



2022 Program Guidelines Update

Summary of Changes

As policies change, as required by state law, regulation or per guidance of the California Department of Social Services (CDSS) CDA updates the CDA *Program Guidelines*. The *Program Guidelines* are the written materials that inform parents and providers of the policies and requirements of participation on the Alternative Payment Program. Parents and providers should familiarize themselves with the new *Program Guidelines* and contact their Child Care Eligibility Specialist or Provider Specialist if they have any questions.

Below is a summary of policy updates reflected in the 2022 Program Guidelines:

Immunizations requirements – Immunizations records are required for children receiving care from a license-exempt provider, either in the child’s home or at the home of a relative of the child and there are other non-related children being cared for. [\[Page 9\]](#)

Income Eligibility – Entry and on-going income eligibility is 85% of State Median Income (SMI). [\[Page 10\]](#)

Definition of Income Types – [\[Page 11\]](#)

- Regular and Steady Income: income that is regular and consistent.
- Fluctuating Income: income that varies due inconsistent and unstable employment or is intermittent, occasional, sporadic or infrequent.

Amount of Income Documentation required – [\[Page 11\]](#)

- Regular and Steady Income: parent must supply income from either month of the two month window proceeding the income calculation.
- Fluctuating Income: parent must supply all income for the 12 months preceding the income calculation.

Documentation Child Protective Services – Includes children at risk of abuse or neglect and what is acceptable documentation of need. [\[Page 12\]](#)

Documentation of Homelessness – Regulatory changes to what is required for a written referral and parental declaration. [\[Page 12\]](#)

Documentation of Employment – Expansion of documentation allowed to document a parent’s days and hours of employment. [\[Page 13\]](#)

Documentation of Self-Employment – Regulatory changes to what is required as documentation for a self-employed parent. [\[Page 13\]](#)

Documentation of Vocational Training – Regulatory changes to required documentation, elimination of academic probation, requirement to make adequate progress, changes in limitations for vocational training to be in line with 12 month eligibility. [\[Page 14\]](#)



Documentation of Educational Program – Regulatory changes to required documentation, types of programs that fall under an Educational program, elimination of academic probation, requirement to make adequate progress, changes in limitations for participation in an educational training program to be in line with 12 month eligibility. [\[Page 16\]](#)

Sleep Time for Employment – Regulatory changes that specify sleep time cannot be provided when another parent is available to provide care or time when a child is attending public or private school or other early learning and care services. [\[Page 19\]](#)

Variable Child Care Schedule – Regulatory change that define a variable schedule when the total number of hours worked each week is inconsistent and/or unstable. [\[Page 25\]](#)

Recertification Timeline – Regulatory changes require a parent to complete a recertification no later than 50 calendar days following the last 12 month certification. [\[Page 25\]](#)

School Age Child Care – Based on CDSS guidance, update of when child care services can be paid for school age children, excluding time when children have the option of in person instruction. [\[Page 28\]](#)

Abandonment of Child Care Services – Regulatory change that defines abandonment of child care as 7 consecutive days in which the family has not been in communication with the child care provider or CDA. If after 30 days of no contact, child care services are terminated for the reason of abandonment of child care. [\[Page 30\]](#)

Participation Requirements for License-Exempt Providers – A license-exempt provider may provide care for their own children (or those of a relative), and children from only **one** other family. [\[Page 45\]](#)

Participation Requirements for In-Home License-Exempt Providers – For in-home care to be approved, the parent is required to sign a self-attestation acknowledging they are considered the employer and are responsible for complying with applicable federal and state employment laws, including minimum wage. [\[Page 45\]](#)

Subsidized Provider Report – Required data collection and reporting to CDSS on provider participation. The data is used to support collective bargaining and emergency response preparedness. [\[Page 46\]](#)

Provider Rate Changes – Child care providers may change their rates with CDA as needed. [\[Page 49\]](#)

Reimbursement Schedule – Reimbursements will be made within 21 calendar days of receipt of complete attendance records, providers may be paid by check or electronically. [\[Page 52\]](#)

License-Exempt Provider Reimbursement – License-exempt providers are reimbursed at 70% of the licensed family child care home RMRC and are no longer required to submit rate sheets. [\[Page 52\]](#)

Additional Payment when certified need exceeds 52.5 hours per week – Allows for a provider to be paid an additional amount over the provider's regular rate if a child is certified for child care over 52.5 hours per week. [\[Page 57\]](#)





Adjustment Factor for Children with Exceptional Needs – Allows for a provider to be paid an additional amount if they care for a child with exceptional needs and can demonstrate additional services or accommodations for the child has an on-going financial impact on the provider. [\[Page 57\]](#)

Provider and Parent Communication – Via electronic means unless otherwise requested by parent/provider. [\[Pages 37 and 61\]](#)

Disqualification of Provider Participation – Updated to include: if CDA receives reliable and documented information a license-exempt provider has active or contagious tuberculosis OR has been convicted of any crime involving violence against, or abuse or neglect of children the provider’s participation will be terminated. [\[Page 63\]](#)

Requirement to Report Income Exceeding 85% of State Median Income (SMI) - Regulatory changes that families must report within 30 calendar days of an income increase that exceeds 85% SMI. [\[Page 38\]](#)

Processing Timelines – Voluntarily requested changes will be processed within 10 business days of receipt of any required documentation. [\[Page 38\]](#)

Reasons for Termination – Updated to include: family reports a change in residency outside of California. [\[Page 40\]](#)

