

Fiscal Year 2012–13 Continued Funding Application Instructions

Review these instructions prior to completion of fiscal year (FY) 2012–13 Continued Funding Application (CD–3704). Unless noted differently, the CD–3704 and all forms referenced in the Instructions are located on the Child Development Division (CDD) Child Care Services Forms Web page at <http://www.cde.ca.gov/sp/cd/ci/cddforms.asp> and in the CD–3704.

Mail **one** (1) original and **two** (2) copies of the application packet to the CDD, by **Thursday, December 1, 2011**. **Do not** copy and return instructions. Specific instructions are as follows:

Continued Funding Application, Pages 1 and 2

- Contractor Legal Name: Insert the legal name of the CDE contractor. Use the legal name of contractor throughout the document.
- “Doing Business As” (DBA): Insert the DBA name, if applicable.
- County Number, Vendor Number, and Federal Identification Number (FIN): Insert the contractor’s two-digit county code, four-digit vendor number, and FIN in the appropriate fields. These are the same numbers used on the contractor’s Attendance and Fiscal Report for Child Development programs.
- Executive Director, Address, City, ZIP Code, Telephone Number, Fax Number, and E-mail Address: Insert the complete and current information as appropriate.
- Program Director, Address, City, ZIP Code, Telephone Number, Fax Number, and E-mail address: Insert the complete and current information as appropriate.
- Board of Director Chairperson and Telephone Number: Insert information in the spaces provided.
- Authorized Representative Signature and Date: Sign the **original** in **blue ink**. Signature needs to be from an Authorized Representative of the CDE contractor

(not a subcontractor). Include the date the signature occurred.

- Name and Title of Authorized Representative and Telephone Number: Print the name and title of the Authorized Representative. Insert the Authorized Representative's telephone number.
- Current Contracts: Check all applicable boxes indicating the programs that the contractor intends to continue serving with the FY 2012–13 CDE contract.

Fiscal Year 2012–13 Program Narrative Change

The Fiscal Year 2012–13 Program Narrative Change (CD–3704A) is a **required item**. Check the box "No Changes" if there are no programmatic changes. Complete as instructed when programmatic changes are requested.

Contractors making structural changes in response to the State Budget require a Program Narrative Change. Some examples of structural changes are:

- Significant changes in the days of operation, including providing services for less than 175 days in part-day or less than 246 days in full-day programs.
- Reducing hours of operation from full-day to part-day.
- Eliminating services to a particular age group, e.g. infants or toddlers.

Internal Transfer of Funds between California State Preschool and California Center-Based Programs

Internal transfer of funds information can be found in the *FY 2011-12 California Department of Education Attendance and Fiscal Reporting and Reimbursement Procedures for Child Development Contracts* (Greenbook), pages 14-15. The Greenbook for 2011-12 can be found on the Child Development Web page at <http://www.cde.ca.gov/fg/aa/cd/index.asp>. If fund transfers are incident to a structural change in the program, a Program Narrative Change should be completed.

Contact the assigned Child Development Field Consultant with any questions.

Fiscal Year 2012–13 Center-Based Programs and Family Child Care Home Networks Personnel Certification

This is a required item. Specific staff requirements are included within the certification. The Authorized Representative of the CDE contractor (**not the subcontractor**) must sign the original in **blue ink**. By signing this form, the contractor’s Authorized Representative certifies that: (1) he/she is aware of current staffing qualification requirements and (2) persons employed as Program Directors, Site Supervisors, Teachers, Associate Teachers, and Assistants in CDD programs are qualified for the positions they hold throughout the contract period. Include the contractor’s legal name and date the form was signed. **Please note:** Personnel Rosters are not included in this packet. Contractors must still certify that they employ qualified staff.

Acceptable Proof of Certification of Center-Based programs and Family Child Care Home Education Networks are as follows:

Program Director	Site Supervisor	Center-Based Teacher Program
Center-Based programs that offer subsidized child care services at two or more sites shall employ a qualified Program Director. In addition, Family Child Care Home Education Networks shall employ a qualified Program Director. The primary duty is to supervise service delivery for all enrolled children at a single site or multiple sites and serve as coordinator of curriculum and staff development.	Center-Based programs that offer subsidized child care services at a single site shall designate a Site Supervisor. For contractors with more than one site, a Site Supervisor must be designated for each site . The primary duty is to provide services in the care, development, instruction of children at that location. In addition, they serve as coordinator of curriculum and staff development.	May provide service in the care, development, and instruction of children enrolled in the program; and supervise Associate Teachers and Assistants.
Acceptable Proof of Qualification	Acceptable Proof of Qualification	Acceptable Proof of Qualification
<ul style="list-style-type: none"> • Child Development Program Director Permit • Valid California Administrative Services Credential that authorizes administration or supervision at a public school 	<ul style="list-style-type: none"> • Child Development Site Supervisor Permit • Valid California Administrative Services Credential that authorizes administration or supervision at a public school 	<ul style="list-style-type: none"> • Regular Children's Center Instructional Permit • Child Development Teacher Permit • Child Development Associate Teacher • Current credential issued

<ul style="list-style-type: none"> • A current credential issued by the Commission on Teacher Credentialing (CTC) authorizing teaching service in elementary school or a single subject credential in home economics and six units in administration/supervision of early childhood education (ECE) or Child Development, or both and twelve units in ECE and/or Child Development, or both, or at least two years experience in ECE or a child care and development program. <p>(Not required by any person who was employed as a Program Director prior to January 1, 1993, in a CDD funded child care development program.)</p> <p>Note: Handicapped (CHAN) programs only: The program meets the requirements identified in California <i>Education Code (EC)</i> Section 8360.3.</p>	<ul style="list-style-type: none"> • A current credential issued by the CTC authorizing teaching service in elementary school or a single subject credential in home economics and six units in administration/supervision of ECE or Child Development program, or both and twelve units and/or at least two year’s experience in a program. <p>(Not required by any person who was employed as a Program Director prior to January 1, 1993, in a CDD funded child care development program.)</p>	<p>by the CTC authorizing teaching service in elementary school or a single subject credential in home economics and twelve units in ECE and/or Child Development, or two years experience in an ECE/Child Care Development program</p> <p>Note: CHAN programs only: The program meets the requirements identified in <i>EC</i> Section 8360.3.</p>
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If Program Director or Site Supervisor staffing qualifications cannot be met, a contractor may submit a Site Supervisor or Program Director Qualifications Waiver Request (CD-7701A), available at <http://www.cde.ca.gov/sp/cd/ci/documents/cd7701a2011.pdf> to the CDD. Refer to the contract’s Funding Terms and Conditions (FT&C) and Program Requirements for current staffing qualifications. A waiver may be granted if a contractor demonstrates a compelling need (per 5 CCR, Section 18295), and the waiver applicant meets minimum qualifications for the child care center director per the California Code of Regulations, Title 22, Section 101215.1 for the Department of Social Services, Community Care Licensing Division. Waiver Requests are subject to the CDD’s review

and the contractor will be notified of the approval/disapproval. The CD-7701A can be submitted at any time during the contract year to the CDD.

Fiscal Year 2012–13 Subcontract Certification

Complete only if the contractor uses a subcontractor(s) for direct services. The prime contractor is responsible for ensuring that its contract with the subcontractor includes the subcontract provisions detailed in 5 CCR, FT&C, and Program Requirements. The prime contractor is also responsible for monitoring the subcontractor's current and ongoing fiscal and program compliance. Subcontracts for direct services shall be audited in accordance with the CDE Audit Guidelines.

Provide the following information:

- Enter the subcontractor's legal name.
- Mark "yes" or "no" to note if the subcontractor also contracts with the CDE.
- Enter the subcontract dollar amount that is paid to that specific subcontractor.
- Indicate the contract type(s) being served by the subcontract.
- List all of the sites that serve children under the CDE contract(s). Be sure to include the site's full address including the street address, city, state, and ZIP Code.
- Include the service county.
- Enter the legal name of the contractor.
- Include the **blue ink** signature of the Authorized Representative of Prime Contractor (**not the subcontractor**).
- Include the date signed by the Authorized Representative.

Every subcontractor must be listed on a Fiscal Year 2012-13 Subcontract Certification form. Duplicate this form for each subcontractor used by the contractor.

Fiscal Year 2012–13 Program Calendar

The new FY 2012–13 Program Calendar (CD–9730) is required for all contract types and completed **separately for each contract**. The CD–9730 will automatically tally the Minimum Days of Operation (MDO) when the dates are “Xed”. The instructions are as follows:

- Click on the Excel link on Page 6 of the CD–3704.
- Type the name of the contractor, county, vendor number, and current contract type and number on top of each CD–9730 in the shaded boxes.
- Click on the date for the days of operation; enter an “X” for all days that the program will serve subsidized children during the FY 2012–13 contract period (Center-Based programs and Family Child Care Home Education Networks). Alternative Payment and Resource and Referral programs should mark the days the program office is open for business.
- The total number of days marked with an “X” for each contract will constitute each contract's MDO.
- Print the completed CD–9730.
- Provide justification for a reduction of days on the Program Narrative Change (CD–3704A) if the number of days shown on the CD–9730 falls below 246 or 175 (as applicable to the contract type) **and** the contractor proposes to operate for fewer days than its FY 2011–12 MDO.
- If the MDO changes during the FY contract period, the contractor is to justify the revision by submitting a revised CD–9730 and CD–3704A to the assigned CDD Field Services Consultant to obtain the necessary approval. The revised forms **must** be received electronically by the CDD Field Consultant by **June 30, 2013**.

Agency Information Certification

The Agency Information Certification form is required. This is in addition to submission of ongoing changes to each contractor's Executive Officer, Program Director, and site/office information from within the Child Development Management Information System (CDMIS) Web site located at <https://www4.cde.ca.gov/cdmis/default.aspx>. All contractors must complete a review of this information and update the number of children served by contract at each site, office, and by family child care homes, as part of the Continued Funding Application process.

The function to access this information from the CDMIS Web site's main menu is labeled, "Update Agency Information" and is accessible to all CDMIS users designated as a "super user."

Contractor "super users" are **required** to review all contact information currently on file with the CDD. To access this information, log on the CDMIS Web site at <https://www4.cde.ca.gov/cdmis/default.aspx>. From the Main Menu, select the function, "Update Agency Information" and click the "Submit" button. Review all of the information in each of the following sections, making changes as necessary:

- Edit Executive Director Information: Update Executive Director Name, phone number, fax number, and e-mail address.
- Add/Edit Program Director Information: Update existing Program Director information, add new Program Directors, assign them to the contracts they are responsible for, change Program Director contract assignments, and delete Program Directors who are not assigned to a contract.
- Add/Edit FCCH Information: **Complete only if** the contractor uses Family Child Care Homes. Update information related to services provided in Family Child Care Homes through the contractor's CDD contracts to reflect services as of November 10, 2011.
- Add/Edit Sites/Offices: Update, add, or delete sites/offices used in relation to services provided through the contractor's CDD contracts.
- Update number of children served by contracts at sites/offices to reflect services as of November 10, 2011.
- Update Site Supervisor and site license information.

Generate/Print Agency Information Certification Form: Once all the information has been reviewed and all changes have been submitted, (regardless of whether the changes have been approved by the CDD Field Services Consultant or not), **print** the “Agency Information Certification form.”

To generate this form, scroll to the bottom of the “Update Agency Information” Web page and click the "Generate Certification form" link. When the form is generated, print it using the browser's print function. The Program Director or Authorized Representative must sign the form. The signed form must be returned to the CDD along with the Continued Funding Application. Applications **will be considered incomplete** without the “Agency Information Certification form.”

All changes submitted (adds, updates, or deletes) will remain pending until the contractor's assigned CDD Field Services Consultant reviews and approves or denies the changes. Detailed instructions for making changes within each of the sections listed above are available at the top of each Web page under "How to use this screen."

Note: The contractor's legal name and mailing address cannot be changed through this process as specific documentation is required from the contractor to process that change. For information on how to change your contractor's legal name or headquarters mailing address, contact your assigned CDD Field Services Consultant. Any questions about how to submit changes within the “Update Agency Information” section of the CDMIS Web site, please contact CDMIS staff by phone at 916-445-1907.

Payee Data Record

Applicants must download and complete the State of California Payee Data Record (STD. 204) linked on page 6 of the CD–3704.

The cover page of the CD–3704 requires the contractor's legal name. The STD. 204 also requires the legal business name. **The information on the two forms (STD. 204 and CD–3704) should be consistent.**

- Complete sections 2 through 5. Note: Governmental entities, federal, state, and local (including school districts) are not required to submit this form.
- Print and sign the STD. 204. Include in the application packet.

Fiscal Year 2012–13 Continued Funding Application Checklist

Include the Checklist in the application package. This Checklist will help in the review of a completed application packet prior to mailing. Place a check mark in the box to verify that the item is included in the application. Unused forms **should be discarded** prior to duplication and mailing.

Application Due Date

Applications must be received by the CDD by **Thursday, December 1, 2011, 5 p.m.** Mail one (1) original and two (2) copies of the application packet, including all documents marked on the Checklist, to the address below:

FY 2012–13 Continued Funding Application
Child Development Division
California Department of Education
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

If there are any questions regarding the application process, contact the Child Development Division Field Consultant listed on the Child Development Consultant County Assignment Web page at <http://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.