

Program Guidelines Update

Summary of Changes Effective August 2025

As policies change, as required by state law, regulation or per guidance of the California Department of Social Services (CDSS) CDA updates the *Program Guidelines*. The *Program Guidelines* are the written materials that inform parents and providers of the policies and requirements of participation on the Child Care 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 and where they can be found in the *Program Guidelines*:

Updated Terms Throughout Document

- Alternative Payment Program to: Child Care Payment Program
- Termination of child care services to: Disenrollment of child care services
- Vacation Schedule to: Normal (non-school) Schedule

[Page 5]: 24 months Eligibility for all Funding Types

Updated the eligibility period for all funding types (C2AP, C3AP, CAPP) is not less than 24 months.

[Page 7]: Family Selection

Added how families are selected for enrollment.

[Page 8]: Enrollment by Transfer from Another CalWORKs Agency

Updated the eligibility period to not less than 24 months.

[Page 12]: Employment or Self-Employment in the Home

Added a parent who is also a child care provider may receive child care services for a need outside their business hours when certain requirements are met.

[Page 14]: Maintaining Adequate Progress – Vocational Training

Clarified the consequences of failing to provide documentation of adequate progress when enrolled in Vocational Training.

[Page 16]: Maintaining Adequate Progress – Educational Program

Clarified the consequences of failing to provide documentation of adequate progress when enrolled in an Educational Program.

[Page 19]: Obtaining Documentation and Verifying Eligibility and Need

Added that additional documentation may be requested to support or clarify a parent's reported need or income or new information reported.

[Page 24]: Extension of Certification Period

Added that certain circumstances allow for a family's certification period to be extended including a parent's voluntary request to disenroll or the addition of a sibling to the child care case.

[Page 31]: Parental Choice: Selecting a Child Care Provider

Updated information on the local Resource and Referral agency.

[Page 35]: Communication Between Parents and CDA

Updated information about how CDA communicates with parents to add clarity.

[Page 37]: How to Securely Report Changes and Submit Documentation

Added information about our secured platforms and last pick up from CDA's Drop Boxes is 4:30 PM each business day. Any documentation submitted after 4:30 PM will be date stamped received the following business day.

[Page 39]: Disenrollment of Child Care Services

Added additional reasons that may lead to a family being disenrolled.

[Page 43]: Provider Participation Information and Requirements

Clarified that licensed Family Child Care providers must supply a valid government issued photo ID (including providers who are co-licensed).

Clarified that license-exempt providers are not eligible for reimbursement for caring for their own children.

[Page 47]: Enrollment Limitations

Updated policy regarding enrollment limitations and monitoring subsidized children.

[Page 51]: Submission of Attendance Records

Extended the due date for end of fiscal year attendance record submittal to August 31st.

Added that last pick up from CDA's Drop Boxes is 4:30 PM each business day. Any attendance records submitted after 4:30 PM will be date stamped received the following business day.

Added that attendance records may take up to two (2) business days to reflect received status in CareConnect Provider Portal.

[\[Pages 53-54\]: Plan for Timely Reimbursement](#)

Extended the due date for end of fiscal year attendance record submittal to August 31st.

Updated policy for adjustment and reimbursement requests for prior fiscal years.

[\[Page 56\]: Application of RMRC](#)

Added CDA will select the applicable RMRC that results in the higher reimbursement when a single rate category cannot be determined from the child care providers rate sheet.

[\[Page 58\]: Cost of Care Plus Payments](#)

Added information regarding rates for fiscal year 2025-26.

[\[Page 63\]: How we Communicate with Providers](#)

Updated information how CDA communicates with providers to add clarity.

[\[Page 64\]: Reporting Changes- Providers](#)

Clarified when a licensed child care provider moves, the move must be reported in advance and the new child care license submitted.

[\[Page 66\]: Disqualification of Provider Participation](#)

Updated reasons a provider may be denied participation on the Child Care Payment Program.

[\[Page 70\]: Privacy and Confidentiality of Records](#)

Updated policy to include CDA will comply with applicable immigration laws while protecting the legal and privacy rights of families and providers.

[\[Pages 71-72\]: Conduct Policy](#)

Updated policy to include any verbal or written statement, including, but not limited to, text messages, electronic messages, social media messages, or other online posts.

[\[Pages 74-75\]: Understanding Your Certificate](#)

Updated example of a Certificate for Child Care Services.

[\[Pages 78-79\]: Understanding a Notice of Action](#)

Updated example of a Notice of Action (NOA).