



March 2, 2026

Summary of Changes Program Guidelines Addendum #1

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 Child Care Payment Program. Parents and providers should familiarize themselves with this addendum to CDA Program Guidelines and contact their Child Care Eligibility Specialist or Provider Specialist if they have any questions.

Below is a summary of policy updates effective March 2, 2026 included in the Program Guidelines Addendum #1 attached.

Abandonment of Care Policy

Updated policy includes disenrollment from child care services if a family fails to enroll their children with a CDA approved child care provider within sixty (60) calendar days when choosing a new provider or their current provider becomes ineligible. The policy clarifies reimbursement will not be issued if a child care provider fails to follow the abandonment of care requirements when care has been abandoned and submits an attendance record without a parent signature.

Extension of Certification Period Policy

Updated policy to clarify when a family voluntarily requests to disenroll, they are able to return to services and have their certification period extended if CDA has available child care slots and the family is still within their 24-month eligibility period. This policy update also eliminates the Temporary Suspension of Services policy.

Provisional Child Care Provider

Reinstatement and update to policy allowing CDA to approve a Provisional Child Care provider before receiving Trustline clearance when the family has an immediate need. Reimbursement for child care services can only be made if the provisional child care provider receives Trustline clearance within thirty (30) calendar days.

Employment or Self-Employment in the Home

Updated policy to include In Home Health Services (IHHS) providers who provide IHHS services in their own home, to their own children, are not eligible for child care services due to the nature of their work does not preclude them from caring for their own children.



Program Guidelines Addendum #1 Effective March 2, 2026

Abandonment of Child Care

[Title 5, §18066.5 and WIC 10227.5, 10277 (d)]

CDA shall dis-enroll a family from child care services on the basis of Abandonment of Care when there has been no communication with the child care provider or CDA for a total of thirty (30) consecutive days or when a family fails to enroll their child(ren) with a CDA approved provider within sixty (60) calendar days of ending care with their current provider.

Family responsibilities

A family must be in communication with their child care provider regarding their child(ren)'s attendance and ongoing enrollment. To avoid disenrollment of services for the reason of Abandonment of Care, the family must communicate with their child care provider regarding their child(ren)'s attendance and inform them the reason for any absences (Example: child ill, vacation day, doctor's appointment) or if they plan to disenroll their child(ren).

When a family chooses to change their child(ren)'s child care provider or their child care provider is no longer eligible to participate on CDA's CCPP program for any reason (i.e., denied Trust line, closure by CCL) the family will have sixty (60) consecutive calendar days to enroll their child(ren) with another CDA approved child care provider. If the family fails to enroll their child(ren) with a new child care provider by the end of the sixty (60) consecutive calendar days, child care services will be considered abandoned.

Provider responsibilities

If after seven (7) consecutive calendar days, a family has not been in communication with their child care provider or notified them of the reason for the child(ren)'s absence, the provider must promptly (within twenty-four (24) hours of the 7th day) notify their Provider Specialist via email or a phone call.

If the provider expects payment, they must:

- Record these absences as "child absent/no parent contact" in the comments box on the attendance record.
- Record all attempts to contact the parent in the comments box on the attendance record. (Example: Called parent on 11/22/23, emailed parent on 11/23/24, called parent on 11/24/23.)
- Notate on the attendance record, in the parent signature section, that the parent has abandoned their child care and is not available to sign.
- If the family makes contact with the child care provider after they have made a report to CDA, the child care provider must notify their Provider Specialist to avoid CDA taking action to terminate the family's child care for the reason of Abandonment of Care.



Note: If the provider does not follow the above requirements when care has been abandoned and submits an attendance record without the parent signature, CDA **will not** issue reimbursement.

CDA responsibilities

Upon notification from the child care provider of the child's absence of seven (7) consecutive calendar days, CDA staff will attempt contact with the family. If CDA staff are unable to reach the parent, a written request will be issued for them to contact their Childcare Eligibility Specialist (CES) and/or child care provider to avoid disenrollment of child care for Abandonment of Care. If the family fails to respond and has not been in communication with the child care provider or CDA for a total of thirty (30) or more consecutive calendar days, CDA will issue a disenrollment Notice of Action (NOA) for the Abandonment of Child Care to the family with a copy to the child care provider.

When a family chooses to change child care providers or their child care provider is no longer eligible to participate on CDA's CCPP program and the family fails to enroll their child(ren) with a new CDA approved child care provider, CDA will issue a disenrollment Notice of Action (NOA) for the Abandonment of Child Care. The disenrollment will only apply to those children who are not enrolled with a CDA approved child care provider.

Extension of Certification Period

WIC 10271(h)(4) and (5)

In certain circumstances a family's certification period may be extended beyond twenty-four (24) months. These include:

- **Voluntary request to disenroll:** Families who voluntarily request to disenroll may later request reinstatement if they are still within their twenty-four (24) month certification period. The family 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. If CDA is able to reinstate the family, the family's current eligibility period will be extended by the amount of time they were disenrolled (i.e. family was disenrolled for 3 months, their eligibility period will be extended by 3 months) to ensure the family receives a minimum of twenty-four (24) months eligibility.

If the family's need for child care services has changed when services are reinstated, they may voluntarily report the change to increase or decrease their authorized child care hours. Supporting documentation is required before a change in child care hours can be authorized.

- **Sibling enrollment:** When a family requests to add an additional child (i.e., new sibling or a child in the family size who has never previously been authorized for services, that child shall receive no less than twelve (12) months of eligibility for services and if applicable, CDA will extend the family's current eligibility period for all children (age limits apply) to ensure no less than twelve (12) months is provided to the newly added child.



Provisional Child Care Provider

[Title 5, § 18227(c), 18227.1 WIC 10271(a)(l)(B)]

State regulations allow CDA to approve a license-exempt child care provider as a “provisional child care provider” before receiving TrustLine clearance for up to 30 calendar days if “immediate need” qualifications are met.

Immediate Need is defined as:

- The parent being employed, seeking employment, engaged in vocational training or an educational program, seeking permanent housing, incapacitated or have a child who is At Risk/CPS or homeless

AND

- There is no child care reasonably available from a licensed, TrustLine registered or TrustLine-exempt provider that meets the family’s need for care.
 - No child care reasonably available may include but is not limited to:
 - Non-traditional work hours (e.g., night or swing shift)
 - Child with exceptional needs that cannot be accommodated otherwise
 - Proximity of available child care to parent’s need activity (commute in excess of 60 minutes)

To be eligible as a provisional child care provider the provider must:

- Complete CDA’s provider enrollment paperwork **and**
- Submit a complete application and fingerprints to the TrustLine registry, providing a copy of the application to CDA **and**
- Along with the parent, sign CDA’s *Provisional Child Care Provider Acknowledgement* form, which must include why the parent is unable to reasonably find other child care.

After the above documentation is received, CDA will notify the parent and provider if the request to begin services as a provisional child care provider has been approved or not. If not approved the parent will need to select another eligible child care provider who can meet their needs.

Provisional child care providers must be TrustLine cleared within 30 calendar days of the first day of child care services (date CDA approves care to begin) in order to be eligible for reimbursement.

If a provisional child care provider has not received TrustLine clearance within 30 calendar days:

- CDA is prohibited from issuing any reimbursement and it will be the parent’s responsibility to reimburse the provider for child care services used.
- The family will be required to select another eligible child care provider who can meet their needs.

Up to two (2) provisional providers may be used per family per fiscal year.



Employment or Self-Employment in the Home

[Title 5, § 18086.1]

When a parent's employment, including self-employment, is in the family's home or on property that includes the family's home, the parent will need to provide justification for requesting child care services for the employment. Justification must describe the type of work being done and its requirements, the age of the family's children for whom services are requested, and if any child is more than five (5) years old, the child's specific child care needs. Based on the documentation supplied, CDA will determine whether the employment and identified child care needs prevent the supervision of the family's children.

Examples of employment which **do not prevent** a parent from caring for the family's children during the parent's business hours includes (but is not limited to):

- A Home Health Services (IHHS) provider who is the IHHS provider for their own child(ren), in their own home
- A licensed family home child care provider; or
- A license-exempt child care provider
- If a parent, who is a child care provider, has another need for child care outside of their business hours as a licensed family child care provider or license exempt provider, they may receive child care as long as their business hours (hours of operation) do not overlap with their need for subsidized child care services. If a parent is child care provider, the parent must:
 - 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 **or**
 - Change their child care business hours so they do not overlap with their authorized child care hours **or**
 - Select to have their child care case closed and continue as a child care provider only **or**
 - Select to end their participation as a child care provider and continue with their child care services unchanged

If a parent identified as being a child care provider and an enrolled parent fails to make one (1) of the above choices, their subsidized child care case will be terminated.