



Program Guidelines Addendum #1 Effective January 2025

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 January 1, 2025. 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.

- **Program name change**
 - To better communicate with parents and providers, CDA will be transitioning from using the term Alternative Payment Program to **Child Care Payment Program**. Over the next several months documents and forms will be updated to reflect this change. This program name change does not impact any program policies, regulations, or services a parent receives or provider participation.
- **24-month eligibility for all programs (Assembly Bill (AB) 1808)**
 - Previously, families receiving services under CalWORKs Stage 2, or Stage 3 programs had to recertify their eligibility every 12 months. AB 1808 extends this period to 24 months.
 - Families that enroll on or after January 1, 2025 will receive 24 months of child care services regardless of funding. Current CalWORKs Stage 2 and Stage 3 families will complete their existing 12 months of services and, at their next recertification, they will be recertified for 24 months.
- **Certification extension for sibling enrollments (guarantee 12 months) (Child Care Bulletin (CCB) 24-21)**
 - When a family requests to add an additional child (i.e., new sibling or an existing child who was not being served), that child shall receive no less than 12 months of services and if applicable, CDA will extend the family's current eligibility period for all children (age limits apply) to ensure no less than 12 months is provided to the newly added child.
- **Extended certification period due to parent choice to disenroll (Child Care Bulletin (CCB) 24-21)**
 - Families who voluntarily request to terminate services and later request reinstatement while still within their certification period, may return back to their original service level as long as funding is available. Families requesting to reinstate their services will be directed to CDA's Enrollment Department for screening to ensure they are eligible to be reinstated.
- **Update to CDA's Conduct Policy regarding unacceptable conduct**
 - The following is also considered *unacceptable conduct*:
 - Any verbal or written statement, including but not limited to text messages, electronic messages, social media messages, or other online posts that convey an intent, or that is reasonably perceived to convey an intent, to cause physical harm or place someone in fear of physical harm.



Child Care Payment Program

Children learning, parents earning, communities growing!

- **Requirement for parents who are child care providers to choose participation type**
 - To ensure program requirements and state regulations are met, parents who are receiving child care services while also providing subsidized child care services, must choose one of the options below:
 - Change their requested child care hours so they do not overlap with their child care business hours/hours they are approved to provide child care
 - Select to have their child care case closed and continue as a child care provider only
 - Select to end their participation as a child care provider and continue with their child care services unchanged

- **Participation requirements for licensed providers**

At the time of enrollment and/or file update a licensed family child care (FCC) provider will be requested to supply a copy of a valid recognized form of photo identification (i.e., CA driver's license, passport). If an FCC is co-licensed with another FCC, both must supply a copy of their identification.