



June 28, 2019

## **Program Guidelines Addendum**

Each year CDA reviews current policies, making additions and revisions as needed. The following are new State and/or board approved policies that are effective July 1, 2019. Please take the time to carefully review these new policies and contact your Child Care Eligibility Specialist or Provider Specialist if you have any questions.

### **Co-licensed Providers**

Licensees who are co-licensed are required to have both individuals enroll and complete all CDA licensed provider forms and documentation.

- The co-licensees are required to complete a *Payee Authorization* form to identify and agree to which of the co-licensees will be the primary payee for reimbursement purposes.
- The co-licensees will have the same responsibility for meeting all CDA Provider Participation requirements and if any program violations or fraudulent activity occurs both co-licenses will be held responsible and, if appropriate, be prohibited from participating on any of CDA's programs.

*If you are co-licensed, please contact your Provider Specialist immediately to update your paperwork.*

### **Enrollment Limitations**

The enrollment of CDA subsidized children with licensed family child care homes and licensed child care centers will not exceed the provider's licensed capacity at any given time. A licensee's capacity is determined and monitored by the Department of Social Services, Community Care Licensing.

### **Monitoring and Enforcement**

To ensure the health and safety of children, all licensed family child care homes and licensed child care centers participating on CDA's Alternative Payment Program will be subject to the following:

- CDA review and monitoring of facility reports as posted on the Community Care Licensing website.
- Unannounced visits by CDA staff.
- Verification of enrollment and attendance of CDA's subsidized children with all other subsidized child care programs.

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- The completion of a *Capacity Worksheet* by the provider, if it appears the enrollment of additional child(ren) would cause the provider to exceed their license capacity. This report must include ALL children being cared for by the provider (including their own children under age 13, regardless if the children are subsidized or not).
- Being placed *on hold*, preventing any new enrollments, until the provider can verify additional enrollments will not place them over their license capacity. The *on hold* status will remain until the provider can verify that any additional children will not cause the provider to exceed capacity at any given time.
- Termination of the provider's participation on CDA's Alternative Payment Program if:
  - The provider exceeds their license capacity on 3 or more instances in a 12 month period, or
  - It is determined any fraudulent activity has taken place regarding the documentation of enrolled children, attendance and/or reimbursement for child care services.
- Denial of any pending child care reimbursements if it is determined child care did not take place.
- Providers whose participation is terminated for exceeding their license capacity 3 times in a 12 month period will be prohibited from participating on CDA's Alternative Payment Program for 24 months.

### **CDA Fraud Policy – Participation Limitations when Policy Has Been Violated**

CDA's Fraud Policy has been revised to include stricter restrictions when CDA's fraud policy has been violated by either a parent or a provider enrolled on the program to read:

Any parent or provider whose participation in a CDA program is terminated for violating CDA's Fraud Policy (examples: submitting fraudulent attendance documentation, falsifying eligibility or need documents, intentionally misrepresenting program eligibility, etc.) will be prohibited from participating in any of CDA's programs until:

- Two (2) years after a determination has been made by CDA and/or local, state or federal government investigators that fraud, misrepresentation, falsification and/or any other violation of CDA's Fraud Policy has occurred OR
- Five (5) years from when a parent or provider has been convicted of a misdemeanor for committing fraud OR
- Seven (7) years from when a parent or provider has been convicted of a felony for committing fraud and/or convicted of any act of conspiracy
- AND, for all of the above situations, the cost of all ineligible services used and/or reimbursed (including administrative costs) and any past due family fees have been repaid to CDA.