

# Helping Children Grow



**River to  
Coast  
Children's  
Services**



*Resources, Referrals, and Support / Recursos, Referencias, y Apoyo*

## Parent & Child Care Provider Information

May 2012  
Revision

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## INTRODUCTION

### Helping Children Grow



Resources, Referrals, and Support / Recursos, Referencias, y Apoyo

**R**iver to Coast Children's Services (RCCS) is a nonprofit agency, providing a wide variety of services to children and families in Sonoma County. Our mission is to nurture the healthy development of children and parents in our community. RCCS advocates for the well-being of children and families in western Sonoma County by providing Subsidized Child Care; Resources and Referrals; Provider/Parent Training and Education; and Community Outreach as a way of addressing the community's diverse and ever-changing needs.

**T**he Subsidized Child Care Program is designed to provide subsidy payments for child care services on behalf of eligible families. The goal of this program is to assist and promote the health, growth, care, development, and education of children in Sonoma County by providing child care, enabling the children's parents to continue their employment, education/training, are incapacitated or seeking permanent housing (are homeless). RCCS also serves children receiving Child Protective Services (CPS) and other children at risk of abuse, neglect or exploitation.

**R**CCS does not provide direct child care services. A major emphasis of our program is placed on helping parents choose the child care provider who best meets the needs of the family & child. RCCS has a Resource & Referral Program that can help parents in our community find licensed child care providers. It is the parent's responsibility to select the child care provider who best meets their family's needs; however, all providers must meet certain requirements according to Federal, State and local laws and guidelines. RCCS can

make payments to Licensed Family Child Care Providers, Licensed Centers and Pre-Schools, License-Exempt/Registered Providers (including before/after school programs) and, in certain cases, In-Home child care providers who meet all state and federal requirements.

**NOTE:** The following services are not considered child care and RCCS will not reimburse for these services:

Transportation Fees (when provided alone, and not as part of a package that covers the approved child care hours)  
Private School Tuition K-12 (RCCS only reimburses for extended child care services)  
Tutoring Services  
Field trips (that are not included as part of the provider's private, published rate).  
Recreation programs that do not require sign-in and sign-out sheets.  
Overnight trips.

**R**CCS staff is mandated to report suspected child abuse. Suspected violations of a child's health and safety rights will be reported to Child Protective Services or the local authorities.

**P**arents, providers and the general public are encouraged to attend workshops on Child Development, Parenting Skills, Health & Safety, and other child care related topics offered by RCCS.

**F**or more information about the variety of services RCCS offers, please refer to our agency brochure, our newsletter, or visit our website at <http://www.rccservices.org> or call (707) 869-3613.

## DEFINITIONS (Alphabetical)

**NOTE:** Throughout this handbook you will see words or acronyms with which you may not be familiar, or RCCS may have a defined usage. For your reference RCCS has included the definitions below as RCCS uses them.



1. **CalWORKS:** California Work Opportunities and Responsibility to Kids is California's version of welfare reform
2. **Case Manager (CM):** A Case Manager is assigned to each family and is responsible for determining the family's initial and continued eligibility. YOUR Family Case Manager may be changed periodically, depending on caseload distribution.
3. **Child Care Attendance Sheets (CCAS):** RCCS forms that providers use for each child in the program who is subsidized by RCCS and receiving current child care services. The CCAS is completed by parents on a daily basis and is submitted by the provider for reimbursement each month.
4. **Child Care Service Certificate:** The certificate issued to the parent and the provider stating hours/days of care that have been certified and approved for each child. These certificates include the provider's requested private rate, and the maximum reimbursement category (applicable ceiling) that applies to the parent's need for services.
5. **Child Development Resource Specialist (CDRS):** The Child Development Resource Specialists work within the Family Child Care (CFCC) Program. The CFCC Program is funded by the State and Federal Child Care Network contract. Qualified CDRS' visit Family Child Care (Home Education Network) or FCCHEN homes on a regular basis when RCCS-subsidized children are enrolled there. These RCCS staff members create a profile of the developmental growth of infants, toddlers, preschool and school-age subsidized children and assist the



6. **Co-payments:** The difference between the amount the provider charges for services and amount that RCCS can reimburse (based on the Regional Market Rate (RMR) regulations set by the State) The enrolled parent is responsible for paying this difference directly to the provider.
7. **Days:** Calendar days, unless otherwise noted.
8. **Days of Non-Operation (DNO):** Days that a provider would normally be open for business, but due to the provider's holiday, vacation or a staff development day, the facility is closed for business.
9. **Delinquent Fees:** Family fees are considered delinquent (late) if they are not paid by the 7th of the month. Parents will receive a termination Notice of Action (NOA) if not paid by that date.
10. **Exceptional Needs Children:** Children who have an active Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP), and are receiving early intervention services, or appropriate special education and services, and require the special attention of an adult in a child care setting.
11. **Family:** Family means the parents and the children for whom they are responsible, who comprise the household in which the child receiving services is living. Family also can mean any persons who present themselves as a family unit, whether or not they are legally married. EXCEPTION: when a child and his/her siblings are living in a family that does not include their biological or adoptive parent, "Family" shall then be considered the child and related siblings.
12. **Family Fee (also called Parent Fee):** A family fee chart is prepared by the State in order to have parents share a cost of child care allowing the State to expand services to other families in need of subsidized child care services. The amount the family is expected to pay is based on the gross monthly income of the family and the family size. The family fee

A parent MAY have to pay a family fee and, at the same time, have to pay the provider a co-payment. One does not offset the other.

child care provider with individual curriculum planning for each child profiled. They may also offer enriching activities for ALL of the children in the child care home.

is based on one child in the family who uses the most care; parent pays these fees directly to RCCS.

13. **Fiscal Specialist:** processes the provider reimbursements and the family fees. Contact

this person for any clarification or questions regarding these issues.

14. **Fiscal Year:** RCCS runs on the State's fiscal year calendar, which starts on July 1st and ends on June 30th of the following year.
15. **Fraud:** An intentional program violation, stealing by deceit, providing inaccurate and incomplete information **knowingly and intentionally** to receive a benefit.
16. **Homeless:** Living in transitional housing or sleeping in a public or private space not ordinarily used as regular sleeping accommodation for human beings.
17. **Notice of Action (NOA):** A written notification issued by RCCS that informs parents of RCCS' decision to approve, deny or change child care services. NOAs are also issued to inform parents that they no longer meet our program's "need" or "eligibility" requirements, or that the level of services/child care contract or fee will change.
18. **Notice (of Action) to Provider (NTP):** A written notification issued by RCCS' fiscal department that informs providers of an action being taken by RCCS, which may affect reimbursement to the provider.
19. **Parent:** A biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, registered domestic partner of the parent or any other adult living with a child who has the responsibility for the care and welfare of the child.
20. **Provider:** A person (other than the parent) who takes care of a child for part of the day, for a fee.
21. **Provider's Notice Period:** The provider's required advance notice from the parent when an enrolled child will no longer be attending that provider's child care facility. This notice period is based on the provider's business practices as applicable to all families/children whether subsidized or private-pay. The notice period may be waived at the provider's request or with the provider's consent. RCCS may reimburse this notice period if the child is in attendance, or if there was a reasonable expectation that the child would attend and only if the parent has days of unexcused absences remaining, and only if stated in the provider's current



policies on file at RCCS.

22. **Provider's Rates:** The usual and customary published rates (& policies) that a provider charges all parents, regardless of whether they are subsidized or paying privately.
23. **Regional Market Rate Ceilings (RMR):** The average rates charged for various types of child care services as determined by a statewide survey of providers. The results of this survey determine the maximum amount (the ceiling) RCCS is allowed to reimburse providers for child care services based on the county in which they provide care.
24. **Religious/Sectarian Instruction:** The provider will refrain from including religious instruction or worship in their program while receiving subsidy reimbursements from RCCS.
25. **Sonoma County Human Services Department (SCHSD)** - where parents can go to sign up for cash aid (TANF), food stamps, assistance with health coverage and other benefits.
26. **Stage 2/3:** Families who are subsidized through the Stage 1 funding source, County of Sonoma (SCHSD) CalWORKs, may be transferred to RCCS in the Stage 2 program for child care services, when the parents are deemed stable (usually working and often no longer receiving cash aid (TANF)). **Families may use Stage 2 child care for two years from their cash aid end date, providing they remain eligible.** After this date, if funding is still available, they would then be transferred to Stage 3 child care and may remain eligible, contingent upon continued eligibility/need and funding, until the child's thirteenth birthday.
27. **TANF:** Temporary Assistance to Needy Families; formerly AFDC - cash aid for eligible families.
28. **WEL:** West (Sonoma) County Eligibility/waiting List.



## DESCRIPTION OF PROGRAMS

RCCS has programs/funding sources as described below. For more detailed information, please call RCCS.

Please note that the Family Child





Care (CFCC) funding and the Alternative Payment (CAPP, C2AP, C3AP) funding sources have differing service delivery areas. It is important that you know which funding source applies to your case. You can find this information on your copy of your Child Care Certificate or ask your Case Manager.

## **CFCC: CALIFORNIA FAMILY CHILD CARE PROGRAM**

- Funding Source: California Department of Education, Child Development Division
- Funding Code: CFCC
- Child's Age Limit: Unless rescinded, under age 13 or the child is identified as having exceptional needs and then under age 22.

The CFCC Program subsidizes child care services while eligible parents work, look for work, are in school or training at an accredited institution, are incapacitated and for families who are homeless. Children who are referred for risk of child abuse and neglect (At-Risk) or are receiving Child Protective Services (CPS) may be served on a priority basis.

**Service Delivery Area:** Child care must be provided in a licensed Family Child Care home contracted with RCCS' Family Child Care program, in the West Sonoma County Union High School District, the Sonoma County portion of the Shoreline Unified School District or in the Kashia Rancheria School District, and including some RCCS licensed and contracted providers in Santa Rosa and other areas.

This program serves parents who qualify for child care subsidy in a licensed Family Child Care Home that is part of our Family Child Care Home Education Network and is monitored and receives services from RCCS' child development resource specialists (CDRS). Our network area varies depending on newly contracted providers.

The CDRS' profile the development of each subsidized child in this program and assist the

provider with plans and activities. A copy of the developmental profile for your child will be given or mailed to you. You will be contacted to schedule a parent conference with the CDRS and/or your provider twice per year. Parents are encouraged to discuss each child's development with providers on a regular basis.

## **CAPP: CALIFORNIA ALTERNATIVE PAYMENT PROGRAM**

The CAPP program subsidizes child care for eligible families while parents work, look for work or in school or training at an accredited institution. A family may also be eligible for services if the child is receiving Child Protective Services, the child is at risk of abuse or neglect, the parent is incapacitated or the family is seeking permanent housing (homeless).

- Funding Source: California Department of Education, Child Development Division
- Funding Code: CAPP
- Child's Age Limit: Unless rescinded, under age 13, or the child is identified as having exceptional needs and then under age 22.

**Service Delivery Area:** Child care must be provided, OR the parent must live, in the West Sonoma County Union High School District (including Sebastopol), in the Sonoma County portion of the Shoreline Unified School District or in the Kashia Rancheria School District. Care may be provided in the setting of the parents' choice, such as in a licensed or licensed-exempt center, licensed Family Child Care Home, or care in a license-exempt provider's home that may be a friend or relative's home. These license-exempt providers may care for children of only one family at a time.

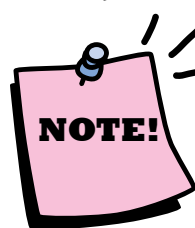
## **CALWORKS CHILD CARE PROGRAMS**

The CalWORKs program serves families who are currently receiving TANF cash aid or who have received it within 24 months before being accepted into the program. The 24-month rule pertains to the date that the parent's cash aid ended (not the children's cash aid, as the children of some families

may be receiving cash aid whilst their parents are excluded from the grant). The Sonoma County Department of Health and Human Services usually refers these families. Parents may receive child care services while they participate in an approved Welfare-to-Work activity. However, families with one child under two or two children under five years of age can now choose to be exempted from activities. RCCS works with two stages of the CalWORKS program, Stages 2 and 3. The CalWORKS Child Care System is designed to continue services to eligible families without interruption.

- Funding Sources: Sonoma County Human Services Department (SCHSD) & California Department of Education, Child Development Division
- Funding Codes: C2AP/C3AP
- Child's Age Limit: Under age 13 (under age 22 if the child has exceptional needs or is severely disabled)
- Service Delivery Area: As in CAPP above.

Eligibility: Parents receiving TANF in Sonoma County and participating in an approved activity in Sonoma County, or a former TANF recipient who has received cash aid within the past 24 months.



**NOTE:** If you are eligible, there is no waiting for enrollment onto a CalWORKs program.



## FAMILY SERVICES PROGRAMS:

RCCS has other, non-governmental grant programs that assist families in other ways:

### Emergency Resources:

- All eligible families may receive a bag of groceries, fresh fruit

and vegetables, diapers or other miscellaneous toiletry items that may be needed once a month. RCCS also has, on a limited basis, bus vouchers, and emergency gas vouchers that our enrolled families may use when going to social service or medical appointments.

### Emergency Housing:

- Local families with children may ask Case Managers about the possible availability of local lodging for emergency situations, for a maximum of two (2) nights.

### Car Seat Program:

- RCCS has certified, bi-lingual (Spanish/ English) car seat technicians on staff who are able to check your car seat for safety and appropriateness for your child's age/weight/ height. RCCS can supply new car seats for you at a reduced cost. Please call to make an appointment.

### Family Counseling Program:

- RCCS' counseling program provides sliding scale counseling services to subsidized parents, children and providers. Non-subsidized community members may also utilize these services. No one will be denied counseling due to an inability to pay. Please call the front desk to make an appointment. Our counseling intern meets clients at the Guerneville office or at other, more convenient locations when available.

### Kindergym:

- Designed for children 0 - 5 years and held Monday and Tuesday mornings from 9:45AM to 12:20PM at the Guerneville Vet's Hall in Guerneville (at the corner of First and Church Street, opposite RCCS' offices).
- RCCS has added another Kindergym venue in Forestville, at the United Methodist Church on Wednesdays from 9:30AM to Noon.



### Recreational Activities:

- RCCS has a Learn To Swim program each





summer, with available funding, usually held at the Rio Nido Pool. Please find details in your RCCS newsletter in early summer or visit the website.

**Growing Readers Book Program:**

- Participate in literacy activities with your child, complete our monthly calendar and each month you may come in with your completed calendar and receive a new, free book for your child (or children).

**P**lease call RCCS at 707.869.3613 for more details of the above fun activities.

## **WEL: West (SONOMA) County Eligibility (waiting) List**

**P**rior to 7/1/11, RCCS was mandated to use the Centralized Eligibility List (CEL), administered by 4Cs of Sonoma County. In May of 2011, contractors were informed that the state-funded CEL contracts were to be eliminated as of 7/1/11.

**D**ue to budgetary constraints, RCCS elected not to participate in the local CEL, and established their own waiting list (WEL) for the purposes of enrollment into RCCS' programs.

**T**his waiting list was set up, using data from the original CEL, with information about families who live, work or had requested needing care in RCCS' West Sonoma County service area. Parents are encouraged to call RCCS to make sure they are included on the new WEL.

**A**s RCCS has funding available, parents who are on the WEL will be contacted in order of eligibility/priority.

## **ELIGIBILITY & NEED FOR CHILD CARE SERVICES**

**E**ligibility and need for child care services is determined by guidelines established by the funding source (California Department of Education, Child Development Division; Sonoma County Human Services Department; etc.) Each program has differing Eligibility and Need Criteria. In the parenthesis ( ) after each criterion, RCCS

has listed the funding code of the program(s) that apply to these criteria. To receive subsidized child care services, families must meet at least one (1) criterion (the conditions described after each letter in the lists below) in each of the "Eligibility" and "Need" areas that follow:

### **ELIGIBILITY CRITERIA**

**F**amilies eligible due to criteria B and E must also be income eligible in order to receive our services.

- ☒ A. The child is in need of Child Protective Services (CPS) and has been referred by a legally qualified professional. (All Programs).
- ☒ B. The parent is currently receiving CalWORKs Cash Aid or has received CalWORKs Cash Aid within 24 months of the time he/she applies for subsidized child care services (CalWORKs Stage 2 only).
- ☒ C. The child is in need of At Risk services as has been identified by a licensed medical, health or social services provider as at risk of abuse, neglect or exploitation (three months maximum) (All Programs).
- ☒ D. The family is income eligible. Income is based on the size of the family and the amount of gross monthly income earned or received by all family members counted in the family unit. (All Programs)
- ☒ E. The family is homeless and needs child care services to find permanent housing. (All Programs)

### **NEED CRITERIA**

- ☒ A. The child is a recipient of Child Protective Services (CPS) and has a referral in place. (All Programs)
- ☒ B. The child is identified as At Risk of being abused, neglected or exploited and has a referral in place. (All Programs)
- ☒ C. The parent is homeless and seeking permanent housing for family stability. (All Programs).
- ☒ D. The parent is participating in an approved vocational training/school leading directly to a recognized trade, para profession or profession (All programs except CalWORKs unless authorized with Welfare to Work Plan).
- ☒ E. The parent is employed or seeking

employment (All Programs except CalWORKs unless authorized with Welfare to Work Plan)

- ⊗ F. The parent is incapacitated, including a medical or mental special need, to the extent that the parent's ability to provide normal care for the child is significantly limited. RCCS will supply a Statement of Incapacity Form to be completed by a legally qualified health professional. (All Programs)
- ⊗ G. The parent is participating in an activity that has been approved by SCHSD (CalWORKs Cash-Aided Clients)
- ⊗ Note to CalWORKs Stage 2 Families: While you are receiving TANF cash assistance, RCCS must have a current Welfare to Work (WTW) Plan from your CalWORKs Worker in order to approve and continue your child care services, or an authorized exemption based on children's ages unless you provide another documented need for care.

**N**ote to all families: Child care used in all programs for all needs and eligibilities can never exceed 14 hours in a day.

## EMPLOYMENT

**W**hen the parent is approved to use child care services while working, the hours of care may cover the parent's work hours (including the lunch break) and the amount of time it takes the parent to travel between the work site and the child care facility. In some cases, the parent may be required to turn in proof of the hours worked and/or travel time needed on a monthly basis. Travel time is limited, not to exceed half the daily hours authorized for employment up to a maximum of 4 hours a day. In certain cases, if you work between 10PM and 6AM, sleep time may be authorized -your Case Manager has more details.

## SELF-EMPLOYMENT

**R**CCS will require the parent to submit a copy of this/her business license or permit as applicable. In order for child care services to be approved for self-employed parents, a Self-Employment Declaration of Income (supplied by RCCS) must be completed. Additionally, the parent will be required to submit



receipts of earnings and expenses, a copy of the Profit and Loss Statement(s) used to file income taxes, and/or a copy of the income tax return that has been filed with the IRS and Franchise Tax Board. A Self-Employment Log must be maintained by the parent on a daily basis (including a list of clients and their contact information), and submitted to RCCS as often as requested (may be monthly but will be at least quarterly), in order for work to be verified and for the provider to be paid by RCCS.

## SEEKING EMPLOYMENT

**C**hild care services for parents who are seeking employment is provided for up to 60 consecutive working days, per parent, per fiscal year, no more than five (5) days per week and for less than 30 hours per week. Use of child care for job search activities during the evening or on weekends requires additional documentation. RCCS requires a signed, seeking employment agreement in the file together with seeking employment logs to show bi-monthly activities that require the child care used. Parents with school-age children are expected to seek employment during their children's school hours and generally not eligible for "seeking employment" eligibility except during the child's school vacations.

## STUDENT PARENTS

**V**ocational training is limited to six (6) years from the first day of approved child care services, or 24 semester units if the parent already has a bachelor's degree, whichever comes first. RCCS will require proof of progress of classes on a regular basis. Student parents must also maintain at least a "C" (2.0) Grade Point Average (GPA) Failure to do so may result in termination of child care services while the parent participates in a school/training program. When parents are enrolled in classes

that do not use letter grades, they must pass at least 50% of their classes or meet the training institution's



standards for making adequate progress.

**R**CCS will not reimburse for child care services during the parent's school semester breaks (i.e. winter, summer vacation, semester breaks) unless the parent is participating in another RCCS subsidized child care approved activity.

## PARENTAL INCAPACITY

**I**n some cases, RCCS can approve child care for a parent who is not able to care for his/her child, without assistance, due to a medical/mental condition. In such cases, a legally qualified health professional must complete a form (supplied by RCCS) describing why services are needed and the duration of services. The maximum child care allowed is 50 hours a week.

## CHILD PROTECTIVE SERVICES OR AT-RISK CHILDREN

**F**amilies with children who have been abused, neglected or exploited, or are at risk of abuse, neglect or exploitation, may be eligible to receive child care services as part of the family's plan to reduce the children's risk. In these cases, RCCS needs a written referral from Child Protective Services (CPS) that can be renewed, if needed.

**C**hildren identified as being At-Risk of being abused, neglected or exploited will have a referral for child care from a legal, medical, or social service agency that includes the name of the child needing services; specific child care hours being requested; and the probable duration of services. The At Risk referral can be for 3 months maximum; the child care would then terminate unless a CPS referral is needed and obtained or some other need and/or eligibility is in place before the end date.

## ASSISTANTS WORKING IN A LARGE FAMILY DAY CARE HOME

**P**arents working as assistants in a large family day care home must submit a copy of the family day care home license for which s/he works that indicates that the family day care home is licensed as a large family day care home, a signed

statement from the licensed provider that states that the parent is the assistant according to staffing ratios established in Title 22, proof that the parent's fingerprints are associated with the indicated family day care home as its assistant and payroll deductions withheld for the assistant by the licensed provider, which may be a pay check stub.

## INITIAL APPLICATION PROCESS

**O**ne-on-one, or occasionally in a group setting, RCCS staff will provide information about our agency and the Subsidized Child Care Program Rules and Regulations (in this handbook). RCCS will also help parents become familiar with program forms and participation expectations.

**A**ssigned Case Managers will usually meet with parents on an individual basis. The application process includes many required documents, which will be requested from the parent before the orientation date. Each parent will be called prior to his or her meeting, and the required documents based on their individual case will be discussed.

**T**he parent must sign the application before the application process will be considered complete. Before the application can be approved, the parent must choose an eligible provider, and give their Case Manager the name, address, and telephone number of the provider, so RCCS can complete any needed paperwork with the provider before care can commence. Parents have 30 days maximum from the signing of the application to the beginning child care subsidy date. The application

### NOTE!

It is the parent's responsibility to report any changes to their assigned Case Manager (at RCCS) within five (5) days of the change and, if they receive TANF, also to their CalWORKs worker at the SCHSD (cash-aided parents only).

will be denied if all paperwork is not received and approved within the 30-day period.

***It is the parent's responsibility to report any changes to their assigned Case Manager (at RCCS) within five (5) days of the change and,***

RCCS requires a face-to-face re-certification interview at least once within an 11-month period (or more often, depending on the family's need status). The parent will receive a re-certification Notice requesting them to call their case manager to make an appointment. They will be given a list of documents/ information required to determine continued eligibility. If there are changes RCCS is unaware of, more documentation may be required at the time of the interview. Student and/or self-employed parents may be required to recertify more often - depending on their school term/semester dates or work schedule.

*if they receive TANF, also to their CalWORKs worker at the SCHSD (cash-aided parents only).*

## **IMMUNIZATION RECORDS & EMERGENCY CONTACT INFORMATION**

RCCS must have all records for all non-school-age children, including immunization record, Medical Practitioner's Report and emergency contact information for all enrolled children, on file, within 30 days of enrollment into our program. An Emergency and Identification Information Form will be issued at the time of their initial meeting with a Case Manager, together with a Medical Practitioner's Report (MPR) for any children not yet attending kindergarten.

### **NOTE ABOUT PAYMENTS:**

Under all programs administered by RCCS (other than Stage 2 transfers from SCHSD), RCCS cannot reimburse for child care services provided for **ANY AMOUNT OF TIME BEFORE** the application process is **COMPLETE** and RCCS has **EVERYTHING** needed to determine the family's eligibility for services. It is important that the parent, and child care provider, **QUICKLY** submit **ALL** required documents and information to RCCS so that the approval process is not delayed.

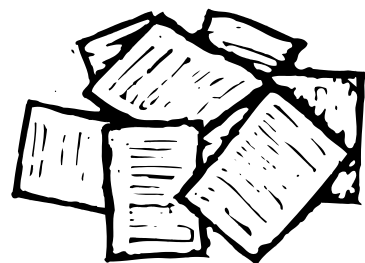
## **RECERTIFICATION PROCESS**

Recertification is the process of determining a family's continued need and eligibility for child care services. Failure to complete the Recertification process within the timeframe given will result in termination or non-payment of child care services by RCCS. The recertification process applies to all parents enrolled in our subsidized child care programs.

## **CHILD CARE HOURS AND ARRANGEMENTS**

Approved child care hours are based on the parent's authorized activity, which depends on the parent/child's eligibility and need criteria.

This information can be found on your Child Care Certificate. These hours may include lunch & transportation time, and sometimes study time (for student parents), as allowed by the program in which the parent is enrolled.



## **VERIFICATION OF INFORMATION**

The parent will be required to complete a Permission to Release Information Form, which will be used by program staff to obtain and verify the family's income, need status, grant status, and any other necessary information in order to determine eligibility for child care services.





Case Managers will contact employers, school administrators, social service agencies, doctors, etc. as needed.

## ADDITIONAL HOURS

It is the responsibility of the parent to pay the provider directly for any extra hours of care that are not listed on the Child Care Services Certificate - until, if applicable, those additional/new hours are approved by the Case Manager.

## SHARED CUSTODY

When parents share custodial care of a child, RCCS will only reimburse for child care when the child is in custody of the enrolled parent. The provider will only be paid for actual services, and not to hold a spot until the child returns to the provider's care. The enrolled parent will be required to give written information to RCCS, and to the provider, as to when the child will be in the other parent's custody. These are considered

If the parent works overtime, and needs RCCS to reimburse the provider for the extra hours of child care used, he/she must provide verification (from the employer) of the dates and times worked, within 5 days of the extra care used for overtime.

non-contracted days and the Child Care Services Certificate will be written to cover only the days the enrolled parent has custody.

## LEAVE OF ABSENCE (LIMITED TERM SERVICE LEAVE, LTSL)

LTSL is a limited period of time during which child care will not be provided, and RCCS cannot reimburse for child care services (Title 5, Section 18104).

If the family will not need subsidized child care services for a short period of time, RCCS may allow the family a Leave of Absence called a Limited Term Service Leave (LTSL). This leave cannot be more than 12

***consecutive weeks. Exceptions are medical, family or vocational training program breaks and shall not exceed 16 consecutive weeks.***

Student parents who do not plan to take classes for a term (including the summer semester), and are not working (or in another approved activity), may take a Limited Term Service Leave in order to hold their slot in the program. LTSLs must be pre-approved by RCCS. If the parent decides to take one without being pre-approved, their child care services may be terminated.

Children attending a 21st Century Community Learning Center Program may be granted a LTSL for any part of the fiscal year.

If you begin a leave with no notice given to your provider, you may be responsible for paying your provider for the required notice period, based on the provider's policies.

## CHOOSING A PROVIDER

It is the responsibility of the parent to choose the provider who best meets the needs of the family. RCCS has a Resource & Referral Program that can help parents find providers in our community. Referrals are given to any parent needing assistance finding child care in the west County area. All providers are asked quarterly to keep their information current so that parents can have updated information.

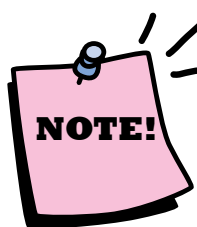
The provider for subsidized care must be located within an approximate 25-mile radius of the



enrolled parent's home, work, or approved activity, or located along the travel route to/from home, work, or approved activity.

***NOTE: If the parent starts services with a provider before getting approval from an RCCS Case Manager, the parent will be responsible for paying that provider. If the provider does not meet all State/County/Agency requirements, RCCS will not be able to reimburse that provider at all.***





## **BACK-UP PROVIDERS OR MULTIPLE PROVIDERS**

According to state regulations, RCCS will reimburse only one (1) provider per child when the first provider selected by the parent is open for business during the hours the child care is needed; when the primary provider is not a Licensed Center, the parent may also choose to use a Licensed Center to help prepare the child for Kindergarten;

RCCS can only reimburse for one (1) provider during any period of time; the only exceptions are, if a child is sick and cannot use the primary provider or if the primary provider is closed. These exceptions are for up to 10 days per fiscal year for child illness and up to 10 days for primary provider closure (even though the primary provider did not provide the care).

**Back-up providers can only be paid by RCCS when the primary provider is unable to provide the care due to the primary provider's paid day of non-operation or the child's illness. The only exception to this is if the parent has a documented need for care during non-traditional days or hours (evenings after 6 PM or weekends).**

## **CHILD CARE SERVICE CERTIFICATE (ORIGINAL)**

When the parent and the provider have completed all of the requirements, a CM will go over the details of the Child Care Service Certificate with the parent. The certificate states the approved child care schedule, provider's requested rate and appropriate ceiling category, that is the maximum amount that RCCS is able to reimburse for each child.

A copy of this certificate is sent to the parent. The original (and a copy for the provider's file) is sent to the provider for signatures and for return to the CM for the parent file.

## **CHILD CARE SERVICE CERTIFICATE (CHANGE)**

For all changes of the child care schedule, provider's rate and/or applicable ceiling, or when an extension of services is approved, the parent and provider will be notified in writing through a new Child Care Service Certificate.

## **MISCELLANEOUS INFORMATION REGARDING CERTIFICATES**

The parent is responsible for paying for care before the family is approved by RCCS, and for care that is not covered by the schedule on Child Care Service Certificate. The provider has the responsibility of reporting (to RCCS) changes in a subsidized child's attendance within three (3) business days of the change, such as an increase or decrease in hours of care. Failure to report these changes may result in non-payment of services provided.

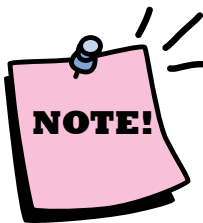
Occasionally, changes happen in a child's care schedule due to things like the parent having to work overtime or changes in work day. These limited-time changes may not require a new Child Care Service Certificate, but must be reported to their CM within 5 days and have the change approved.

## **FAMILY FEES, DELINQUENT FEES & CO-PAYMENTS**

A family fee is the state mandated fee charged to the family based on their income and family size. A family fee schedule is prepared by the State in order to have parents share in the cost of child care and to increase services to other families in need of subsidized child care services.

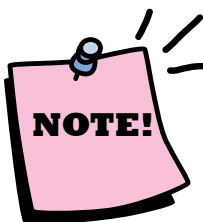
As changes happen in either the family's income or family size, the family fee may change. Therefore, it is required that families report changes as soon as they happen - and not past five (5) days of the change. Failure to report changes within five (5) days may result in termination.





**NOTE:** *Child Support received is counted in the family's income and affects the family fee, which may change when child support is increased, reduced, or stopped. If a family is receiving TANF (cash aid) they will not be assessed a Family Fee whilst receiving this cash grant. It is extremely important to notify your CM if/when TANF assistance is stopped or started, as this will affect your fee.*

For more detailed information - please refer to the document titled Family Fee Agreement (Appendix.....). If you have not kept your copy, please request another one from your CM.



**NOTE:** *If a family is terminated from the program while owing family fees, they must pay their delinquent family fees in full, before they can be eligible for re-enrollment into any Child Care & Development Program funded by the State of California. Any family, having left the program owing a fee, will be sent to a Collections Agency if the fee is not paid in full.*

## CO-PAYMENTS

If a parent chooses a provider who charges more than the maximum reimbursement that the State mandates RCCS to use (based on the RMR ceilings issued by the State of California), the parent can still use that provider if the parent agrees to pay the difference between the provider's rate and the amount RCCS can reimburse. This difference is called a co-payment and it is the responsibility of the parent to negotiate or to make payment directly to the provider.

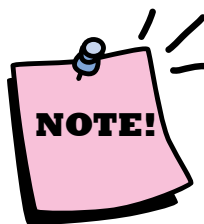
## CHANGES

All changes, including, but not limited to, changes in the parent's name, address, phone numbers, employer/school, employment/school schedule, income (decrease/increase), discontinuance of cash aid from TANF (formerly AFDC), family size



and/or marital status must be reported to their CM within 5 days of the change. Many of these changes may require an update for continued eligibility.

**Note:** *Co-payments to your provider and family fees (paid to RCCS) are two entirely different things; one does not offset the other.*



**NOTE:** *Failure to report any changes in the "need" or "eligibility" status may result in termination of services or non-payment of services used.*

Parents who receive cash aid (TANF) must also report these changes to their CalWORKs Worker. To report changes, parents must contact their assigned CM directly, either by phone, in person, or in writing. When leaving a voice message or writing a note to the CM, the parent needs to be very specific about the changes being reported. Parents need to make every effort to follow up with their CM to make sure that any messages or written notes/letters have been received, and that the CM has all of the necessary information in order to take action, as applicable.

If the parent does not report changes within five (5) days of the more of the following may happen:

- Termination of child care services
- RCCS may not reimburse the provider
- The parent may have to pay the provider directly
- The parent may have to reimburse RCCS for misuse of child care services. **(NOTE: If the parent is billed and does not pay their family fee to RCCS, their services will be terminated.)**

## MORE CHILD CARE HOURS NEEDED:

**R**eported on Time: If the parent needs more child care hours for an approvable activity, the change may be approved to start on the date of the change as long as the parent reports the information to their assigned CM within five (5) days of the change. The parent and provider will then receive a new Child Care Service Certificate.



**R**eported Late: If the information is reported more than five (5) days after the change, the increase in child care hours may start the date it is reported (or on the date authorized by SCHSD if a Stage 2 parent) as long as RCCS receives verification of the information by the due date.

## INCREASE IN INCOME:

**R**eported on Time: If the parent reports an increase in income within five (5) days of the change, the income will be recalculated to see if the family continues to be eligible for services, and also to see if a family fee is applicable. If the parent has new or higher family fees, the fees will begin 19 days from the date the change was reported.

**R**eported Late: If the increase in income is reported more than five (5) days after the change, any new or increased family fee will start 19 days from the date the change took place. Depending on the length of time the change was unreported or withheld, this may mean an increase in fee going back many weeks, or could be grounds for termination from the program, depending on the circumstances.

## DECREASE IN INCOME:

**R**eported on Time: If the parent reports a decrease in income within five (5) days of the change, the family fee

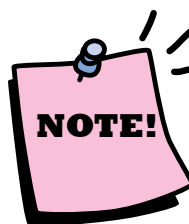
will be assessed to see if a change is applicable. Any reduction in the family fee will be effective from the date the change was reported and is in effect.

**R**eported Late: If the decrease in income is reported more than five (5) days after the change, any reduction in family fees will start from the date the change is reported.

*Apart from being a program requirement, it is to the parent's benefit to report income changes immediately.*

## CHANGING PROVIDERS:

**A**s an agency that promotes quality child care, ARCCS suggests that parents change providers only when it is in the best interest of the child, who may be negatively affected.



*Many providers require at least a 2-week notice from the parent when their child care arrangement will end prematurely. Please keep this in mind when changing providers.*

For provider changes to be processed, RCCS would need:

- The name, address and telephone number of the provider
- The name of the parent and child
- The last date that actual care will be provided



*The changes would go into effect when all information has been received and verified by the CM.*

If a parent starts using a new provider WITHOUT reporting the change within five (5) days, RCCS will begin paying the provider on the date the change is reported—not the date the change took place, AND only if the parent & provider are eligible to receive services/payment from RCCS.



RCCS must maintain a record of parental complaints concerning a license-exempt provider's failure to meet the health and safety standards as specified in the Health and Safety Self-Certification. Upon receiving an inquiry about a specific license-exempt provider, RCCS Staff will inform the person who made the inquiry of the general nature of the complaint and whether or not the provider submitted a rebuttal.

If a parent begins to use another provider before requesting changes from their CM, the parent will be responsible for paying the new provider without RCCS reimbursement.

If a parent stops using a provider without giving proper notification, (such as, but not limited to, cases of disagreements between the parent and the provider), RCCS may not reimburse for services beyond the last day of actual care by the provider - the parent will be responsible for paying the provider.

In these cases, RCCS will NOT approve a new provider to begin services until the day AFTER the previous provider's notice period has ended.

## PARENTAL COMPLAINT PROCEDURE

### LICENSE-EXEMPT CHILD CARE SETTINGS:

Parents with children in license-exempt care may file a complaint against the license-exempt provider using the following process:

- The complaint must be written and must include the nature of the complaint, the date and approximate time of the occurrence, the name and address of the provider being complained about, and it must be signed by the parent. Only complaints received about health and safety noncompliance will be accepted.

These complaints will be deemed substantiated solely by the parent's written declaration:

- Upon receipt of a complaint, RCCS will inform the license-exempt provider of the parent's complaint and inform the provider of his/her right to submit a written rebuttal. RCCS will also

notify the parent and the provider that payments will cease in 14 days unless a written declaration signed by both parties has been received by RCCS stating that the health and safety deficiency has been corrected. RCCS will also notify the Child Protective Services unit of the county welfare department.



***RCCS must maintain a record of parental complaints concerning a license-exempt provider's failure to meet the health and safety standards as specified in the Health and Safety Self-Certification. Upon receiving an inquiry about a specific license-exempt provider, RCCS Staff will inform the person who made the inquiry of the general nature of the complaint and whether or not the provider submitted a rebuttal.***

### LICENSED CHILD CARE SETTINGS:

Parents with children in a licensed child care facility may file a complaint against the licensed facility by notifying:

- Community Care Licensing at (707) 588-5026
- Their assigned CM or the RCCS Resource and Referral Coordinator
- If pertinent, Child Protective Services unit, at (800) 544-8696 or/and the local police department

***Parents may also contact Community Care Licensing, at (707) 588-5026 to ask about any complaints already filed against licensed providers.***

Megan's law provides the public with internet access to detailed information on registered (child) sex offenders. Parents can visit the Department of Justice "Registered Sex Offender" database at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)



## PARENT TERMINATION POLICY

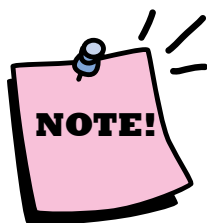
All parents participating in the Subsidized Child Care Program are required to follow all laws, regulations, and guidelines, which govern the operation of these programs. Failure to do so may result in termination of child care services. Services may also be terminated at the parent's request.

*If subsidized child care funding becomes limited or unavailable, RCCS will un-enroll families as directed by the California Department of Education, Child Development Division.*

## OTHER REASONS FOR TERMINATION:

*including, but not limited to:*

- When the Parent does not meet the eligibility and need criteria based on the program in which they are currently enrolled;
- When the child reaches the age limit set by the program rules & regulations;
- When the parent submits falsified documentation or information to RCCS;
- When the parent intentionally withholds information regarding their ongoing need or eligibility,
- When the parent fails to pay family fees or defaults on a Family Fee Payment Plan;
- When the parent fails to pay RCCS back for misuse of services;
- When the parent fails to abide by program rules & regulations;
- When the parent fails to complete enrolled classes or fails to maintain a grade point average of "C" (2.0) or better;
- When the parent fails to complete, sign, or submit required documentation;
- When the parent fails to complete the Recertification or Update process.



**RCCS will not tolerate**



*threatening, violent, or harassing behavior from anyone. RCCS may refuse to serve any parent or provider during the time they exhibit these behaviors. Therefore, under these circumstances, services to the parent and/or contracts with a provider may be terminated.*

## NOTICE OF ACTION (NOA):

Whenever RCCS takes an action (approving, denying, or terminating services) or is changing (reducing or increasing) a client's child care services, this action is communicated through a Notice of Action (NOA). *The main message to the parent appears at the bottom of the NOA under Reason for Action. The parent must read this section carefully as it explains the action fully.*

**NOTE:** Pay close attention to the Effective Date on the NOA as this is the date that the action will take effect unless the parent files an appeal by that date. Both the Effective Date and the Appeal Date appear on the upper right-hand corner of the NOA. When a NOA is sent informing the parent of termination, the provider is also notified by receiving a copy of the terminated child care certificate.

## PARENTAL APPEAL RIGHTS:

If a parent does not agree with the decision being made, the parent may appeal the intended action. The appeal process is on the reverse of (or included with) every NOA that the parent receives. The instructions are clearly described in a listed step-by-step process. RCCS must have the parent's appeal/request for hearing no later than the Appeal Date on the NOA. Appeals may be mailed, faxed (707-869-2616) or put in the drop box at RCCS.



If the appeal is received by the due date, RCCS will issue payment to the provider for child care services rendered during the appeal process. If you appeal, the proposed action will not become effective until the appeal rights process is over. If RCCS' decision is upheld, the parent will be billed for any payments made to the provider during this period.

## PROVIDER PARTICIPATION

### GENERAL INFORMATION TYPES OF PROVIDERS

All license-exempt providers must attend a Subsidy Provider Orientation at the RCCS office. If they are a licensed family child care provider applying to be a part of our Family Child Care Home Education Network, the orientation may be done in their home at the initial application visit. For licensed AP providers, RCCS may mail documents and request their return. Providers must meet the provider requirements as stated in this handbook and as described in any notice given by RCCS, in order to receive payment from us. Specifically ALL providers must allow access into their homes or centers to parents at any time.

Providers must be at least 18 years of age and legally allowed to work in the United States.

Payments cannot be made for services when child care is provided by parents (biological/adoptive/foster) or legal guardians. If the family is receiving TANF (cash aid), payment cannot be made to members of the parent's assistance unit (other people included in the grant).

When a provider's policies conflict with RCCS' policies, RCCS' policies override the provider's. In some cases, the provider may hold the parent responsible for any additional requirements, as long as the provider ensures that the parent is made fully aware of them, in writing.

Provider information given to RCCS may be shared with different departments in the agency: Subsidized Child Care Program, Resource and Referral Program and the Fiscal department.

As required or as appropriate, this information may also be reviewed by, or shared with, the

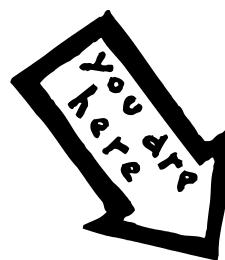
SCHSD Special Investigations Unit, Community Care Licensing, Child Support Division, the Employment Development Department, representatives of the State of California, the Federal Government, independent auditors and others as necessary for the administration of the program.

All providers must give RCCS the physical address where care is being provided and a current telephone number. Changes in the location of care must be reported to RCCS PRIOR to the change. It must be followed up in writing to RCCS within five (5) days of the change and must include the signature of the provider and parent.

License-Exempt Providers must submit verification of their physical address to RCCS. For the safety of the children, we require that all providers have a working phone (land line or cell) available at all times while the children are in their care. The phone number should be listed in the provider's file.

A signed Certificate for Child Care Services must be on file for every child receiving subsidized services in order for a provider to be paid. A phone message left for a Case Manager does not mean child care services are approved, nor is it a promise of payment from RCCS.

Providers are not employees of RCCS; they are considered independent contractors. They are responsible for reporting income and paying applicable federal and state income taxes. RCCS does not withhold taxes from payments. Every January, RCCS will issue a 1099-MISC Form to any provider who earns more than \$600 or more in a calendar year; this will include the total income earned in the prior calendar year. This income is reported to the IRS, the California State Franchise Tax Board and the Employment Development Department.



**NOTE: For further tax information, please see a tax consultant.**

If parents choose an in-home (care in child's home), license-exempt provider, the parent must sign a declaration stating that they understand that the provider is considered their employee. As the employer, the parent would be obligated to fulfill requirements

guaranteeing minimum wage to the provider and would sign that they must pay all appropriate state and federal taxes, unemployment insurance, disability insurance, worker's compensation insurance and social security and Medicare on all wages paid.

Additionally, providers caring for children in the child's home will only be contracted if care is

the child care facility (licensed or license-exempt) while the enrolled child is in care.

## PROVIDER AVAILABILITY

Providers are expected to provide care during their hours of operation and during their contracted period as specified on the Certificate for Child Care Services. If they do not, for any reason

**RCCS reserves the right to terminate Child Care Service Certificates or refuse to issue a Child Care Service Certificate to any provider if RCCS has reason to believe that care by that provider would not be in the best interest of the child - including, but not limited to, placing the child at risk of abuse, neglect, or exploitation or if the provider is found to be lacking in quality care.**

being provided for a minimum of three (3) subsidized children at the same time, from the same family (to ensure minimum wage requirements are being met). If, at any time, the provider cares for fewer than three (3) children, services cannot continue in the child's home and care must then be provided in the provider's home. This also applies in situations when one or more children leave for school and fewer than three (3) children are left with the provider. When the parent and the provider live together the home is considered the child's home and this rule applies. As soon as a family is transferred to a Stage 2 program, this rule WILL apply.

**Parents and Providers:** Please remember, any corrections made to the in/out times on attendance sheets must be initialed by both the Parent and the Provider. No whiteout corrections are allowed. Please see page 22 for more detailed information regarding Child Care Attendance Sheets.

Providers must offer activities for children that nurture their growth and development. Providers are encouraged to attend workshops related to Child Development, Health and Safety, Nutrition, etc. RCCS and other training sites offer these workshops. Those in the Family Child Care Network must attend at least 6 hours of training each year.

Providers must allow the parent and RCCS Staff unlimited access to

(i.e. provider is unable, unwilling or unavailable), their payment will be pro-rated to allow payment to the back-up provider.

Supervision by the contracted provider or their registered adult assistant MUST be maintained at all times when children are in attendance.

## BACK-UP PROVIDERS/MULTIPLE PROVIDERS: PLEASE SEE PAGE 15 PROVIDER DAYS OF NON-OPERATION: SEE DEFINITION PAGE 6

Many providers have identified days when their business is closed for holidays, vacations, staff development days or other various reasons. These days are called Provider Days of Non-Operation (DNOs).

In order to be reimbursed for provider DNOs, the provider must submit the RCCS "Non-Operation Days (DNOs)-Reimbursed and Non-Reimbursed" form (found with their Agreement) to RCCS annually; which will clearly state their closures and if payment is expected. Attached as Exhibit A



# REQUIREMENTS FOR PROVIDERS WHO ARE EXEMPT FROM NEEDING A CHILD CARE LICENSE

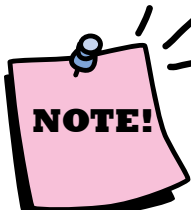
## LICENSE-EXEMPT CHILD CARE CENTERS:

License-Exempt Centers must submit documentation from Community Care Licensing that supports their license-exempt status.

## TRUSTLINE REGISTRY PROVIDERS:

In California, providers who are not licensed to do child care, and do not fall under the category of "TrustLine-Exempt" as defined in the next section, are required to go through the TrustLine process. This process includes completing and turning in a TrustLine application; fingerprinting of the provider using the LiveScan process and a criminal background investigation, including a Child Abuse Index check through the Department of Justice. **RCCS can only make payments once the provider is Trustline registered.**

In the CFCC, CAPP and CalWORKs Stages 2 & 3 Programs, if the provider's TrustLine status is closed, denied, or revoked, RCCS MUST stop payments to the provider. A 19-day termination of care Notice of Action (NOA) will be sent to the parent upon receipt of the denial notice.

 **NOTE!** TrustLine providers can only care for the children of one (1) family at a time that is not related to the provider by blood, marriage or court decree.

## TRUSTLINE-EXEMPT PROVIDERS

Providers who are Aunts, Uncles, or Grandparents to the enrolled children do not need to be TrustLined. However, the child's older brothers/sisters, great-grandparents and great aunts/uncles DO need to be TrustLined.

- The relationship between the provider and the child must be by blood, marriage, or court decree; once this relationship is dissolved, the provider MUST be TrustLined in order to continue to receive payment from RCCS for eligible children.
- TrustLine-exempt providers are not eligible to receive child care payments from RCCS until they turn in a Health & Safety Self-Certification form.

## PROVIDER RATES

Licensed providers must provide RCCS with a copy of their rates and policies AND display their child care rates in a public area, next to their facility license. The provider's rates must be:

1. The usual and customary charges made to every family - whether or not the family receives subsidized child care; and
2. If the provider's usual and customary rates exceed the Regional Market Rate (RMR) ceiling for the area in which child care is being provided according to the RMR regulations, the parent would be responsible for paying the difference directly to the provider (co-payment).

## PROVIDER RATE INCREASES

*If the provider's rates seem unreasonably high for the local area, RCCS has the right to request documentation that the provider charges, and receives, this rate from other private paying families.*

RCCS will only accept provider rate increases ONCE per fiscal year (July 1 through June 30 of the following year). Any rate increases requested after March 15<sup>th</sup> will not go into effect until July 1<sup>st</sup>, the beginning of the next fiscal year. If the provider raises their child care rates more than once per fiscal year, the parent will be responsible for paying the difference between the rate RCCS is reimbursing and the provider's new rate. If the rate (old or new) is above the applicable Regional Market Rate Ceiling, the parent is responsible for

paying the difference (co-payment) as well.

## CHILD CARE ATTENDANCE SHEETS (CCAS)

**NOTE:** Providers must give RCCS and parents a minimum of two-weeks notice when increasing their child care rates. If the increase is approved by RCCS, new monthly rates will start the first of the month **AFTER** the two-week notice is received. Because of this delay, it is important that the provider inform us **IMMEDIATELY** when they plan to increase their rates.

The Child Care Attendance Sheet is the document that generates payment to the provider. Its completeness and accuracy is extremely important - because it verifies the actual times the child was with the provider each day. RCCS and our State, Federal and County funding sources require them. They are reviewed yearly by auditors, are closely monitored when RCCS has State CDE Contract Monitoring Reviews and are used in child care fraud investigations.

If the provider does not have a CCAS at least one (1) week before the first day of the month of service, he/she must request replacements sheets. Until the provider receives the replacement, all times and signatures must be kept on a calendar and transferred to the official CCAS when received. The calendar must then be attached to the official CCAS when submitted to RCCS for payment.

### NOTE!

**Note to Parents & Providers:**  
*Before signing a CCAS, make sure the front and back of the form is complete and accurate. Never sign a blank CCAS and do not sign or submit*

*CCASs before the last day of care in that month.*



- If the parent used child care, but was ineligible for those services, the parent will be responsible for paying the provider directly or reimbursing RCCS for payments made to the provider for this ineligible period of time.
- If a provider or parent includes hours of care on the CCAS that were not actually provided, they will be responsible for repaying RCCS for those hours of misuse.

RCCS will not reimburse for private education (Kindergarten through 12th grade). Our payment will be limited to the extended child care services (before and after school hours) only.

Providers will only be paid for services they provide as a Provider and only when that care is provided in accordance with the parent's approved activity. If a provider chooses to care for the child beyond the approved hours, those hours of care are NOT to be claimed on the CCAS.

**NOTE:** For full instructions on completing CCAS, please refer to the back of each attendance sheets, or call our Fiscal department for assistance.

## SUBMITTING THE CCAS FOR PAYMENT

Only original Attendance Sheets issued by RCCS are accepted. Faxes or copies are not acceptable and will not be processed for payment. An invoice for each CCAS must be attached or payment will not be processed.

Child Care Providers: Please remember to report changes in a child's attendance to the Family Case Manager assigned to that family within three (3) days of the change. Please read the back of the CCAS for more detailed information about completing it and when to submit it. RCCS staff is available to answer questions as well. Please call our office at (707) 869-3613 for assistance.

If the parent is required to submit verification (of their approved activity) with



the CCAS, but does not do so, RCCS may bill the parent for the period of time that RCCS does not have the required verification.

Completed attendance sheets are to be received by RCCS, by the 5<sup>th</sup> of the month following care. ( If the 5th falls on a weekend or observed RCCS holiday, the CCASs are due by 5:00 PM on the prior business day.) to River to Coast Children's Services, P.O. BOX 16, Guerneville, CA 95446. Make sure that you put enough postage on your envelope. If attendance sheets arrive late due to lack of postage, they will be considered late. OR Hand delivered to: River to Coast Children's Services located at 16300 1st Street in Guerneville, CA 95446, also by the 5<sup>th</sup> of the month following care. ( If the 5th falls on a weekend or observed RCCS holiday, the CCASs are due by 5:00 PM on the prior business day.) There is a drop box at the bottom of the rear (staff entrance) stairs if the office is closed.

## FISCAL YEAR DEADLINES

RCCS' fiscal year closes on June 30th. CCASs for services provided up through June 30th must be received by RCCS by July 31st in order to be paid.

- All child care provided in the fiscal year (July 1st - June 30th) must be claimed by July 31st.
- Any discrepancies in payments must also be settled by July 31st. If the 31st falls on a weekend, the due date will be the next business day.

## HOW/WHEN PAYMENT IS MADE

State regulations require that child care reimbursements be issued to providers directly. Reimbursement to parents is not permitted.



Normally, correct and completed CCASs received by RCCS by 5:00 PM on the 5th of the month following care will be processed and the

checks will be issued or paid by direct deposit on the 18th of the month. If the 5th falls on a weekend or observed RCCS holiday, the CCASs are due by 5:00 PM on the prior business day. If the 18th falls on a weekend or observed RCCS holiday, payments for CCASs received on time will be processed and the checks will be issued or paid by direct deposit on the prior business day.

Payments will be based on the provider documentation on file at RCCS of the usual and customary rates that is charged to all parents, capped at the Regional Market Rate (RMR) applicable ceilings mandated by the State of California. Ceilings may be daily, weekly or monthly but the state mandates a maximum amount to be reimbursed. The ceilings may also be pro rated on a non-full month such as the Christmas season.

Regardless of when CCASs are received by RCCS, they are not payable until the month after the services are provided. RCCS does not issue payments to providers before the applicable pay date. RCCS will not make exceptions to this policy even if the provider has an immediate financial need. If checks are to be mailed, the provider is responsible for keeping the mailing address current. Direct deposit is available for your convenience.

## DELAY IN PAYMENT OR NON-PAYMENT OF CHILD CARE SERVICES

In the event that RCCS does not receive money from the state in a timely manner, RCCS may have to delay payments to providers. Should such a delay occur, providers would be notified as early as possible.

If there is NO state budget, or cuts in state budgets allotted for child care, families will be terminated based on regulations developed by the California Department of Education, Child Development Division.

## CHILDREN'S ABSENCES

For absences that happen on contracted days (when a parent would normally attend work/school or other approved activity), but the child did not attend the child care facility due to illness, family emergency or court ordered visitation rights, etc., reimbursement can be made for absences



according to RCCS' Absence Policy as follows:

- Providers may be reimbursed for children's absences according to their own business policies and only up to the limits as described in this handbook. RCCS will reimburse for a maximum of two consecutive weeks of absences. If RCCS does not have a copy of the provider's policies on file, payment for children's absences WILL NOT be made.

**P**arents must notify their provider(s) of any planned absences before they occur. When a child is absent or leaves early, the parent must clearly state the reason for the absence on the CCAS. The parent's full signature is required for each explanation of absences. RCCS staff will determine under which category the absence falls.

**W**hen a child is unexpectedly absent from child care for three (3) contracted days in a row without notification from the parent, the provider must call RCCS immediately so that RCCS can contact the parent to follow-up on their child care needs. NOTE: RCCS keeps track of each individual child's absences. Therefore, whenever RCCS addresses limits, please keep in mind that these limits apply to each enrolled child within the family and are not for all children together.

### ***BEST INTEREST DAYS (MAXIMUM OF 10 PER FISCAL YEAR)***

**B**est Interest Days are defined as quality time for the child. Best Interest Days are to be used only at the discretion of the parent.

**T**hese absences are limited to ten days per fiscal year and are to be recorded and clearly explained on the CCAS. Any Best Interest Days recorded on the CCAS, beyond the limit of ten per fiscal year, will not be paid by RCCS; the parent must pay the provider for these types of absences for the remainder of the fiscal year. Best Interest Days include the following:

- Child on vacation - specify with whom & where the child went
- Out of town -

- specify with whom & where the child went
- Stayed home with parents/relatives (specify why)
- School program/field trip/camp
- Child's birthday
- Child visiting with grandparents or non-enrolled parent
- Other reasons which are clearly in the best interest of the child

### ***EXCUSED ABSENCES INCLUDE, BUT ARE NOT LIMITED TO:***

- Illness of the child enrolled in the program
- Enrolled parent's illness
- Dental, medical appointment (enrolled child or parent)
- Quarantine (specify illness) (example: Chicken Pox or other highly contagious disease)
- Family emergency (death, funeral, serious illness)
- Car problems/lack of transportation
- Sibling illness when no back-up provider is available to care for the sick child
- Child's occasional visitations with the non-enrolled parent. Court ordered visitation with absent parent (maximum of 2 consecutive weeks). If visitation is not court ordered, the parent must submit a notarized Statement of Fact, signed by both parents describing their visitation arrangements. If the visitation is for more than two (2) weeks, the child will be placed on a Leave (Limited Term service Leave - LTSL). No child care payments are issued during a LTSL.

### ***UNEXCUSED ABSENCES (MAXIMUM OF TEN (10) PER FISCAL YEAR)***

**I**f a parent fails to record and clearly state the reason for the absence on the CCAS, the absence will be considered unexcused. RCCS is able to reimburse for a maximum of ten (10) unexcused absences per fiscal year; all other



unexcused absences (from the 11th one on) will not be paid by RCCS. The parent must pay the provider for these types of absences for the remainder of the fiscal year. When the child does not attend on a regularly contracted day (e.g. parent work days have changed but not reported to RCCS), this would be considered an unexcused absence.

Unexcused absences include, but are not limited to:

- Child did not feel like getting up/parent overslept
- Personal business/family business
- Any absences without the parent's signature on the CCAS
- Any absences without specific reasons on CCAS.

## **INELIGIBLE DAYS**

RCCS will not reimburse for Ineligible Days, which include, but are not limited to the following:

- Parent's regular day(s) off, or non-work days
- No school for student parents - including summer, and winter breaks in between semesters. (Spring break not included here as parent is still enrolled in current semester.)
- Parent out of work with no other certified need for care
- Child is absent because parent is seeking a new provider
- Child is no longer with provider for miscellaneous reasons - including days during the Provider's Notice Period when the child no longer attends the child care facility and all unexcused absences have been used.

## **TERMINATION OF CERTIFICATES FOR CHILD CARE & DISCONTINUANCE OF PAYMENTS**

Providers are asked to give a written notice, of at least two (2) weeks, to parents and RCCS if they

are going to end services to subsidized children.

Payment during the provider's notice period is made only for the parent's approved days within that notice period.

Licensed Family Child Care Providers must give RCCS at least a two-week notice when they plan to move out of their licensed home. Because moving invalidates their child care license, RCCS will only reimburse for services rendered up to the last day that care was provided in the licensed home. Payment from RCCS will not resume until the date the new license is issued.

RCCS reserves the right to terminate Certificates for Child Care Services or refuse to issue a Certificate for Child Care Services to any provider who exhibits threatening or violent behavior; uses abusive language or profanity, harasses RCCS staff or is non-cooperative with RCCS staff.

RCCS reserves the right to terminate Certificates for Child Care Services or refuse to issue a Certificate for Child Care Services to any provider, if RCCS has reason to believe that the arrangement would not be in the best interest of the child, including but not limited to placing the child at risk of abuse, neglect, or exploitation or provider quality issues.

RCCS reserves the right to terminate Child Care Service Certificate immediately, without giving advance notice, when the child is at risk of abuse neglect or exploitation in the child care facility or in the provider's care; or when the provider is non-compliant with licensing regulations, or, if there is an obvious quality issue that would negatively affect their standing with RCCS.

Providers must notify RCCS when: child is absent more than 3 days; parent withdraws from care without notice; provider has knowledge of changes in a family's status.

ALL Child Care Service Certificates issued to the provider will be terminated and ALL payments will be discontinued for reasons including, but not limited to those listed below:

- When the provider does not meet all State/ County/Agency requirements
- When the provider forges or falsifies

any information/ documentation used to determine his/her eligibility for reimbursement from RCCS

- When the provider uses corporal or unusual punishment defined as infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of punitive nature, including, but not limited to: interference with eating, sleeping, or toileting; or withholding shelter, clothing, medications or aids to physical functioning
- When complaints received from RCCS staff, the general public, or enrolled parents are substantiated.
- When the provider violates the Health & Safety Self-Certification Agreement
- When RCCS is aware of the criminal history of any person in the child care setting, which may place the child in harm's way.

Additional Reason for termination of Licensed Providers:

- Denial, Temporary Suspension, or Revocation of the provider's child care license

Additional Reason for Termination of TrustLine Registry Providers:

- Closure, Denial, or Revocation of the provider's eligibility for TrustLine Registry

Providers in situations listed above, may be placed on suspension for a minimum of one (1) year. During the suspension period, the provider will NOT be eligible for payment from RCCS and no new child care service certificates will be issued. After a one-year period, consideration for reinstatement of the provider will be reviewed by RCCS, at the provider's request.

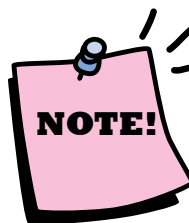
## PROVIDER GRIEVANCE PROCEDURE

Any provider, who does not agree with

any action or termination, may use the grievance procedure as described in this section.

The purpose of this procedure is to provide a way of discussing and settling differences involving only the interpretation or application of the policy or any alleged violation thereof. It is the intent of this procedure to settle grievances fairly and in a timely manner.

***The person filing a grievance will be free from restraint, coercion, discrimination or reprisal. When grievances arise, they are not to be considered as reflecting unfavorably on either RCCS or the provider, but are to be considered their right. All grievances must be presented in writing to the Executive Director within 14 days after the occurrence that caused the disagreement.***



The Executive Director will contact the provider within five (5) business days upon receipt of the written grievance to discuss the matter at hand. After discussing the grievance with the provider, RCCS will send the provider a written response within ten (10) business days. The provider may appeal to have a hearing.

This hearing is limited to whether or not the action/decision made is valid, and the Executive Director will render a final decision within ten (10) business days.

During the hearing, the provider may speak for him/herself, or may be represented by another party of his/her choice. If needed, an interpreter will be made available by RCCS.

## FRAUD POLICY & MISUSE OF SERVICES

Any parent or provider who provides false information or acts in a fraudulent manner is jeopardizing their participation on this program.

If child care is used for reasons other



than those for which a parent has been approved, RCCS will bill the parent for the amount paid to the provider(s) for that period of time. This includes changing jobs/schools/classes/address (especially if new area address impacts the program requirements), and NOT reporting the change within five (5) days.

Federal and state regulations require RCCS to collect child care payments which have been made to providers for services the parent or provider was not eligible to receive, due to fraud on the part of the parent or provider.

Once RCCS suspects fraud has occurred, the parent/provider record and CCAs are open for review by our funding sources, the Sonoma County Special Investigations Bureau, and the District Attorney's Office.

If it is determined that a parent or provider has provided fraudulent information, or failed to disclose a fact in order to benefit from the program, services may be terminated. Parents and providers will be notified in writing of any action RCCS will take based on the findings of the investigation.

When a parent's child care services are terminated due to child care fraud, they will not be eligible for re-enrollment into our program.

RCCS will bill the responsible party/parties for the total costs of all services provided—including those services which were provided during the appeal process - as applicable.

RCCS staff will work with parents/providers to determine a reasonable repayment plan. However, if the parent/provider refuses to reimburse RCCS for misuse of services, RCCS may:

- Assign the collection to a collection agency
- Pursue payment through small claims court
- Refer the matter to the District Attorney's Office

As child care is part of the support services for CalWORKs recipients, any suspicion of fraud under these programs (C2AP (Stage 2) and C3AP (Stage 3)) will be referred to the Sonoma County Welfare Fraud Unit for investigation/legal action.

## UNIFORM COMPLAINT PROCEDURE

It is the intent of RCCS to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, and interested third parties have the right to file a complaint regarding RCCS' alleged violation of federal or state laws. This includes allegations of unlawful discrimination (ED code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the state or receiving federal or state financial assistance.

***Complaints must be signed and filed in writing with the State Department of Education and addressed as follows:***



Child Development Division  
—  
Complaint Coordinator  
1430 N Street, Suite 3410  
Sacramento, CA 95814

If the complainant is not satisfied with the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event.

A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to: injunctions, restraining orders, or other remedies or orders. Legal Reference: 5 CCR, Chapter 5.1 Uniform Complaint Procedures



**R**iver to Coast Children's Services operates in accordance with all applicable state and federal laws governing non-profit organizations. The agency is governed by a board of directors that establishes policy and provides input from the community. RCCS operates on a non-discriminatory basis, and gives equal treatment and access to services without regard to race, color, ancestry, national origin, actual or perceived sex, sexual orientation, gender, ethnic group identification, age, religion, or mental or physical disability, or on the basis of a person's association with a person or group with one (1) or more of these actual or perceived characteristics. RCCS refrains from religious instruction or worship.

**F**or complaints of discrimination, please contact: State Department of Education, Child Development Division, Complaint Coordinator, 1430 N Street, Suite 3410, Sacramento, CA 95814

**T**he use or disclosure of all information pertaining to the enrolled child and his/her family will be restricted to purposes directly connected with the administration of this program. RCCS will permit the review of the basic data file by the enrolled child's parent(s) or parent's authorized representative, upon request and at reasonable times and places. RCCS may also share parent/ provider information, as necessary and for review, with representatives of the State of California, the Federal Government, independent auditors or others as necessary for the administration of the program, including Special Investigations Bureau and the District Attorney's office, etc.

If you have any questions, do not hesitate to call your Family Case Manager:

Family Case Manager  
(707) 869-3613 extension \_\_\_\_\_

## **CONFIDENTIALITY POLICY**

**F**amily records will be maintained in locked file cabinets. The use or disclosure of all information about the child and family will be restricted to the purpose directly connected with the administration of the program. RCCS does have the right to access information regarding the subsidized family from various governmental sources

## **DISCIPLINE/CHILD ABUSE**

- Discipline in Child Care Facilities. Corporal punishment (such as spanking) and harsh discipline in any form are illegal in licensed child care homes and centers. Depriving a child of food or sleep cannot be used as a means of discipline. If parents suspect that any illegal methods of discipline are being used in a licensed facility they should contact Community Care Licensing or RCCS.
- Mandatory Child Abuse Reporting Law. It is the law that people who work with children (such as child care workers, teachers, medical professionals and counselors) must report known or suspected child abuse to a child protective agency. This law applies to family child care providers, center providers and our staff members.

## **SEXUAL HARASSMENT POLICY**

**S**exual harassment is prohibited by RCCS and is against the law. Every independent contractor should be aware of what steps to take if harassment occurs.

## **HOW TO STOP SEXUAL HARASSMENT**

1. When possible, confront the harasser and ask him/her to stop. The harasser may not realize the advances or behavior are offensive. When it is appropriate and sensible, you may want to tell the harasser the behavior or advances are unwelcome and must stop. Sometimes a simple confrontation will end the situation.
2. You are strongly encouraged to report sexual harassment. Contact RCCS. Sexual harassment or retaliation should be reported in writing or verbally. You may report such activities even though you were not the subject of the harassment.
3. An investigation will be conducted. RCCS will investigate, in a discreet manner, all reported incidents of sexual harassment and retaliation.
4. Appropriate action will be taken. Where evidence of sexual harassment or retaliation is found, disciplinary action, up to and including termination, may result.



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## PARENT PARTICIPATION

We welcome parents' help. You may volunteer at RCCS by helping with children's activities, doing gardening or carpentry, working on the newsletter, donating your special skills, serving on the RCCS Board of Directors, or other committees or by writing or calling your elected representatives about issues affecting children. If you are interested in working on any of these projects, call the RCCS office at 707-869-3613.

## ADMINISTRATION AND MEMBERSHIP

Policies. RCCS' policies are determined by funding terms and conditions from the State Department of Education and other funding sources and by the RCCS' Board of Directors. Most of the policies are stated in this manual. Evaluation. All RCCS' programs are evaluated on an annual basis. Parent and provider feedback is requested on a regular basis, and representatives of these groups participate in the evaluation review.

Board of Directors (Voting Members). The Board of Directors consists of no less than five members, each serving a two-year term. At least one board member is a parent user of RCCS. Up to two board members can be current child care providers. The Board of Directors generally meets once a month, and anyone may attend general meetings. Dates and times are announced in the newsletter. RCCS' Board responsibilities include but are not limited to: establishing and changing policies, setting annual goals and objectives, overseeing fiscal management, evaluating the agency, and taking an active role in community relations. A copy of RCCS Bylaws can be requested from the office.

## ACCESSIBILITY: DISABILITY ACCESS STATEMENT

River to Coast Children's Services (RCCS) maintains a fully accessible office located at 16300 1st Street in Guerneville, CA. Access is available through an ADA compliant elevator and the physical site has been fully renovated to meet or exceed ADA accessibility requirements.

RCCS conducts all meetings and other business in a fully accessible manner. RCCS embraces diversity on all levels, including employment. RCCS will make all reasonable accommodations for new employees and those employees returning to work after an injury or illness.



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## RIVER TO COAST CHILDREN'S SERVICES STAFF

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Executive Director ----- Jynx Lopez, Ext. 111 [jlopez@rccservices.org](mailto:jlopez@rccservices.org)  
Fiscal/Operations Manager----- Kellie Nunez, Ext.105 [knunez@rccservices.org](mailto:knunez@rccservices.org)  
Community Resources Coordinator -----Elaina Boyce, Ext. 104, [eboyce@rccservices.org](mailto:eboyce@rccservices.org)  
Fiscal Support Specialist -----Andy Hildale, Ext. 106, [ahildale@rccservices.org](mailto:ahildale@rccservices.org)  
Lead Case Manager----- Soledad Cardona, Ext. 107, [scardona@rccservices.org](mailto:scardona@rccservices.org)  
Family Case Managers:

-----Tess Lowe, Ext. 114, [tlowe@rccservices.org](mailto:tlowe@rccservices.org)  
-----Rosie Hernandez, Ext. 110, [rhernandez@rccservices.org](mailto:rhernandez@rccservices.org)

### Child Development Resource Specialists:

-----Mendy Behrens, Ext. 117, [mbehrens@rccservices.org](mailto:mbehrens@rccservices.org)  
-----Cara Colombo, Ext. 112 [ccolombo@rccservices.org](mailto:ccolombo@rccservices.org)  
-----Olga King, Ext. 118 [oking@rccseervices.org](mailto:oking@rccseervices.org)

Front Desk -----Vesta Griffith, Ext. 101 [vgriffith@rccservices.org](mailto:vgriffith@rccservices.org)

Counseling----- Todd Hart, Counseling Intern. For an appointment, please leave a message and phone number at extension 153 and he will return your call.

### WHO TO CALL:

For general questions or information ----- Front desk  
For any change in family circumstances ----- Your Family Case Manager  
For counseling or parenting help ----- Counselor  
For family fee billing or payment questions ----- Fiscal Specialist  
For complaints regarding providers ----- Executive Director  
For complaints regarding agency services ----- Executive Director

### RIVER TO COAST CHILDREN'S SERVICES ADDRESSES AND PHONE NUMBERS

Location: 16300 First Street, Guerneville, CA 95446

(corner of First and Church Streets)

Mailing: P. O. Box 16, Guerneville, CA 95446

Phone:-----707-869-3613

Fax:-----707-869-2616

E-Mail:-----[info@rccservices.org](mailto:info@rccservices.org)

Website:-----<http://www.rccservices.org>



Helping Children Grow



**River to  
Coast  
Children's  
Services**

*Resources, Referrals, and Support / Recursos, Referencias, y Apoyo*



1. The family fee is based on:
  - \*gross income of all applicable family members, including all wages or salaries, in-kind work with an exchange value, commissions, financial aid (grants or scholarships, excluding school related expenses and loans) alimony, child support, any payment received directly for housing, car or other expenses, social security, unemployment compensation and regular, ongoing cash gifts.
  - \* total net income if parent is self-employed
  - \* number of family members.
  - \* number of hours in the child care contract or number of hours the child is actually in care, whichever is longer.
2. The family fee is charged on one child per family - the child who receives the greatest number of hours of care per day.
3. Fees are charged for all regularly contracted days, including absences, unless the provider was closed.
4. The family fee is charged as a daily fee. A part-time fee will be charged for less than 6 per day, and a full-time fee will be charged for 6 or more hours per day.
5. The family fee will change as income, family size and the child care contract change. In the family's best interest, per your Notice of Action, higher family fee changes will be effective in 19 days. If the fee is reduced, the lower (or no) fee will be effective immediately.

1. Family fees are billed one month in advance. Near the end of the month, bills will be mailed for the following month's care. After the month is over and we receive the attendance sheets, the number of days actually used will be compared to the number of days originally billed for, and any adjustments will be made. So for example, the bill received at the end of April will have on it advanced billing for May and the adjustments for March.
2. Family fees are due on the first of the month for which the fee applies.
3. If River to Coast Children's Services is unable to meet all of the family's need for child care, and the parent/responsible party must pay privately for child care for which he/she is eligible for subsidy, RCCS can grant a fee credit equal to the amount paid to the other provider if valid verification is received.
  - \* The total amount of credit cannot exceed the amount charged by RCCS in a given month and the applicable maximum reimbursement-ceiling amount.
  - \* The fee will not be carried over beyond the billing period to which it applies.
  - \* Fee credit shall not be given for any costs the parent/responsible party pays their contracted provider beyond the amount RCCS pays; i.e., the credit cannot apply to a co-payment a parent or responsible party may have. To receive credit, turn in a completed verification form.

1. Fees are delinquent on the 7th of the month. If fees are delinquent, a Notice of Action will be sent after the 7th stating that services will be terminated 19 days after the date of notice. If a parent/responsible party is unable to make their family fee payment in full, it is possible to make arrangements. Please call the office and speak to the Family Fee Bookkeeper. If fees are delinquent and arrangements have not been made prior to the effective date on the Notice of Action, services will be terminated. You have the right to appeal a termination decision; instructions are on the back of, or with, the Notice of Action.
2. A fee of \$10.00 per occurrence will be charged for returned (bounced) checks. If a check is returned (bounces) a 2nd time in 12-month calendar period, fees must be paid with cash or money order from that moment onwards.
3. Upon termination of services for nonpayment of delinquent fees, the family shall be ineligible for child care services until all delinquent fees are paid, including 1.5% per month interest charges.



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## HANDBOOK RECEIPT

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RCCS has developed this Subsidized Child Care Program Handbook to inform both parents & providers of some rules and regulations, which govern this program. The RCCS Board of Directors has approved this handbook. Please keep in mind that it was developed using State and County regulations, therefore, the success of this program depends on your cooperation and your willingness to abide by the rules & regulations. As changes take place in rules, regulations & policies, RCCS will inform you through mail or electronically.

Please keep in mind that every piece of mail RCCS sends you contains important information, which may affect your eligibility on this program—RCCS does not send “junk mail”. If you have any questions about any mail you receive from us, please contact your case manager immediately. Missing or ignoring deadlines and stating that you did not receive your mail are NOT excuses for not meeting deadlines and program requirements.

Please complete this page and return it to RCCS as soon as possible.

I am a . . .

☐ Parent

☐ Provider

I, (PLEASE PRINT NAME)

\_\_\_\_\_,  
have received a copy of the Subsidized Child Care Program Handbook developed by River to Coast Children's Services for program participants.

I agree to abide by the rules & regulations of the program and I understand that these rules & regulations are subject to change.

Parents: I am aware that the rules and regulations outlined in this handbook supersede my provider's policies. If I sign an agreement with my provider, I understand that I, NOT RCCS, am responsible for the contents and requirements as stipulated in that agreement.

Although the second parent's signature is not required throughout the entire process for receiving child care services, it is his/her responsibility to be fully aware of the details of the services and the basis for which those services are being received - as BOTH parents are equally responsible for the accuracy of the information being given to RCCS.

Providers: I understand that as a child care provider, I am prohibited from engaging in any form of discrimination as described on page 35 of this handbook.

Parent/Provider's Printed Name \_\_\_\_\_

Parent's/Provider's Signature \_\_\_\_\_

Date received \_\_\_\_\_

Second Parent's Printed Name \_\_\_\_\_

Second Parent's Signature \_\_\_\_\_

Date received \_\_\_\_\_

After signing, please mail this receipt immediately to:

River to Coast Children's Services

PO Box 16

Guerneville, CA 95446

Helping Children Grow



**River to  
Coast  
Children's  
Services**

*Resources, Referrals, and Support / Recursos, Referencias, y Apoyo*



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Revisions approved by RCCS Board of Directors, October 2001  
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The contents of this brochure, however, do not necessarily  
reflect the position or policy of CDE.*

## Helping Children Grow



*Resources, Referrals, and Support / Recursos, Referencias, y Apoyo*





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## Family Counseling Program

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Helping Children Grow



River to  
Coast  
Children's  
Services

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The River to Coast Children's Services Counseling Program provides short term counseling services to:

- families receiving Respite or subsidized child care from RCCS
- families (not subsidized) receiving care at a RCCS-contracted child care homes, and
- families in the west county community who request counseling or

are referred by other community agencies or service providers.

Counseling is provided by trainees, registered MFT (Marriage and Family Therapist) interns working toward licensure and/or licensed MFTs. The clinical supervisor provides guidance and case conferences on clinical and policy issues. Modes of therapy available include individual or couples therapy for parents on issues related to children and family life, play therapy for children 3 years and older, and individual therapy for youth up to 14 years old relating to family relationships. The specific length of the short-term counseling is determined on an individual basis by the counselor and client(s), with input from the clinical supervisor. The focus of the RCCS Counseling Program is on parenting and family relationships, with an emphasis on the prevention and treatment of child abuse.

### **ELIGIBILITY**

Clients may call the counseling staff at the RCCS office for an initial intake and assessment. Referrals may also be made to the counseling staff by other agencies or individuals on their behalf, (e.g. child care provider, child development specialist or other professional working with the family). During the initial intake, a RCCS counseling staff member will gather general information about the family's needs for counseling. If need is determined, and there is an opening in the program, a referral will be made to a therapist in the program. If no openings are available, the counseling staff will give referrals to other therapists and make an effort to secure an appointment for the family.

Families are enrolled in the Counseling Program according to the following priorities:

1. Families currently receiving Respite child care, (e.g. referred for Child Protective Services reasons.)
2. Families currently receiving subsidized child care, (e.g. low income working parent.)
3. Non-subsidized families attending RCCS contracted child care homes.
4. Other families in the West County community.

RCCS has a commitment to referring families to other appropriate agencies if the family's need cannot be sufficiently served by RCCS or if the waiting period is lengthy.





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## Lending Library Policy

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The RCCS Lending Library includes toys, games, puzzles, curriculum kits, videotapes and large play equipment. For Family Child Care Program, contracted providers only, long-term loans of easels, cubbies, tables and benches, and infant furniture are available.

### ***PROVIDERS:***

RCCS service area licensed Child Care providers, License-Exempt/In-Home providers who are contracted with a subsidized child care program, and licensed Foster Home providers may borrow any library item.

- Licensed providers may borrow a maximum of 8 items total at any time (4 puzzles or puppets or cassette/book sets count as one item). Long-term loan items do not count towards the maximum of 8 items.
- License-Exempt/In-Home providers may borrow a maximum of 2 items at a time, for a 3-month probationary period. After 3 months of beginning contracted care, these Providers may borrow a maximum of 8 items (per A above).

### ***FOR HOW LONG CAN ITEMS BE BORROWED?***

The length of time is variable, depending on other requests and/or waiting list.

### ***BOOK AND VIDEO LOANS FOR OTHER BORROWERS:***

Subsidized parents and other community members in the RCCS service area may borrow up to 2 books (for one month) and 2 videotapes (for 3 days).

### ***CAN I REQUEST AN ITEM?***

If you would like to borrow an item that is not in, you can request to be put on a waiting list. When the item comes in, RCCS staff will call you to come get the item. You have one week to pick up the item.

### ***RESPONSIBILITIES OF LIBRARY USE***

In order to preserve the materials and ensure that everyone gets a chance to use them:

- Be sure the children are properly supervised when playing with the toys and that the children are playing with toys meant for their age level. We have found that damage often occurs when older children play with toys meant for young children and vice versa. Toys meant for older children can be unsafe for younger children.
- Store all items indoors or covered from the rain, in a safe place.
- Clean toys and equipment before returning them.
- Check contents list to be sure all items are accounted for.
- Remember to return them on time. Some items may be renewed. If an item is overdue and not renewable, no more items can be borrowed until the overdue item is returned.
- We expect materials to show signs of wear and tear with use, and we just ask that the borrower use reasonable care with the equipment.



## Child Passenger Safety

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- ☑ NEW LAW EFFECTIVE 1/1/2012: California law requires proper use of a Federally approved child passenger seat restraint system (CAR SEAT, BOOSTER SEAT), ***when any one transports a child under the age of 8 years or less than 4 feet 9 inches in height.*** SEAT BELTS must be used for children over 8 years or over 4 feet 9 inches in height. California law also requires that ALL passengers be restrained by seat belts.
- ☑ RCCS provides a low cost car seat and booster distribution program for providers and parents.
- ☑ Children should be seated in the safer rear seat, unless all other rear seats are occupied by other children. Children should never ride in the cargo compartment of a station wagon, hatchback, van or pick-up truck. In front of an air bag is especially dangerous for children.
- ☑ Motor vehicle crashes account for nearly 42% of all unintentional childhood injury related deaths (0-14).
- ☑ An average of six US children (0-14) were killed and 732 were injured each day in motor vehicle crashes during 2001.
- ☑ Child safety seats are 71% effective in reducing deaths for infants in passenger cars. They are 54% effective in reducing deaths for children ages one to four in passenger cars.
- ☑ Fifty percent of auto accidents occur at speeds of 30 mph or less. In a head-on crash at 30 mph, an unrestrained 40 lb child is hurtled with a force equivalent to 1200 pounds. (A child riding on an adult's lap is in the "child crusher" position).
- ☑ You are four times more likely to be killed if you are thrown from a car in an accident. Ejected occupants are also 14 times as likely to sustain cervical spine injury as those who remain within the vehicle. It is a myth that "people are safer if thrown free of the car."
- ☑ Unrestrained occupants are more likely to be injured as they make and impact with the vehicle's interior and are more likely to be ejected from the vehicle.
- ☑ Use of child restraint devices substantially reduces children's movement and disruptive behavior in cars, which reduces the incidence of motor vehicle accidents.

