



CHILD CARE — GENERAL INFORMATION

If you are a CalWORKs participant and you are employed or attending an approved Welfare-to-Work activity, you may be eligible for Stage 1 child care under the following CalWORKs programs:

- **GAIN (Greater Avenues for Independence)**
- **Cal-Learn**
- **Employed Individuals**
- **Refugee Employment Program**

CHOOSING CHILD CARE - You can choose a different kind of care for each child in your family:

◆ **Licensed Center Care:**

When child care is provided in a center setting, a license is required. Staff are required to have completed education in early childhood education.

◆ **Licensed Family Child Care Home:**

Small family child care homes are licensed for a capacity of up to 6, or if when certain criteria are met, up to 8. Large family child care homes are licensed for a capacity of up to 12, or if when certain criteria are met, up to 14.

◆ **License-Exempt Care:**

A license is not required for:

- ❖ Any person providing care for the children of one family in addition to the provider's own children;
- ❖ Any care and supervision of children by a relative or guardian;
- ❖ Certain public and private schools that operate a program before and/or after school for school-age children;
- ❖ Certain public and private youth organizations who provide development/enrichment programs;
- ❖ Certain public and private recreation programs;
- ❖ Cooperative arrangements between parents that involve no payments; or
- ❖ Child care provided on federal lands.

◆ **Before and After-School Programs for 11- and 12-year-old children:**

The preferred placement for children of CalWORKs participants who are 11 to 12 years of age is with *before and after-school programs* which provide educational, literacy, tutoring and homework assistance. For more information and site locations, telephone your local Resource & Referral (R&R) agency listed on the next page.

QUALITY CHILD CARE - Guidelines to seeking the best care for your child:

- If the child care provider is not licensed and is not the child's aunt, uncle, or grandparent, is he or she willing to be registered with *Trustline* (Those who choose to register with *Trustline* are able to provide proof of California Criminal History, Child Abuse Index and the FBI's National Crime Information Center background clearance.)

QUALITY CHILD CARE - Guidelines to seeking the best care for your child: (Continued)

- Is the provider's home/building safe, clean, and well-kept? Are toys, books, puzzles, and games provided?
- Does the provider make you feel comfortable and welcome?
- Is there a verbal or written agreement that explains both your and the child care provider's responsibilities?
- If the provider is ill, can he or she refer you to another provider? Do you have a back-up child care provider?
- Do you agree with the way the child care provider disciplines children? Are you comfortable with diaper change and/or toilet procedures?
- Are healthy meals/snacks provided? If your child needs a special diet, will the provider prepare those meals?
- What does the provider do in emergencies like earthquakes, fire, and illness?
- Are the locations, hours and cost over what CalWORKs will pay?

RESOURCE AND REFERRAL/ALTERNATIVE PAYMENT PROGRAM (R&R/APP) AGENCIES

If you need help locating a licensed child care provider, you may contact the local Resource and Referral agency in your area, shown below with an asterisk (*) in front of the agency's name.

***Center for Community and Family Services**

649 East Albertoni Street, Ste. 200
Carson, CA 90746
(310) 217-2800

***Child Care Information Services- Pasadena**

2465 East Walnut Street
Pasadena, CA 91107
(626) 449-8221

***Child Care Resource Center**

San Fernando Valley
20001 Prairie Street
Chatsworth, CA 91311
(818) 717-1000

Antelope Valley
42281 10th Street West
Lancaster, CA 93534
(661) 949-0615

***Children's Home Society of California**

330 Golden Shore, Ste. 20
Long Beach, CA 90802
(562) 256-7400

City of Norwalk

12035 Firestone Blvd
Norwalk, CA 90651
(562) 462-1713

***Connections for Children**

2701 Ocean Park Boulevard,
Ste. 253
Santa Monica, CA 90405
(310) 452-3202

***Crystal Stairs**

5110 W. Goldleaf Circle, Ste. 150
Los Angeles, CA 90056
(323) 299-8998 Information
(323) 421-1038 Applications

Drew Child Development Corporation

3737 Martin Luther King Jr.
Bldv, Ste. 525
Lynwood, CA 90262
(310) 609-3885

International Institute of Los Angeles

3845 Selig Place
Los Angeles, CA 90031
(323) 224-3800

***Mexican-American Opportunity Foundation**

401 North Garfield Avenue
Montebello, CA 90640
(323) 890-9600

***Options**

13100 Brooks Drive #100
Baldwin Park, CA 91706
(626) 856-5900

***Pathways**

3550 West 6th Street #500
Los Angeles, CA 90020
(213) 427-2700

***Pomona Unified School District**

1460 E. Holt Avenue, Ste.130A
Pomona, CA 91767
(909) 397-4740

YOUR RIGHTS AND RESPONSIBILITIES

YOUR RIGHTS

- To be informed of child care services at Intake (application), Redetermination (annual review) or when Welfare-to-Work plan activities begin or are changed.
- To be evaluated for eligibility to paid child care as a CalWORKs participant if you are employed or attending an approved Welfare-to-Work activity.
- **To choose the child care provider that is best for you and your children, and to be assisted.**
- To be served without regard to race, color, national origin, religion, political affiliation, marital status, sex, disability, or age. You may file a complaint if you have been discriminated against.
- To have the right to file a fair hearing request when a negative action is taken and you believe it is incorrect.

YOUR RESPONSIBILITIES

- To have your child care provider submit a completed *Trustline* application TLR 1 and complete the Health and Safety Self-Certification CCP 4 form within 7 calendar days of the first day child care services begin, if he or she is not required to have a license (license-exempt), and he or she is not exempt from *Trustline* requirements. (Please see *Trustline* and Health and Safety Self-Certification/Facility Checklist section below.)
- To inform the County or local child care agency as soon as you have a need for paid child care. CalWORKs will help you pay for child care only after you request paid child care.
- To request paid child care within 30 calendar days from the first day you receive child care services from your provider, so that the provider can be paid for the services provided to you.
- To inform the agency of your child care needs on the ST1-05, Parent-Provider Child Care Services Agreement.
- To pay for any child care services received if your child care provider does not meet certain requirements.
- To give your worker the facts required, show proof of them as needed, and promptly report all income or other household changes within 5 days of the changes, or repayment may be required by your child care provider and you.
- To submit child care changes prior to making the change to ensure payment for the new arrangement (this includes child no longer receiving care, provider change, hours of care change, transferring to before or after-school program for 11- or 12-year-olds, etc.).
- To agree to sign this form as an acknowledgment that information was provided to you and understood.

DUE PROCESS

Your child care Due Process rights and responsibilities are subject to changes through different CalWORKs child care stages as you move through your Welfare-to-Work plan. You will be notified of any changes which may affect you. Read all your notices closely and carefully.

TRUSTLINE AND HEALTH AND SAFETY SELF-CERTIFICATION/FACILITY CHECKLIST

Some license-exempt providers need to be fingerprinted and have a criminal background check. License-exempt providers who pass the criminal background check are registered with *Trustline*, a statewide database of child care providers that have no disqualifying criminal convictions. If you select a license-exempt provider who will provide child care **in your home or at another location** instead of a licensed center or family child care home, the following procedures **must** be followed:

- As of February 1, 2008, new license-exempt child care providers, except aunts, uncles, grandparents by blood, marriage, or court decree, and public schools or recreational programs, **must be Trustline-registered before any payments for subsidized child care services can be made.**
- When you ask for child care or request a change in child care providers, and the provider is not licensed, you will need that provider to show proof that he or she is *Trustline*-registered or has applied for *Trustline* registry. In addition, your child care provider must also fill out a Health and Safety Self-Certification CCP 4 form within 7 calendar days. Related providers need to complete a Declaration of Exemption CCP 1 form attesting to their relationship to the child for whom they are providing care.
- The *Trustline* application TLR 1 and TLR 508 forms should be requested as soon as you request child care or **within 7 calendar days** from the date child care services begin.
- Your child care provider may contact the local Resource and Referral (R&R) office (see listing on page 2) to get a *Trustline* application TLR 1 and TLR 508 form, complete the *Trustline* application TLR 1 and TLR 508 form, and have his/her fingerprints taken at a LiveScan Integrated Biometric Technology site within 7 calendar days.
- The R&R agency will give you or your provider the name and address of the place where the LiveScan fingerprints are taken.
- The Health and Safety Self-Certification CCP 4 form is to be completed by you and your child care provider, and sent to your worker at the R&R/APP agency (see listing on page 2) **within 7 calendar days.** For more *Trustline* information, you may call 1-(800)-822-8490.

RETROACTIVE PAYMENT POLICY

- I understand that child care payments cannot go back more than 30 calendar days from the date I request paid child care from my worker. In order to receive paid child care, I must be determined eligible and my provider must meet certain requirements.
- I further understand that as of February 1, 2008, if I select a license-exempt provider who is required to be *Trustline*-registered, the provider must be registered before payment can be made. License-exempt providers who are *Trustline*-registered may be eligible for retroactive payment for up to 120 calendar days from the date the provider is *Trustline*-registered. If the *Trustline* registration is not completed or *Trustline* is denied, no child care payment can be made for this provider.

CHILD CARE PROVIDER SITE VISITS

I understand that County staff may be visiting the site where my child care is provided and that my provider is requested to cooperate in answering questions to certify hours of approved child care and verify the children's presence at the child care site when the County staff visits my provider's facility/home or my home where child care is provided during the hours when child care is approved. I understand my provider's lack of cooperation will not in and of itself result in interruption or termination of my child care.

CURRENT CHILD CARE NEEDS

I **need** paid child care assistance at this time so that I can work or attend my approved Welfare-to-Work activity.

I **do not need** child care at this time. I understand that I must request child care from the County or local R&R/APP agency, if I need it in the future.

I certify that I will consider and evaluate if a before or after-school program will meet all, part, or none of my child care needs for my 11 or 12-year-old child.

Signing this statement means I have read all of the above, am aware of the child care provider choices available to me, and have discussed the child care provider choice that is most applicable to my child care needs. I declare under penalty of perjury under the laws of the United States and the State of California that the information I provided on this page regarding my child care needs is true and correct to the best of my knowledge.

Case Name:

Case Number:

File Number:

Signature of Applicant/Participant

Date

Signature of Eligibility Worker/GAIN Services Worker/CCM

Date