

Welcome to the Alternative Payment Program

Children Learning, Parents Earning, Communities Growing!





Congratulations!

You're now approved for 12 months
of child care services.

This guide will help answer some common
questions you may have.

Remember, we will need to verify your eligibility
for services in 12 months at recertification.



Do I Need to Report Changes?

You are required to report a change within 30 days when your income exceeds 85% of the State Median income ceiling as outlined in the **Income Reporting Requirements** letter you received following your enrollment or recertification.

You may, at any time, **voluntarily report** changes to increase your authorized child care schedule or reduce your family fees, if any.

When you need a change to your child care schedule, contact your child care provider first before requesting CDA to change your authorized schedule. Some factors, such as your provider's capacity to accept more children or their business hours of operation, may prevent CDA from changing your child care schedule.





Also, for us to best serve your family, please remember to report the following changes as soon as possible:

- Change in home address and/or mailing address
- Change in phone number
- Change in email address
- Change in child care provider
- Child care is no longer being used or will no longer be needed

Changes may be reported to your Child Care Eligibility Specialist in person, by phone, or email. You can always submit documents in person, by mail, email, or securely on our website at


cdasd.org/FamilyResourceCenter.



How Do I Complete the Attendance Record?


Each month, you and your provider will need to complete an Attendance Record documenting the hours of child care you used.

You must record the actual **Time in** and **Time out** of arrival each day. If your child is absent from child care, you must record the reason under the **Comments** column.



At the end of each month, both you and your provider must sign the **Self-Certification** section of the Attendance Record, using full signatures.

Your provider must submit the completed Attendance Record to CDA to receive reimbursement according to the [Reimbursement Schedule](#).



CHILD DEVELOPMENT ASSOCIATES, INC.



1234567

Provider Name:	EMMA SALAZAR	Month/Year:	January/2020
Child Name:	ALEXANDER HAMILTON	Child DOB, Age:	12/21/2010, 3 - 5
Parent Name:	GEORGE WASHINGTON	Case Manager:	Charlene Molina

JANUARY 2020

ALEXANDER HAMILTON

ATTENDANCE MUST BE COMPLETED DAILY

Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)	Comments
Jan 1	Mon					<i>closed - holiday</i>
Jan 2	Tue	7:02 AM			4:26 PM	
Jan 3	Wed	6:58 AM			4:29 PM	
Jan 4	Thu	6:57 AM			4:35 PM	
Jan 5	Fri	7:00 AM			4:31 PM	
Jan 6	Sat					
Jan 7	Sun					
Jan 8	Mon	6:57 AM	8:08 AM	2:06 PM	5:02 PM	LATE PICK-UP - TRAFFIC
Jan 9	Tue	6:55 AM	8:03 AM	11:46 AM	4:30 PM	
Jan 10	Wed	7:01 AM	8:04 AM	2:04 PM	4:28 PM	
Jan 11	Thu	6:59 AM	8:10 AM	2:10 PM	4:31 PM	
Jan 12	Fri	6:59 AM	8:07 AM	2:07 PM	4:29 PM	
Jan 13	Sat					
Jan 14	Sun					
Jan 15	Mon					<i>closed - holiday</i>

Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)	Comments
Jan 16	Tue					<i>WITH GRANDMA</i>
Jan 17	Wed	7:00 AM	8:11 AM	2:08 PM	4:27 PM	
Jan 18	Thu	6:58 AM	8:08 AM	2:07 PM	4:33 PM	
Jan 19	Fri	7:01 AM	8:10 AM	2:09 PM	4:27 PM	
Jan 20	Sat					
Jan 21	Sun					
Jan 22	Mon	6:56 AM	8:07 AM	2:06 PM	4:35 PM	
Jan 23	Tue	6:55 AM	8:09 AM	11:45 AM	4:28 PM	
Jan 24	Wed	6:57 AM	8:08 AM	2:07 PM	4:24 PM	
Jan 25	Thu	7:03 AM	8:09 AM	2:05 PM	4:31 PM	
Jan 26	Fri	6:56 AM	8:12 AM	2:06 PM	4:31 PM	
Jan 27	Sat					
Jan 28	Sun					
Jan 29	Mon	7:01 AM	8:11 AM	2:08 PM	4:27 PM	
Jan 30	Tue	6:55 AM	8:08 AM	11:47 AM	4:29 PM	
Jan 31	Wed	6:58 AM	8:09 AM	2:06 PM	4:30 PM	

SECTIONS I, II, and III ARE REQUIRED TO BE COMPLETED

I. Family Fee Certification & Receipt

PART TIME MONTHLY FEE: \$56.00

FULL TIME MONTHLY FEE: \$0.00

PROVIDER: Enter amount of family fees and the date paid to you for the current month only (enter "0" if the family does not have a family fee OR if family fees were not paid):

Amount: \$ 56.00

Date Paid: 1/2/20

II. Provider Billing/Invoicing

PROVIDER: Enter total amount billed for the current month only (do not deduct family fees): \$ _____

MONTHLY

or

WEEKLY

1) \$ 180.00

3) \$ 100.00

5) \$ 100.00

2) \$ 100.00

4) \$ 100.00

6) \$ _____

PROVIDER: Enter total registration fee and/or materials fee amount expected (if applicable): \$ _____

III. Self-Certification

PARENT Self-Certification

I declare under penalty of perjury that the information provided on this attendance record is true and correct, and:

I am not receiving any other child care subsidy for the care noted above. I certify the family fees that I am required to pay have been documented above and reflect what I have paid my child care provider. I understand family fees may not be waived under any circumstances.

Parent Signature:

George Washington

Date:

1/31/20

PROVIDER Self-Certification

I declare under penalty of perjury that the information provided on this attendance record is true and correct, and:

I am not receiving reimbursement from any other source for the child care services provided. I certify that the family fees, as documented above, reflect the fees I received from the parent. I understand family fees may not be waived under any circumstances. I certify that the rates charged to CDA in section II above are my normal and customary rates charged to non-subsidized families.

Provider Signature:

Emma Salazar

Date:

1/31/20

Return to: Child Development Associates, 180 Olay Lakes Road, Suite 300, Bonita, CA 91902



How Do I Pay a Family Fee?

Please note that family fees resume effective October 1, 2023.

A **family fee** is a flat-rate monthly fee that a family must pay for child care services. It is based on a sliding fee scale called the Family Fee Schedule, which is issued by the California Department of Social Services.

If you have a family fee you must **pay your fee directly to your child care provider** and is due in advance each month.

The family fee is assigned to your child who is authorized the most child care hours.

If you owe a family fee, you will be notified via a **Notice of Action**. You can also find this information printed at the bottom of the Attendance Record under the **Family Fee Certification & Receipt** section.

This is where your provider will record the fee amount you paid for the current month and the date.*

**Child care providers may not waive payment of family fee at any time, for any reason.*

CHILD DEVELOPMENT ASSOCIATES, INC.

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PROVIDER: Enter amount of family fees and the date paid to you for the current month only (enter "0" if the family does not have a family fee OR if family fees were not paid):

Amount:
\$ 56.00

Date Paid:
1/2/20

Remember, not paying your family fee on time or not paying the full amount could result in termination of your child care services.



What is a Co-Payment?

Please note that family fees resume effective October 1, 2023.

A **co-payment** is the difference between what the State allows CDA to reimburse to your child care provider, called the **Regional Market Rate Ceiling (RMRC)**, and the total amount your provider is charging for your child care.

If CDA cannot reimburse your provider the full amount, you will be responsible to pay the remaining balance (the “co-payment”) to your provider.

The RMRC is listed on your **Certificate for Child Care Services**. It is important to talk with your child care provider about your co-payment and family fee, if any.

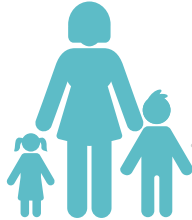


Example of how the RMRC is applied.

The RMRC rates listed below are effective January 1, 2022.

Maria works full-time and has 2 children, Ana and Tom.

Ana is **3 years old** and attends a **family child care home** in San Diego County **full-time**, more than 30 hours a week.



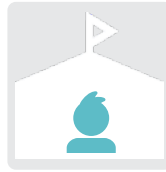
Tom is **6 years old** and attends a **child care center** in San Diego County **part-time**, less than 30 hours a week.

Ana's provider charges **\$220.00** per week for full-time hours.

CDA is only able to reimburse **\$200.50** per week based on the RMRC.



Maria's co-payment to Ana's provider is **\$19.50** per week.



Tom's provider charges **\$140.00** per week for part-time hours.

CDA is only able to reimburse **\$138.67** per week based on the RMRC.

Maria's co-payment to Tom's provider is **\$1.33** per week.

Maria's total weekly co-payment between both providers is \$20.59
($\$11.06 + \$9.53 = \$20.59$)

Other factors may impact final reimbursement.

Note: If you have a family, friend, or neighbor child care provider they are not required to invoice or submit a rate sheet to CDA as they will be reimbursed based on the RMRC.



Can I Change Child Care Providers?

Yes! You can change child care providers at any time.

You must inform CDA in advance. Be sure to keep in mind the following:

1. Selecting a Provider

CDA recommends that you choose a provider that best meets your family's needs. Learn about the different types of child care settings at:


cdasd.org/FamilyResourceCenter

2. Provider Notice Period

Inform your current child care provider when you plan to change providers. Be sure to ask your provider about any required notice period. You may be responsible to pay for a notice period. Any issues regarding the notice period must be resolved between you and your provider.

3. New Provider Approval

Reimbursement to your new provider will not be made until your new provider has been enrolled by CDA. You will receive a **Notice of Action** and **Certificate for Child Care Services** to confirm that you have been approved to begin child care services with your new provider.





What is a Recertification?

After receiving services for 12 months, you will be **required** to complete an annual recertification.

At recertification you will be required to submit documentation to determine if your family is eligible to continue receiving child care services. **If deemed eligible**, you must sign and date an updated application for child care services. This certifies that your family's information is current and accurate.

A termination notice will be issued if your annual recertification is not completed or if your family no longer meets the program requirements.



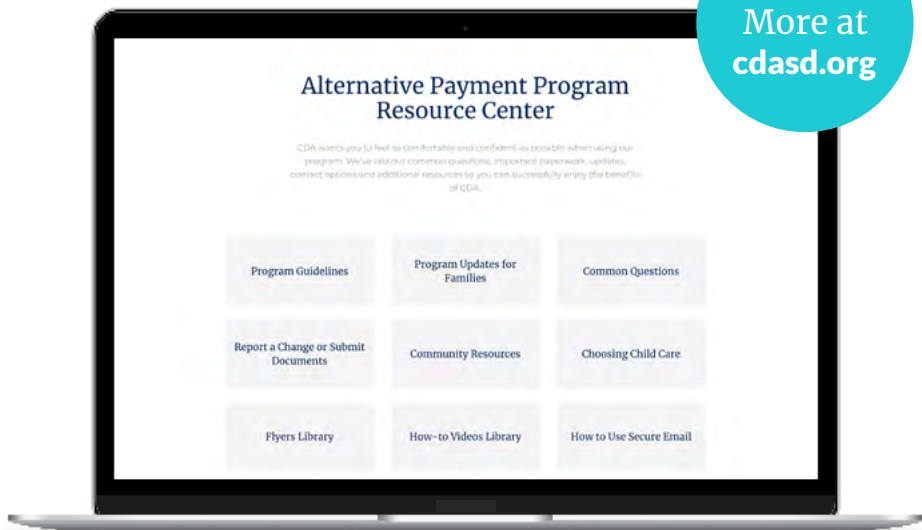
Family Resource Center

CDA wants you to feel comfortable and confident while enrolled in our program.

Visit the [Family Resource Center](#) on our website to learn more about:

- Program Guidelines and Updates
- Community Resources
- How-to Videos
- Answers to Common Questions
- Choosing Child Care

Discover
More at
cdasd.org



Funds Provided by the California Department of Social Services





A Good Start Begins With Healthy Food!

CDA's Nutrition Program ensures children in licensed family child care homes develop nutritious eating habits for life. We help child care providers cover the costs of serving healthy meals and snacks to the children.



Get Your Provider on Board

Any licensed in-home child care provider can participate!

(619) 427-4922



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This institution is an equal opportunity provider.