



The Santa Cruz County Child Care Planning Council
El Consejo de Planificación de Cuidado Infantil del Condado de Santa Cruz
www.childcareplanning.org

Subsidized Programs Consortium Minutes
Wednesday, December 2, 2009, 9:00-11:00 a.m.
County Office of Education, Board Room

Consortium Chair: Ellen Ortiz (Child Care Consultant and Chair)

Members in Attendance: Maria Castro, (Migrant Head Start), Tricia Pastor-Cross, (Live Oak), Larry Drury (GoKids), Barbara Griffin, (CKC), Erika Ismerio, (Child Care Consultant), Terry Jiminez, (Head Start), Lisa Holbert - Hindmen, (Community Bridges), Elaine Henning, (Voucher Project), Kathy Lathrop, (CalSAFE and PVUSD), Cathy Lusk, (WAWC), Sandy Mast (COE, CalSAFE), Leticia Mendoza, (YWCA), Margarita Mendoza, (Migrant Head Start), Sita Moon, (Child Development Resource Center), Teresa Parker-Poore, (Mountain State Preschool), Stacy Reynolds, (Pacific Elementary), Emili Willet, (UCSC), Alycia Young, (PACE APP), Jerri Winner (Head Start), Leann O'Connell, (UCSC). Kathryn Heil, (UCSC)

Facilitated by: Diane Oyler, Child Care Planning Council Coordinator

I. Welcome and Introductions. Additions to Agenda

- All members were welcomed to today's meeting.

II. CEL Update

A. Elaine discussed the protocol in place between Voucher Project and the Human Service Department (formerly HRA) regarding children referred from Child Protective Services (Child Welfare) within HSD. We do not place children with true CPS referrals on the CEL because there is an agreement and protocols in place so they get service without delay through Voucher Project.

CPS referrals are different than At Risk Child Care referrals under CDE regulations. The difference between CPS referrals and At Risk referrals is largely in terms of the source of the referral (At Risk are referrals from outside the government-run Welfare Department – here the Human Services Department - whereas CPS referrals originate with the Child Welfare personnel of the county). Further, CPS referrals and At Risk referrals differ in terms of the time limits applied under CDD eligibility for services. An At Risk referral (such as from a medical clinic, the Parent Center or one of the Family Resource Centers) is limited to three months. At the end of that time period the services for the child must either be terminated or the family must qualify based on income eligibility (and where applicable, for an approvable need for care). At Risk referred children may not be certified for a year even if that is the practice of the center for all other children. CPS referrals, however, from a social worker in the Child Welfare agency dealing with family maintenance cases, may be referred for as long as a year (and under certain conditions, even longer) while the family is reunified and works on its plan for family maintenance (stability and safety for the child).

In our County there is a specific agreement between SCCPA (Voucher Project) and the Child Welfare division of HSD. The protocol in place between VP and HSD is as follows:

- 1) The agreement between HSD and Voucher was developed due to the sensitive nature of open CPS cases and also in an effort to optimize the use of child care funds.
- 2) Referrals for open CPS Family Maintenance cases are made via a special HSD in-house form which is filled out by the assigned CPS social worker and approved by a designated CPS supervisor who is specifically familiar with child care requirements and agreements.
- 3) These referral forms are routed through the CareerWorks Division to determine if the family is eligible for Stage 1 (current CalWorks cash assistance and a Welfare-to-Work plan) child care because that program is funded through a caseload driven formula and its resources should be used whenever possible for eligible families. Such open CPS case referral will be served by HSD - Stage I program, if they meet eligibility criteria.
- 4) Families who don't qualify will have their referral forms forwarded to Voucher Project, where they will be served with through the CAPP (General Child Care) contract or possibly in the Stage II child care program if they are eligible as former welfare recipients.
- 5) Outside referrals regarding children placed with foster parents or guardian are no longer considered At Risk. CDE contractors need to look at the guardian/ relative's actual need to determine eligibility for CDD services.
- 6) CDD center-based contractors who are already serving a family whose child is later referred for At Risk services should continue services while maintaining awareness of time limits; families who are currently served but receive a referral from Child Welfare (CPS) should not discontinue those services, but should consult with Voucher Project about continuity of care.

This agreement is specific to Santa Cruz County; it was designed to serve our community families and to optimize the use of the child care slots. Members asked if this process can be sent to them. The general outline of the procedure in these minutes should fully inform the members.

B. Elaine as CEL administrator asked contractors to mark children enrolled on the CEL when agency enrollment process is completed.

Migrant Head Start asked about enrollment of seasonal/migrant children listed on the CEL. Should MHS mark them active or enrolled on the CEL, if some children return in March?

Elaine suggested leaving them marked as enrolled on the CEL for those families which will return to MHS in March. This is only for MHS, no other type of program or contract.

C. Contractors were asked to send in one month of their 801A reports each quarter to the CEL Administrator, to assist contractors with updating the CEL records. Contractors agreed to send CEL Administrator one month of their 801A reports each quarter. .

III. AB212 Program Update

- It was reported the Preschool Learning Foundations Volume I workshop is scheduled for Saturday, January 30th. The workshop will be presented by Audrey Munoz, CPIN Region V coordinator.
- LPC Coordinator is coordinating a telephone conference with Linda Brault, CSEFEL trainer, to be held on Monday, December 14th around 9:00 – 11:00 am at SCCOE to create a county CSEFEL training model.
- AB212 program members will be asked to participate in ASAP Transition Child Snapshot survey participation and discrimination. The Child Snapshot survey information will be conducted by parents and child care providers.

IV. Update on Voluntary Temporary Transfer of Funds (VTTP)

- Ellen reviewed the VTTP that was submitted to the Council for approval at the December meeting.
- SPC members were thanked for participating in the development process.
- Locally an informal meeting between two contractors occurred in November :
 - 1) Review of the VTTP process was discussed, after discussion with CDE the window of time had lapsed.
 - i. Wait until the end of the year to be repaid for over earning is being explored.
 - ii. Suggestions were made as to the dangers of the state looking at the county unspent monies available in the county.
 - iii. Subcontracting pros/cons were discussed for agencies holding the original CDE contracts.
 - iv. It was suggested not to assume that agreements and openings are available to contractors where funding transfers are concerned between Voucher and CDE contractors.
 - v. Emergency conversions from CCTR or CSPP or visa versa are available during three windows of time this year. Typically during the **refunding application periods**.
 - vi. CCTR slots offer more flexibility in the county to serve different types of families and circumstances. The windows of opportunity are; Early November 1-15 April 1-15th and June 1-15 Management Bulletin 09-99
 - vii. Agencies who transfer funds will receive a formal letter from CDE.Diane will follow up on the question of formal notification to contractors.

V. Public Policy Update and Information Exchange Five Year Old Policy 09-09A

- CSPP eligible children are those who turn 5 on or before December 2nd can be claimed until September of the following year and/or when the school year begins. Confusion on the second bullet; for full day full services; the system will accept 5 yr olds.
This full day issue for 5 yr olds, some contractors continue to serve these children under CCTR contract, and put them on 801 and claim them as preschoolers and get a waiver from CDE. This may create under enrollment issues.

VI. Reviewing Absences and Board Policies

- In one case contractors had an 18 day absence, and classified it as an emergency and revised the program absence policy to include this type of situation.
- Absence policies can assist with unexcused absences, agencies can craft policies to will assist them with reimbursements and funding.
- If a child drops out of a CDE program, contractors can bill the family for dropped days.
- **Flex factors**, found in the **Green Book**, of operating can assist with receiving funding for unexpected absences due to emergencies, or family dropping from programs.
- Absent polices were shared amongst the members.

VII. Discussion: Program Updates: Management Bulletin

- CDE Applications for Continued Funding due Monday, December 7th by 5:00 pm.
- Online process is in place for contractors. Need to update enrollment.
- Higher rate change letter only if you are at the top 5% or marketing increases. Need to find out what your maximum reimbursement rate is.
- Renovation funding is available. Telephone conference was available; this funding is Federal Stimulus Funding. This funding is for those who already have a contract with CDE. December 14th is another opportunity to apply for new funding.
- Bulletin 09-22 focuses on claiming 3 yr. olds under CCTR until their 3rd birthday after this year before they move to CSPP contract.
- Diane will contact Pam G. to request a face to face visit with SPC members or video conference in the near future.

VIII. Announcements

- Diane invited members to attend the next ASAP Transition Committee meeting on Thursday, December 3rd
- Sita M. announced upcoming workshop *Adapt or Parish*, Tuesday, December 8th from 1:00 – 3:00 pm at SCCOE, Board room.

VII. Agenda Building for Next Meeting

- CDE Funding reimbursements for Flex Days- Staff Development- New Eligibility Requirements – Licensing Visits

VIII. Set Future SPC Meeting Dates and Times

January 6th. @ SCCOE

IX. Adjournment