



2023 Program Guidelines Update

Summary of changes effective May 1, 2023

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 2023 Program Guidelines:

Updated Temporary Suspension of Services Policy

Families are no longer required to provide a written request when requesting a Temporary Suspension of their child care services. [\[Page 39\]](#)

24 Months Eligibility - CAPP Only

The eligibility period for only those families enrolled in CAPP funding is not less than 24 months. [\[Page 5\]](#)

Updated Set Schedule Definition

A set child care schedule will be approved when the days and hours **OR** the total number of hours of the parent's need activity is consistent and/or stable week to week. [\[Page 25\]](#)

Means-Tested Government Program Eligibly Type

When a member of the family has been certified as eligible to receive certain government benefits, the family is deemed categorically eligible for child care services. [\[Page 6\]](#)

Updated Methods Parent and Provider Correspondence

The methods of correspondence include notifications and communication issued via CareConnect Families and CareConnect Provider Portal. [\[Page 37 and 61\]](#)

Updated Certificate for Child Care Services

The *Certificate for Child Care Services* has been updated to include a section indicating the family's part-time or full-time family fee (if applicable) for each month for the full certification period. [\[Pages 73-74\]](#)

These policies/requirements have been removed from the Program Guidelines

- Broadly Consistent Policy
- Welfare to Work as an approved need activity
- Requirement for providers to submit a Non-Operational Days Form annually

