved by the CDE and indicated in the program

calendar, regardless of whether the program was open to provide in-person care to children. Direct service contractors will also report the days of enrollment associated with the days of operation during this period, regardless of whether the program was open to provide in-person services to children.

Beginning September 8, 2020, direct service contractors that do not reopen without written local or state public health orders or guidance related to COVID-19 and specific to early learning or childcare, LEA Verification of Closure or an approved Non-COVID-19 Emergency Closure request, will not be reimbursed for any period of time that the program was not physically open. Therefore, for purposes of reporting between September 8, 2020, and June 30, 2021, direct service contractors will report the days of operation and days of enrollment for this time period only if the program is either:

- a. physically open and providing in-person services for children and families; or
- b. not physically open due to written local or state public health guidance or orders; or
- c. not physically open due to being on an LEA campus that is closed and the LEA is requiring the closure in accordance with *EC 8209(f)(1)(C)(i)*.

Alternatively, if the contractor was closed without written local or state public health orders or guidance, a contract's MRA will be pro-rated and direct service contractors will not report the days of operation or enrollment of closure.

Reporting Days of Attendance and Excused Absences for FY 2020-21

Direct service contractors will only report the days of attendance for children who receive in-person services and will not report days of attendance for any children participating in distance learning activities. Excused absences will only be reported as a day of attendance for children who were expected to physically attend the program on any given day, but the child did not attend. Contractor excused absence policies should continue to be followed for children receiving in-person services. Direct service contractors are reminded that excused absences include family emergency and illness of the child or parent, which includes a positive COVID-19 case in the family, with the expectation that the child will return to in-person services when it is safe to do so.

Note: The above reporting requirements do not apply to the 801A report. Should there be any changes to reporting requirements for the 801A, contractors will be provided further guidance

Resources

State Guidelines—CDE and ELCD-Specific

The CDE, ELCD has developed a COVID-19 guidance and resource page that includes answers to frequently asked questions, all management bulletins issued to implement pertinent legislation, and other relevant resources at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>.

To be informed of updated information, please sign up for ELCD's email list at <https://www.cde.ca.gov/sp/cd/ci/progspeclist.asp>.

The CDE has developed a guidebook for the safe reopening of California's public schools which can be found at <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>.

Social and Physical Distancing Guidance and Healthy Practices for Early Learning or Childcare Facilities

All contractors must follow healthy and safe practices and adhere to local and state public health orders in all early learning or childcare settings.

The California Department of Public Health (CDPH) issued public health guidance regarding cohorts/small groups of children in licensed and license exempt childcare settings, and before and after school programs. The CDPH guidance can be accessed at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

The CDE worked collaboratively together with the California Department of Public Health, the California Department of Social Services (CDSS) and the California Division of Occupational Safety and Health (Cal/OSHA) at the California Department of Industrial Relations, to issue joint updated guidance on the following topics:

- Childcare: <https://covid19.ca.gov/pdf/guidance-childcare.pdf>
- Support for working families: <https://covid19.ca.gov/pdf/guidance-supportworkingfamilies.pdf>

The CDSS Community Care Licensing Division has developed Provider Information Notices (PIN) which provides guidance on social and physical distancing, ratio and group sizes, and healthy practices during the COVID-19 pandemic. The PINs released by CDSS can be found at <https://www.cdss.ca.gov/inforesources/community-care-licensing>.

For the state's Early Learning and Care playbook for caring for children and getting back to work, visit <https://californiaaall.org/home>

Choosing to Reopen and What it Looks Like to Reopen Facilities

The Center for Disease Control (CDC) has released guidance to assist providers in making the decision to reopen. You can find the Child Care Decision Tree at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Childcare-Decision-Tree.pdf>.

For more information about COVID-19 guidance from the Office of Head Start, including the Collaborating Actively in Meaningful Planning (CAMP) series, please visit their website at <https://eclkc.ohs.acf.hhs.gov/about-us/coronavirus/responding-covid-19>.

Other State and Federal Guidelines regarding Child Care and COVID-19

For more information about federal and state guidance and response to COVID-19, please refer to the following:

- The CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
- The California Department of Public Health's website at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>
- The California COVID-19 Response website at <https://covid19.ca.gov/>

The CDC recently released additional guidance for child care providers in *The Supplemental Guide for Child Care* which can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Staff Development Resources

Contractors should provide staff development using, but not limited to, the resources located at <https://www.cde.ca.gov/sp/cd/re/elcd/covid19.asp>, as well as the resources below:

- View resources, including eight comprehensive 60-80-minute Health and Safety Modules for Child Care, located California Early Childhood Online at <https://www.caearlychildhoodonline.org/>
- Contact your local Quality Counts California to participate in professional communities of practice at <https://qualitycountscalifornia.net/quality-partners/>
- Contact the Resource and Referral Network for professional development opportunities. Resources are also available at <https://rrnetwork.org/provider-services/provider-support-resources>
- View professional development resources at the Head Start Early Childhood Knowledge Center at <https://eclkc.ohs.acf.hhs.gov/professional-development/article/professional-development-go>

Contractors should also contact the local R&R agency at <https://www.cde.ca.gov/sp/cd/re/rragencylist.asp> and the local QCC consortia to identify additional resources to meet the needs of children, families, and staff.

Contacting your Program Quality Implementation Office Regional Consultant

If you have any questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation Office Regional Consultant via the ELCD Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California *Education Code* Section 33308.5.

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Early Learning and Care Division

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Last Reviewed: Thursday, September 24, 2020
