# Child Development Management Information System (CDMIS) User Manual Appendix A: Data Definitions

**A Guide for Program Staff**

**Version 15.0**

**Updated 08/04/2025**



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**This version supersedes previous versions of this guide.**

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## Glossary

Below is an alphabetical list of commonly used acronyms, initialisms, and terms used throughout this document.

* **Agency:** Agency that maintains an early education contract with the California Department of Education, Early Education Division
* **AP:** Alternative Payment
* **CalWORKs:** California Work Opportunity and Responsibility to Kids Program
* **801A:** 801A Monthly Child Care Population Report
* **CDE:** California Department of Education
* **CDMIS:** Child Development Management Information System
* **CDSS**: California Department of Social Services
* **Contract:** California Department of Education, Early Education Division childcare and development contract
* **CPS:** Child Protective Services
* **EC:** Education Code
* **EED:** Early Education Division
* **EED 9600:** Confidential Application for California State Preschool Program Early Education Division (EED) 9600 Form
* **FAQ:** Frequently Asked Question
* **FCCH:** Family Child Care Home
* **FEIN:** Federal Employer Identification Number
* **FFS:** Family Fee Schedule
* **FICN:** Family Identification Case Number
* **FIPS:** Federal Information Processing Standards
* **FY:** Fiscal Year
* **HoH:** Head of Household
* **IEP:** Individualized Education Program
* **IFSP:** Individualized Family Service Plan
* **QRIS:** Quality Rating & Improvement System
* **Report Period:** Month and Year of an 801A Monthly Child Care Population Report
* **SMI:** State Median Income
* **TANF:** Temporary Assistance for Needy Families
* **TK:** Transitional Kindergarten
* **USPS:** United States Postal Service
* **Vendor:** Software vendor who has expressed interest in working with contracted agencies on the electronic reporting of the 801A Monthly Child Care Population Report

Below is an alphabetical list of childcare and development contract codes with descriptions.

* **CSPP:** California State Preschool Program

**Revision History**

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v 8.0 | 10/02/2018 | All Sections | CDMIS User Manual Data Definitions created |
| v 9.0 | 06/2019 | Revision History | Addition of section |
| v 9.0 | 06/2019 | Glossary | Addition of section |
| v 9.0 | 06/2019 | Section A: CDD-801A Data Definitions and Section B: CDD-801B Data Definitions | Revised references from reporting attendance to reporting days of enrollment claimed for fiscal reimbursement purposes; revised definition of three-year-old children; updated FAQs for select information fields |
| V 10.0 | 2/27/2020 | Reason for Receiving Child Care Services, Error Messages and Solutions, Frequently Asked Questions | Additional reason codes outlined surrounding No Need and Neighborhood School Eligibility; updated FAQ’s that address the additional reason codes |
| V 11.0 | 6/25/2020 | Head of Household SSN | Removed Head of Household SSN section in its entirety |
| V 12.0 | 09/14/2022 | Program Code(s),  85 Percent of State Median Income Level | Removed outdated age eligibility information; Updated the Family Income Greater Than *85* Percent of State Median Income Level section |
| V 13.0 | 03/05/2023 | IEP or IFSP Update | Added information to the IEP or IFSP Data field. |
| V 14.0 | 01/24/2024 | Services Type and Length of Care | Updated the Part-Day Services field. |
| V 15.0 | 7/31/2025 | Family, Child, and Provider Domain | Added: Head-of-Household Address 1, Head-of-Household Address 2, Head-of-Household City, Head-of-Household State, California Work Opportunity and Responsibility to Kids (CalWORKs) Recipient, Reason for Needing Service, Is Child Receiving Extended Learning and Care?, Child’s Eligibility, Is Child Enrolled in a California Department of Social Services (CDSS) Program?, Is Child Enrolled in a Head Start Program?, Is this Provider License Exempt?, Provider License Number, Provider Address 1, Provider Address 2, Provider City, Provider State  Removed: TANF/CalWORKs Cash Aid Recipient?, Family Income Greater Than 85 Percent of the State Median Income, Child’s Primary Language, Child is English Learner, Provider Federal Employer Identification Number (FEIN) or Social Security Number (SSN), Program Code 1, Program Code 2, Program Code 3, Attendance Status 2, Attendance Status 3, mentions of CDD-801B Monthly Sample Report  Updated: Child’s Gender, Child has an Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP), Type of Childcare, Attendance Status |

## Overview

The family, child, and provider information fields from the 801A Monthly Child Care Population Report (801A) is described in the Data Definitions. Each information field has its own definitions, guidelines, and Frequently Asked Questions (FAQs).

**Note:** Updates to the definitions of these information fields are made periodically; agencies are advised to remain apprised of system updates via the CDMIS Updates web page at <https://www.cde.ca.gov/sp/cd/ci/update.asp>.

### Contents

This document contains the following sections and topics:

* Report Information
* Family Information
* Child Information
* Provider Information

## Report Information

The following information fields apply to 801A electronic files only.

### Report Month/Year

The Report Month/Year information field indicates the month and year for which data is being submitted. This is the data reporting month and year code that must be included in the electronic file that is transferred to the California Department of Education (CDE), Early Education Division (EED) for purposes of submitting the monthly 801A. *[801A Electronic File Transfer only]*

#### Where to Find It

The Report Month/Year describes the month and year of the data in the electronic file. It indicates the report month and year (report period) the families and children contained in the electronic file received subsidized childcare services through an agency’s childcare and development contract (contract) with the EED.

#### Rules and Guidelines

* This information field is required *[801A Electronic File Transfer]*.
* This field must be exactly seven characters long.
* The required format is mm/yyyy where mm is the two-digit month and yyyy is the four-digit year. The slash (/) is required.
* Example: January 2025 must be entered as 01/2025

#### Error Messages and Solutions

* **The Report Month/Year is required.**

**Problem:** Report Month/Year was not entered in the transfer file.

**Solution:** Enter the Report Month/Year.

* **The Report Month/Year does not match the Report Month/Year selected for file upload.**

**Problem:** Report Month/Year selected for file transfer does not match the Report Month/Year in the transfer file.

**Solution:** Confirm that the Report Month/Year in the transfer file matches the Report Month/Year selected on the screen.

* **The Report Month/Year does not match the report specifications.**

**Problem:** Report Month/Year does not meet the file format specifications.

**Solution:** Confirm that the Report Month/Year in the transfer file is formatted correctly (i.e., mm/yyyy).

### Vendor Number/Submission Code

The Vendor Number/Submission Code information field indicates the agency and sub-agency submitting the 801A. This is a required piece of information and is included in the electronic file that is transferred to the CDE, EED for purposes of submitting the monthly 801A. The Vendor Number/Submission Code consists of two parts: the vendor number, which is issued to the agency by the CDE, and the submission code, which is generated by the CDMIS web application. This code is used to differentiate between sub-agencies within the main agency. *[801A Electronic File Transfer only]*

**Important:** The default submission code for all agencies that do not report by sub-agency is “000.”

Users must include the Vendor Number/Submission Code in the electronic file that is transferred to the CDE.

#### Where to Find It

The Vendor Number is located on the face sheet of the contract issued to the agency by the CDE.

The Vendor Number is the same as the last four or five characters of a user name.

For agencies that do not report by sub-agency, the submission code is “000.” Agencies that have set up their system to report by sub-agencies can see the list of sub-agency submission codes by selecting the “Sub-agency/No Services” function from the CDMIS Main Menu.

#### Rules and Guidelines

* This information field is required.
* The vendor number is exactly four or five characters long.
* The vendor number is case sensitive. Example: “Z932” is different from “z932.”
* The submission code is exactly three numbers long.
* The default submission code for agencies that do not report by sub-agency is “000.”
* Do not include a hyphen, slash, or any extra characters in the Vendor Number/Submission Code.

#### Error Messages and Solutions

* **The Vendor Number/Submission Code is required.**

**Problem:** Vendor Number/Submission Code was not entered in the electronic file.

**Solution:** Enter the Vendor Number/Submission Code.

* **The Vendor Number/Submission Code does not match the Vendor Number/Submission Code selected for file upload.**

**Problem:** Vendor Number/Submission Code selected for electronic file transfer does not match the Vendor Number/Submission Code in one or more rows within the electronic file.

**Solution:** Confirm that the Vendor Number/Submission Code in the electronic file matches the Vendor Number/Submission Code selected on the screen.

* **The Vendor Number/Submission Code does not meet the file format specifications.**

**Problem:** The Vendor Number/Submission Code does not meet the file format specifications.

**Solution:** Confirm that the Vendor Number/Submission Code in the electronic file is formatted correctly (i.e., A123000).

## Family Information

### Family Identification/Case Number

The Family Identification/Case Number (FICN) information field indicates a specific family receiving subsidized childcare services through an agency’s contract with the EED. This is the unique identification or case number that an agency assigns to a family receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

On the Confidential Application for the California State Preschool Program Early Education Division (EED) 9600 Form, the FICN is located in a box in the upper right-hand corner of the first page.

#### Rules and Guidelines

* This information field is required.
* The same FICN cannot be used for more than one family.
* The FICN cannot contain the Head-of-Household (HoH) Social Security Number (SSN) or the child SSN.
* The FICN cannot contain the first and/or last name of the child or HoH.
* The maximum length of this field is 15 characters.
* The only allowable characters in this field are the letters A – Z (upper and lower case are acceptable) and the numbers 0 – 9.

#### Error Messages and Solutions

* **The Family Identification/Case Number is required *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The FICN field for this family is blank. This field must have information.

**Solution:** Enter an FICN.

* **A duplicate Family Identification/Case Number (FICN) already exists for this report month/year in another sub-agency *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** A family with this FICN has already been reported by the agency in a different sub-agency.

**Solution:** Confirm that the FICN is entered correctly for the family, and that the family is not reported in another sub-agency. If an agency discovers the family has already been reported in another sub-agency, remove the family from one of the sub-agencies; a family may only be reported once during a report period. If the same FICN has been assigned to more than one family, an agency must assign a new FICN to one of the families.

* **A duplicate Family Identification/Case Number (FICN) already exists for this report month/year *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:**

* **801A Electronic File Transfer**: Two or more families in the electronic file have the same FICN.
* **801A Input/Edit**: A family with the same FICN already exists in the report period.

**Solution:**

* **801A Electronic File Transfer:** Check the families listed on the electronic file status report to determine the problem. Fix incorrectly reported FICNs in the file. If the error message is listed for multiple rows of the same family, this means that the family’s information in each row of the electronic file is not identical. Ensure every piece of information listed for the family is the same in each row.
* **801A Input/Edit:** Confirm that the FICN is entered correctly. If documentation indicates the FICN has been assigned to different families, talk to the person responsible for generating the agency’s FICNs so that a new FICN can be assigned to one of the families.
* **The FICN can only contain letters and numbers *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The FICN contains other than the letters A – Z (upper and lower case acceptable) and the numbers 0 – 9.

**Solution:** Confirm that the FICN contains only allowable characters. Remove invalid characters from the FICN.

* **The FICN cannot contain the first or last name of the child or head-of-household *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The FICN contains the first and/or last name of the child or HoH.

**Solution:** Confirm that the FICN does not contain the child’s or HoH’s first and/or last name. If any names are contained in the FICN, an agency must assign this family a FICN that does not contain the child’s or HoH’s first and/or last name.

#### Frequently Asked Questions

* **What is a Family Identification/Case Number (FICN)? Our agency hasn’t been using this. What numbers or letters should we use?**

The FICN is generated by an agency to uniquely identify each family receiving subsidized childcare services through an agency’s contract with the EED. An agency may use numbers or letters or a combination of both to identify families. The FICN can be as simple as assigning numbers to a family beginning with the number one (1) and assigning the next available number as new families are enrolled. How the FICN is created is up to each agency; however, agencies are limited to the allowable characters as stated in the FICN Rules and Guidelines section.

* **Does my agency have to report a FICN for each family?**

Yes.

* **We have a family that was previously enrolled, had a break in service, and then returned. We cannot locate the old FICN assigned to this family. Can we issue a new FICN**?

It is preferable to use the same FICN that the family had before, but if an agency does not have a record of that information, a new FICN may be created.

* **One of our families has two children and they receive services in different sub-agencies. When we try to report the family under the other sub-agency, we get the error “A duplicate Family Identification/Case Number (FICN) already exists for this report month/year in another sub-agency. How do we report this family correctly?**

A family may only be reported once in a report period regardless of the types of programs that provide the subsidized childcare services to the children in that family. Even though an agency has created separate sub-agencies for reporting subsidized childcare services under the different programs, the CDMIS does not limit or restrict who is reported under those sub-agencies. Where an agency reports families receiving different subsidized childcare services through an agency’s contract with the EED is up to the agency. Select the sub-agency in which a family will be reported, then ensure all children receiving subsidized childcare services in this family are listed.

### Head-of-Household Last Name

The HoH Last Name information field indicates the last name of the (family name) of the HoH of the family receiving subsidized childcare services through an agency’s contract with the EED.

The HoH is the person legally and/or financially responsible for the child(ren) receiving subsidized childcare services through an agency’s contract with the EED.

In a foster case (family of one), the HoH Last Name is the last name of the oldest foster child receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

* On the EED 9600, look in the box “Name of Parent/Caretaker A (full name including middle initial)” in Section I: Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), look in the box labeled “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is one character. The maximum length of this field is 50 characters.
* ***Special instructions for foster children:*** Enter the **Child Last Name**. If there is more than one foster child in the family receiving subsidized childcare services, enter the last name of the **oldest child receiving subsidized childcare services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH first name, last name, and middle initial.

#### Error Messages and Solutions

* The Last Name of the Head-of-Household is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The HoH Last Name is blank.

Solution: Enter the HoH last name.

* The Last Name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes [801A Electronic File Transfer], [801A Input/Edit].

Problem: Invalid characters are in the HoH Last Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same [801A Electronic File Transfer], [801A Input/Edit].

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized childcare services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

#### Frequently Asked Questions

* **How do I determine who is "Head-of-Household"?**

The HoH is the person for whom eligibility to receive subsidized childcare services through an agency’s contract with the EED is determined. If more than one parent is listed on the EED 9600, use the parent who signed the EED 9600.

* **What information do I input when both parents submit an EED 9600 for a child(ren)?**

Create separate records for each parent in the 801A; generate unique FICNs and input each parent as the HoH for their own family. Complete the record for each parent using the information indicated on the respective EED 9600s.

**Note:** Ensure that the child(ren)’s information listed on both parents’ EED 9600s are consistent. Should discrepancies be found, contact both parents for clarification and correction of the child(ren)’s information.

* **What do I enter as the "Head-of-Household" name for a foster child?**

Enter the foster child’s name as the HoH and as the child. If there is more than one foster child in the family (i.e., family size is 2 and only the two children receiving subsidized childcare services through an agency’s contract with the EED were used to determine family size), enter the name of the oldest child as the HoH. Regardless of the number of foster children in a family, the child whose name appears as HoH must also be listed as the (one of the) child(ren).

### Head-of-Household First Name

The HoH First Name information field indicates the first name of the HoH of the family receiving subsidized childcare services through an agency’s contract with the EED.

The HoH is the person legally and/or financially responsible for the child(ren) receiving subsidized childcare services through an agency’s contract with the EED.

In a foster case (family of one), the HoH First Name is the first name of the oldest foster child receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

* On the EED 9600, look in the box “Name of Parent/Caretaker A (full name including middle initial)” in Section I: Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), look in the box labeled “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is one character. The maximum length of this field is 50 characters.
* ***Special instructions for foster children:*** Enter the **Child First Name**. If there is more than one foster child in the family receiving subsidized childcare services, enter the first name of the **oldest child receiving subsidized childcare services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH First Name, Last Name, and Middle Initial.

#### Error Messages and Solutions

* The First Name of the Head-of-Household is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The HoH First Name is blank.

Solution: Enter the HoH first name.

* The First Name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes [801A Electronic File Transfer], [801A Input/Edit].

Problem: Invalid characters are in the HoH Last Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same [801A Electronic File Transfer], [801A Input/Edit].

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized childcare services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

#### Frequently Asked Questions

* **How do I determine who is "Head-of-Household"?**

The HoH is the person for whom eligibility to receive subsidized childcare services through an agency’s contract with the EED is determined. If more than one parent is listed on the EED 9600, use the parent who signed the EED 9600.

* **What information do I input when both parents submit an EED 9600 for a child(ren)?**

Create separate records for each parent in the 801A; generate unique FICNs and input each parent as the HoH for their own family. Complete the record for each parent using the information indicated on the respective EED 9600s.

**Note:** Ensure that the child(ren)’s information listed on both parents’ EED 9600s are consistent. Should discrepancies be found, contact both parents for clarification and correction of the child(ren)’s information.

* **What do I enter as the "Head-of-Household" name for a foster child?**

Enter the foster child’s name as the HoH and as the child. If there is more than one foster child in the family (i.e., family size is two and only the two children receiving subsidized childcare services through an agency’s contract with the EED were used to determine family size), enter the name of the oldest child as the HoH. Regardless of the number of foster children in a family, the child whose name appears as HoH must also be listed as the (one of the) child(ren).

### Head-of-Household Middle Initial

The HoH Middle Initial information field indicates the middle initial of the HoH of the family receiving subsidized childcare services through an agency’s contract with the EED.

The HoH is the person legally and/or financially responsible for the child(ren) receiving subsidized childcare services through an agency’s contract with the EED.

In a foster case (family of one), the HoH Middle Initial is the middle initial of the oldest foster child receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

* On the EED 9600, look in the box “Name of Parent/Caretaker A (full name including middle initial)” in Section I: Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is optional but recommended if available.
* The maximum length of this field is one character.
* Do not enter a period after the middle initial.
* ***Special instructions for foster children***: Enter the **Child Middle Initial**. If there is more than one foster child in the family receiving subsidized childcare services, enter the middle initial of the **oldest child receiving subsidized childcare services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH First Name, Last Name, and Middle Initial.

#### Error Messages and Solutions

* A valid Head-of-Household Middle Initial must be one letter [801A Electronic File Transfer], [801A Input/Edit].

**Problem:** A period (.) or more than one letter in the middle initial field is entered. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.

**Solution:** Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same [801A Electronic File Transfer], [801A Input/Edit].

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized childcare services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

### Head-of-Household Address 1

The ‘Head-of-Household Address 1’ field indicates the address where the Head-of-Household resides.

#### Where to Find It

#### On the EED 9600, it is on Page 1 in the “Parent/Guardian A: Contact Information” Section as "Street Address".

#### Rules and Guidelines

* This field is required and cannot be more than 100 characters.
* This field should include the following address components: Primary Street Number, Predirectional, Street Name, Street Suffix, and Postdirectional
  + Example: 123 Main Street

#### Error Messages and Solutions

* The 'Head-of-Household Address 1' field is required and cannot be left blank.

Problem: The Head-of-Household Address 1 field is blank. This field must have information.

Solution: Enter an Address in the Head-of-Household Address 1 field.

* The 'Head-of-Household Address 1' field cannot be more than 100 characters.

Problem: The Head-of-Household Address 1 field has more than 100 characters entered.

Solution: Confirm that the information inputted into the following information fields is entered correctly.

### Head-of-Household Address 2

The ‘Head-of-Household Address 2’ field indicates secondary components of the address where the Head-of-Household resides.

#### Where to Find It

On the EED 9600, it is on Page 1 in the “Parent/Guardian A: Contact Information” Section as “Street Address”.

#### Rules and Guidelines

Head-of-Household Address 2’ field indicates secondary components of the address where the Head-of-Household resides. This field may include unit or apartment information not included in the ‘Head-of-Household Address 1’ field. This field is not required.

* + Example: Unit 23

#### Error Messages and Solutions

* **The Head-of-Household Address 2 field cannot be more than 100 characters.**

Problem: The Head-of-Household Address 2 field has more than 100 characters entered.

**Solution:** Confirm that the information inputted into the following information fields is entered correctly.

### Head-of-Household City

The ‘Head-of-Household City’ field indicates the formal name of the city or town where the Head-of-Household resides.

#### Where to Find It

On the EED 9600, it is on Page 1 in the “Parent/Guardian A: Contact Information” Section as “City”.

#### Rules and Guidelines

* This information is required.
* Please spell the city name out entirely; do not use abbreviations
  + Example: Use ‘Los Angeles’ not ‘LA’

#### Error Messages and Solutions

* **The Head-of-Household City field is required and cannot be left blank.**

**Problem:** The Head-of-Household City field is blank. This field must have information.

**Solution:** Enter a city in the Head-of-Household City field.

* The 'Head-of-Household City' provided does not exist in the 'Head-of-Household State' provided (WI156).

Problem: The ‘Head-of-Household City’ does not exist in the ‘Head-of-Household State’ that was provided. Either the city or state needs to be updated.

Solution: Ensure the city exists in the state provided.

* **The Head-of-Household City field cannot be more than 100 characters.**

Problem: The Head-of-Household Address 2 field has more than 100 characters entered.

Solution: Confirm that the information inputted into the following information fields is entered correctly.

### Head-of-Household State

The new 801A data field “Head-of-Household State” indicates the State or Province in an address where the Head-of-Household resides, and is restricted to only California (CA), Arizona (AZ), Nevada (NV), and Oregon (OR). You must use the two-letter abbreviation for one of the acceptable states. This field is required; example data for this field is “CA”.

#### Where to Find It

On the EED 9600, it is on Page 1 in the “Parent/Guardian A: Contact Information” Section as “State”.

#### Rules and Guidelines

* This information is required.
* Must use a valid code of an acceptable state. The code must be either California (CA), Arizona (AZ), Nevada (NV), or Oregon (OR). You must use the code; do not spell out the State
  + Example: CA is correct, not California

#### Error Messages and Solutions

* **The Head-of-Household State field is required and cannot be left blank.**

**Problem:** The Head-of-Household Statefield is blank. This field must have information.

Solution: Enter a state in the Head-of-Household State field.

### Head-of-Household Zip Code

The HoH Zip Code information field indicates the zip code of the residence of the HoH for the family receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

* On the EED 9600, look in Section I Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The zip code must contain nine digits. The primary five-digit zip code and the four-digit extension.
* Enter numbers only.
* The zip code and Federal Information Processing Standards (FIPS) code must be consistent.

#### Error Messages and Solutions

* The Zip Code is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Zip Code field is blank. This field must have information.

Solution: Enter the zip code of the HoH’s residence.

* A valid Head of Household Zip Code must have 9 numbers [801A Electronic File Transfer], [801A Input/Edit].

**Problem:** An incomplete Zip Code or letters instead of numbers is entered.

**Solution:** Confirm that all nine digits of the zip code are entered. Confirm that only numbers are entered.

* The Zip Code does not exist in the FIPS Code provided [801A Electronic File Transfer], [801A Input/Edit].

**Problem:** The zip code entered does not exist in the county indicated by the FIPS code.

**Solution:** Confirm that the zip code (first five digits) and the FIPS code for the HoH’s residence are entered correctly.

Use the “Zip/FIPS Lookup” function available on the CDMIS Main Menu to verify the accuracy of the FIPS code based on the first five digits of the zip code.

#### Frequently Asked Questions

* **The United States Postal Service (USPS) does not provide mail delivery to some of our families residences and there is no nine-digit zip code associated with their residence. Some families have a Post Office Box and some pick up their mail General Delivery at their local Post Office. What Zip Code should I report for these families?**

For instances where the USPS does not provide mail delivery to the HoH's residence, use the nine-digit zip code associated with the family’s P.O. Box or the Post Office 5-digit zip code plus "9999" if the family picks up their mail via General Delivery.

* **Which zip code do I use—the family's residence or the zip code of the childcare provider?**

For the HoH Zip Code information field, enter the zip code of the family’s residence.

* **I am trying to enter a zip code provided by a family, but the system is giving me the error message “The zip code does not exist in the geographic area for the FIPS Code provided” and I cannot save the information. What do I do?**

The CDMIS uses the zip codes provided by the USPS, which are updated once each month. The zip code provided by the family may be incorrect or the zip code may be entered incorrectly. To verify a zip code, visit the United States Postal Service Look Up a ZIP Code web page at <https://tools.usps.com/go/ZipLookupAction_input> to obtain the nine-digit zip code.

The FIPS Code may also be entered incorrectly (see data definition for Head-of-Household Federal Information Processing Standards Code.)

* **I do not know/cannot find the four-digit extension of the zip code of the family’s residence. What do I do?**

An agency should contact their local post office and request the four-digit extension of the zip code of the family’s residence. To look up the nearest post office, visit the United States Postal Service Find Locations web page at <https://tools.usps.com/go/POLocatorAction!input.action>.

### Head-of-Household Federal Information Processing Standards Code

The Head-of-Household Federal Information Processing Standards Code information field indicates the code that identifies the state and county in which the HoH receiving subsidized childcare services through an agency’s contract with the EED lives.

**Important:** Enter the Federal Information Processing Standards (FIPS) code of the HoH’s residence; do not use the FIPS code of the provider.

#### Where to Find It

On the EED 9600, look in the box “FIPS Code” in Section I: Family Identification.

Use the “Zip/FIPS Lookup” function available on the CDMIS Main Menu to look up a FIPS code. Update the family’s file with this information for future reference.

#### Rules and Guidelines

* This information field is required.
* The FIPS code consists of a two-digit state code **and** a three-digit county code. The dropdown box automatically displays the correct FIPS code for the county selected.
* The FIPS code must be consistent with the zip code.
  + Example: the FIPS code for Sacramento County should be entered only for families who reside in Sacramento County.
* The FIPS code must be consistent with the zip code for the family.

#### Error Messages and Solutions

* **The 'Family FIPS Code' is required (WI23) [801A Electronic File Transfer], [801A Input/Edit].**

Problem: No FIPS code has been provided.

Solution: Enter the FIPS code for the county where the family resides.

* **The 'Family FIPS Code' is invalid (EU34)** [801A Electronic File Transfer only].

Problem: The FIPS Code entered is not a valid code for California.

Solution: Confirm that a valid California FIPS code is entered.

* The Zip Code does not exist in the FIPS Code provided [801A Electronic File Transfer], [801A Input/Edit].

Problem: A zip code that does not exist in the county indicated by the HoH’s FIPS code is entered.

Solution: Confirm that the correct family zip code and HoH FIPS codes are entered.

Use the “Zip/FIPS Lookup” function available on the CDMIS Main Menu to verify zip code and FIPS code information.

#### Frequently Asked Questions

* **What is a FIPS Code and how do I find it?**

FIPS stands for **F**ederal **I**nformation **P**rocessing **S**tandards. In California, FIPS codes are assigned by county. If the county is known, the FIPS code can be found on the United State Census website at [ANSI and FIPS Codes](https://www.census.gov/library/reference/code-lists/ansi.html#cou).

For residents of contiguous states, the FIPS code is the two-digit state code followed by three numbers associated with the counties in those states. The CDMIS maintains a Zip/FIPS Lookup function that can be accessed from the Main Menu. Input the zip code into this function; the CDMIS provides the correct FIPS code to enter in files.

**Note:** Enter the zip code where the HoH resides (**not** where the family receives subsidized childcare services).

### CalWORKs Recipient

The ‘CalWORKs Recipient’ field indicates whether the family receives any CalWORKs services.

#### Where to Find It

* On the EED 9600 Appendix, in Section 1: Additional Child Information, under "CalWORKs Recipient?"

#### Rules and Guidelines

* This information field is required. Only one option may be selected.
* This field includes the following options:
  + 01: Adult(s) and Child(ren) Cash Aid
  + 02: Child(ren) Cash Aid
  + 03: Diversion Services
  + 04: Not Applicable

#### Error Messages and Solutions

* The 'CalWORKs Recipient' field is required and cannot be left blank (WI144).

Problem: A 'CalWORKs Recipient' field is blank.

Solution: Confirm that the 'CalWORKs Recipient' field is entered correctly (i.e., is a whole number with no decimal point, letters or dollar sign).

* The "CalWORKs Recipient" is invalid (WI145).

Problem: A 'CalWORKs Recipient' field that contains symbols, letters, or a decimal is entered. A valid 'CalWORKs Recipient' field contains only whole numbers, among the above listed valid choices (01, 02, 03, or 04). The system will not save entries that contain letters, symbols, or decimal points.

Solution: Confirm that the 'CalWORKs Recipient' field is entered correctly (i.e., is a whole number with no decimal point, letters or dollar sign).

* The 'CalWORKs Recipient' field is not valid for the 'Child's Eligibility' selected.

Problem: If the 'Child's Eligibility' is 'E – Current Aid Recipient Cash Aid', the family's 'CalWORKs Recipient' field must be ‘01 – Adult(s) and Child(ren) Cash Aid’ or ‘03 – Diversion Services.’ Either the ‘Child’s Eligibility’ field is not 'E – Current Aid Recipient Cash Aid' or the ‘CalWORKs Recipient’ field is not ‘01 – Adult(s) and Child(ren) Cash Aid’ or ‘03 – Diversion Services.’

Solution: If the family's 'CalWORKs Recipient' field is to be ‘01 – Adult(s) and Child(ren) Cash Aid’ or ‘03 – Diversion Services,’ then change the 'Child's Eligibility' to 'E – Current Aid Recipient Cash Aid.’

### Family Size

The Family Size information field indicates the number of family members used to determine income eligibility and assess an appropriate family fee. This information is provided by the individual applying for subsidized childcare services through an agency’s contract with the EED and is documented on the EED 9600.

#### Where to Find It

On the EED 9600, look at item Family Size in Section III Family Adjusted Gross Monthly Income and Size.

**Note:** On the EED 9600, family size includes the following:

* All parent(s)/caretaker(s) listed in Section I Family Identification, Fields A and B,
* All children named in Section IV Data on Children, **and**
* All additional adults and children listed on additional EED 9600s.

#### Rules and Guidelines

* This information field is required.
* The maximum length of this field is two numbers.
* Enter numbers only.
* The maximum family size is 15.

#### Error Messages and Solutions

* The Family Size is required [801A File Transfer], [801A Input/Edit].

Problem: The Family Size field is blank, or a letter, symbol, or decimal point is entered. This field must have information. The CDMIS will not save an entry with letters, symbols, or decimal points.

Solution: Enter the family size correctly.

Family Size must be at least 1 [801A Electronic File Transfer], [801A Input/Edit].

Problem: Zero (0) is entered. This is not a valid family size. A family must have at least one person.

Solution: Enter the correct family size.

* The Family Size must be a whole number [801A Electronic File Transfer], [801A Input/Edit].

Problem: A number containing a decimal point is entered. This is not a valid family size. The family size must be a whole number.

Solution: Enter the correct Family Size.

* **Family Size cannot be less than the total number of children listed plus the head-of-household *[801A Electronic File Transfer], [801A Input/Edit].***

Problem: The family size indicated is less than the total number of children and the HoH listed.

Solution: Confirm the family size of the family. For example, if two children are listed in addition to the HoH for one family, the smallest family size allowed is three.

* **When Family Size is “1” or when child is listed as Head-of-Household, the Social Security Number must be blank *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:**

**801A:** The reported family size indicates that no adults were counted in the family size; a child is listed as the HoH.

**Solution:** When no adults are counted in the family size and a child is listed as the HoH, agencies cannot report an SSN. Leave this field blank and enter the FICN of the family.

* **Family Size cannot exceed 15 *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** A family size that exceeds 15 is entered. Because the FFS and income ceilings only go up to a family size of 15, this is the maximum size the CDMIS will allow.

**Solution:** Verify family size is entered correctly. If the family size exceeds 15, enter 15 so the family’s information can be saved.

#### Frequently Asked Questions

* **For a foster child or in situations where no adults were counted when determining the family size, what do I enter for Family Size?**

The answer to this question is based on how eligibility to receive subsidized childcare services through an agency’s contract with the EED is determined for the family.

If the family’s income was not used to determine income eligibility and no adults were counted when determining the family size, then this is probably a family of one; the child should be listed as the HoH.

If sibling children received services as well, the family size should be the number of siblings residing in the family. The oldest child should be listed as the HoH.

For further clarification or guidance, an agency may contact their consultant.

* **The information for the Family Size is not correct. What should I do?**

The family size is taken directly from the 801A submitted by agencies via the CDMIS. If the family size is incorrectly reported, correct the information.

### Family Income

The Family Income information field indicates the total adjusted gross monthly income used in determining a family’s eligibility to receive subsidized childcare services through an agency’s contract with the EED. Monthly family income is verified income.

#### Where to Find It

On the EED 9600, look at the item Family Income in Section III: Family Adjusted Gross Monthly Income and Size.

#### Rules and Guidelines

* This information field is required.
* This field must contain only numeric digits (0–9) with a minimum value of 0 and a maximum value of 999999. Enter numbers only; do not enter a dollar sign ($), comma (,), decimal point (.), or any special characters.
* Round the monthly family income to the nearest whole dollar. Do not enter cents.
* In CPS cases where income is not collected as part of determining eligibility, enter 0 (zero). However, if the income was collected, it should be entered.

#### Error Messages and Solutions

* **The Monthly Family Income is required and cannot be left blank (WB36) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Family Income is required. This field must have information.

**Solution:** Enter the monthly family income.

* **A valid Monthly Family Income must contain only whole numbers and must be between 0 and 999999 (WB38). *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** A family income that contains letters or symbols or has not been rounded to the nearest whole dollar is entered. A valid monthly family income contains only whole numbers. The CDMIS will not save an entry with letters, symbols, or decimals.

**Solution:** Confirm that the monthly family income is entered correctly.

#### Frequently Asked Questions

* **What do I do if the family had several income changes in the report month?**

If the family’s monthly income increased, input the income used to determine the family’s eligibility to receive subsidized childcare services through an agency’s contract with the EED for the current fiscal year (FY).

If the family’s monthly income decreased, use the last reported income for the report period (the last adjustment for the report period). The monthly family income reported should match the income used to determine the family fee.

### Reason for Needing Service

The ‘Reason for Needing Service’ field indicates the reason a family qualifies as needing CSPP services, as specified in California *Education Code (EC)* Section 8208(d)(4).

#### Where to Find It

* On the EED 9600 Form, Section III. “Reason for Needing Services."
* If more than one need is selected on the EED 9600 Form, select the Family’s primary reason for needing services.

#### Rules and Guidelines

* This information field is required. Only one option may be selected.
* If more than one need is selected on the EED 9600 form, select the family's primary reason.

**Below are the possible choices:**

* **A** – Homeless
* **B** – Working
* **C** – CPS or At-Risk
* **D** – Parent/Caretaker Incapacitated
* **E** – Education or Training
* **F** – Actively Seeking Employment
* **G** – Seeking Permanent Housing
* **H** – No Need (Including Part-Day)
* **I** – Qualified Neighborhood School

#### Error Messages and Solutions

* The “Reason for Needing Service” field is required and cannot be left blank (WI146) [801A Electronic File Transfer], [801A Input/Edit].

Problem: No “Reason for Needing Service” is provided.

Solution: Enter the “Reason for Needing Service” information (i.e. single letter from A through I).

* The "Reason for Needing Service" is invalid (WI147).

Problem: A “Reason for Needing Service” field that contains symbols, numbers, or a decimal is entered. A valid “Reason for Needing Service” field contains only one letter. The system will not save entries that contain numbers, symbols, or decimal points.

Solution: Confirm that the “Reason for Needing Service” field is entered correctly (i.e., is a letter from A through I).

### Family Start Date

The Family Start Date information field indicates the original date on which a family began receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

The documentation for when a family began receiving subsidized childcare services through an agency’s contract with the EED should be in the family’s file. This date can be found on the EED 9600 under the “Initial Subsidized Service Date,” which is located in a box in the upper right-hand corner of the first page.

#### Rules and Guidelines

* This information field is required.
* Enter the date (month, day, and year) the family began receiving subsidized childcare services.
* This date must be before or during the report period.
* If the services for all children in the family were interrupted for **less than three months** because of reasons such as illness or vacation, select the **original** date the family began receiving subsidized childcare services through the agency’s contract with the EED, not the date services resumed.
* If the services for all children in the family were interrupted for **three months or more**, select the date when the family **resumed** receiving subsidized childcare services through the agency’s contract with the EED, not the original date of assistance from the agency.

**Example 1:** The Kim family has one child, Mary, receiving subsidized childcare services through an agency’s contract with the EED. Mary did not receive any services in June, July, or August 2024 because of summer vacation. Mary returned to receiving services at the same agency on September 1, 2024.

In the September 2024 801A, enter September 1, 2024 for the Family Start Date as that was the date the family resumed receiving services after a break of three months.

**Example 2:** The Smith family has two children, Joan and Mark, receiving subsidized childcare services from the same agency. In June, July, and August 2024, Mark did not receive any services because he spent the summer with relatives in another city. Joan continued to receive services during this time. In September 2024, Mark resumed receiving services with the same agency.

In the September 2024 801A, do not change the Family Start Date as at least one child in the family did not have a break in receiving services.

#### Error Messages and Solutions

* The Family Start Date must be on or before the report month/year [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Family Start Date entered occurs after the report period, which indicates that the family is being reported for a report period that has not yet begun.

Solution: Confirm that the Family Start Date is entered correctly.

* Invalid Family Start Date [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Family Start Date is invalid or missing.

Solution: Enter a valid date.

* The Family’s Start Date is required [801A Electronic File Transfer].

Problem: The Family Start Date is blank.

Solution: Enter the Family Start Date.

* The Family’s Start Month is required [801A Input/Edit].

Problem: No month was selected from the dropdown list.

Solution: Select the month from the dropdown list (January – December).

* The Family’s Start Day is required [801A Input/Edit].

Problem: No day was selected from the dropdown list.

Solution: Select the day from the dropdown list (1 – 31).

* The Family Start Year is required [801A Input/Edit].

**Problem:** No year was selected from the dropdown list.

**Solution:** Select the year from the dropdown list.

#### Frequently Asked Questions

* **I don’t know the Family Start Date. Where can I find it?**

For a new family, the EED 9600 will have the date in the box “Initial Subsidized Service Date.”

For a continuing family, the most current EED 9600 will not have the original Family Start Date; agencies must check the family’s file for an earlier EED 9600. Unless it has been purged from the family’s file, the first EED 9600 for that family should have Family Start Date. Agencies may also look on the original Notice of Action given to the HoH when eligibility for subsidized childcare services was first determined.

* **Do I ever change the Family Start Date?**

Typically, the Family Start Date will never change. The only exception would be if there was a break in service of three months or more. See the examples provided in the Rules and Guidelines.

## Child Information

### Child’s Last Name

The Child Last Name information field indicates the last name of the child receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

On the EED 9600, look in the box “Full Name of Child Including Middle Initial” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is two characters. The maximum length of this field is 50 characters.
* If a child did not receive subsidized childcare services through an agency’s contract with the EED, do not include that child in the 801A for the report period.
* ***Special instructions for foster children:*** Enter the **Child Last Name**. If there is more than one foster child in the family receiving subsidized childcare services, enter the last name of the **oldest child receiving subsidized childcare services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH first name, last name, and middle initial.

#### Error Messages and Solutions

* The Child Last Name is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child Last Name is blank.

Solution: Enter the Child Last Name information.

* The Child’s Last Name must contain only letters, hyphens, spaces, and apostrophes [801A Electronic File Transfer], [801A Input/Edit].

Problem: Invalid characters are entered in the Last Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* The Child’s Last Name, First Name, Middle Initial, and birthday already exist for this family in this report month/year [801A Input/Edit].

Problem: A child with this same information has already been reported for this family in this report period. The CDMIS will not accept a duplicate child.

Solution: Verify each child’s first name, middle initial, last name, and date of birth for the family and resolve any errors.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same [801A Electronic File Transfer], [801A Input/Edit].

Problem: The number of children reported for the family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving services, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

#### Frequently Asked Questions

* **The child's (first and last) name is the same as the "head-of-household." Will this come up as an error?**

No; however, ensure that the child is ***not*** listed as the "head-of-household" ***unless the child is a foster child*.** Refer to the Child First Name or Child Last Name sections for additional guidance in reporting foster children.

### Child’s First Name

The Child First Name information field indicates the first name of the child receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

On the EED 9600, look in the box “Full Name of Child Including Middle Initial” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is two characters. The maximum length of this field is 50 characters.
* If a child did not receive subsidized childcare services through an agency’s contract with the EED, do not include that child in the 801A for the report period.
* ***Special instructions for foster children:*** Enter the **Child Last Name**. If there is more than one foster child in the family receiving subsidized childcare services, enter the last name of the **oldest child receiving subsidized childcare services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH first name, last name, and middle initial.

#### Error Messages and Solutions

* The Child First Name is required. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Child First Name is blank.

Solution: Enter the Child First Name.

* The Child’s First Name must contain only letters, hyphens, spaces, and apostrophes [801A Electronic File Transfer], [801A Input/Edit].

Problem: Invalid characters are entered in the First Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* The Child’s First Name, Last Name, Middle Initial, and birthday already exist for this family in this report month/year [801A Input/Edit].

Problem: A child with this same information has already been reported for this family in this report period. The CDMIS will not accept a duplicate child.

Solution: Verify each child’s first name, middle initial, last name, and date of birth for the family and resolve any errors.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same [801A Electronic File Transfer], [801A Input/Edit].

Problem: The number of children reported for the family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving services, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

#### Frequently Asked Questions

* **The child's (first and last) name is the same as the "Head-of-Household." Will this come up an error?**

No; however, ensure that the child is ***not*** listed as the "head-of-household" ***unless the child is a foster child*.** Refer to the Child First Name or Child Last Name sections for additional guidance in reporting foster children.

### Child’s Middle Initial

The Child Middle Initial information field indicates the middle initial of the child receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

On the EED 9600, look in the box “Full Name of Child Including Middle Initial” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is optional but recommended if available.
* The maximum length of this field is one character.
* Do not enter a period after the middle initial.
* ***Special instructions for foster children***: Enter the **Child Middle Initial**. If there is more than one foster child in the family receiving subsidized childcare services, enter the middle initial of the **oldest child receiving subsidized childcare services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH First Name, Last Name, and Middle Initial.

#### Error Messages and Solutions

* **A valid child’s middle initial must be one letter *[801A File Transfer], [801A Web Input].***

**Problem:** A period (.) or more than one letter in the middle initial field is entered. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.

**Solution:** Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same [801A Electronic File Transfer], [801A Input/Edit].

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized childcare services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

#### Frequently Asked Questions

* **I don't know the middle initial for the child. She or he doesn't have one.**

If the child’s middle initial is not known, leave the field blank. Although this is an optional field, due to the high volume of duplicate names, it is advisable to request and report the middle initial of all children receiving subsidized childcare services through an agency’s contract with the EED. This provides a method for agencies and the CDE to distinguish families and children across agencies.

### Child’s Ethnicity

The Child’s Ethnicity information field indicates whether the child receiving subsidized childcare services through an agency’s contract with the EED is of Hispanic or Latino origin. The definition of Hispanic or Latino is a person of Cuban, Mexican, Puerto Rican, South American, Central American, or other Spanish culture or origin.

**Note:** The Child’s Ethnicity question must be answered in addition to the Child’s Race questions.

#### Where to Find It

On the EED 9600, look in the box “Ethnicity” in Section IV: Data on Children. On the EED 9600, Y = “Yes” and N = “No.”

#### Rules and Guidelines

* This information field is required.
* There are only two choices:
  + **Yes** – The child is of Hispanic or Latino origin
  + **No** – The child is not of Hispanic or Latino origin

#### Error Messages and Solutions

* **The Child’s Ethnicity is required *[801A Electronic File Transfer], [801A Input/Edit].***

Problem: The Child’s Ethnicity question has not been answered.

Solution: Select “Yes” (Y in the electronic file) or “No” (N in the electronic file).

* **The Child’s Ethnicity is invalid *[801A Electronic File Transfer only].***

Problem: The information provided in the file for the Child’s Ethnicity is not acceptable.

Solution: Confirm that valid information (Y or N) is entered.

#### Frequently Asked Questions

* **The child’s ethnicity is unknown or the parent is not sure whether to answer “Yes” or “No.” What should I do?**

This judgment is up to the parent; however, regulations require the parent to answer the question.

### Child’s Race

The Child’s Race information field indicates the race of the child receiving subsidized childcare services through agency’s contract with the EED. The race categories are from the questions asked by the U.S. Census Bureau and are defined as follows:

* **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
* **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
* **Black or African American:** A person having origins in any of the Black racial groups of Africa.
* **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
* **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

#### Where to Find It

This information should be retained in the Child File within the Agency.

#### Rules and Guidelines

* This information field is required.
* At least **one** racial category must be answered “Yes.” Select all racial categories that apply.
* There are five racial categories
  + **American Indian or Alaska Native**
  + **Asian**
  + **Black or African American**
  + **Native Hawaiian or other Pacific Islander**
  + **White**
* For each of these racial categories, select either “Yes” or “No.”

#### Error Messages and Solutions

* **The Child’s Race is required (Yes or No) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** For the indicated racial category, the information is missing.

**Solution:** Select “Yes” (Y in the electronic file) or “No” (N in the electronic file) for the indicated racial category.

* **All Race categories are answered “No.” At least one Race category must be answered “Yes” *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** “No” is selected for all racial categories.

**Solution:** Indicate “Yes” (Y in the electronic file) for at least one of the racial categories.

* **The “Child’s Race – American Indian or Alaskan Native” is invalid.** **Valid entries are “Y” or “N” *[801A Electronic File Transfer only].***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – Asian” is invalid. Valid entries are “Y” or “N” *[801A Electronic File Transfer only].***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – Black or African American” is invalid. Valid entries are “Y” or “N” *[801A Electronic File Transfer only].***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – Native Hawaiian or Other Pacific Islander” is invalid. Valid entries are “Y” or “N” *[801A Electronic File Transfer only].***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – White” is invalid. Valid entries are “Y” or “N” *[801A Electronic File Transfer only].***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

#### Frequently Asked Questions

* **The child’s race is unknown or the parent is not sure whether to answer “Yes” or “No” in the different categories. What should I do?**

This judgment is up to the parent; however, regulations require the parent to answer “Yes” or “No” to each racial category. At least one of the racial categories must be answered “Yes.”

* **The file for one of our children indicates the race is both Asian and White. I’ve answered “Yes” to both these categories. What do I answer for the remaining race categories?**

Answer “No” to the remaining race categories not identified by the parent.

### Child’s Gender

The ‘Child’s Gender’ field indicates the child’s gender.

#### Where to Find It

In the Child file within the agency.

#### Rules and Guidelines

* This information field is required; only one option may be selected.
* This field includes the following options:
  + M: Male
  + F: Female
  + X: Non-binary

#### Error Messages and Solutions

* **The Child’s Gender is required (WB70) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** No information is provided for the Child’s Gender.

**Solution:** Select Male (M in electronic file), Female (F in electronic file), or X – Non-Binary (X in electronic file) for the Child’s Gender.

* **The “Child’s Gender” is invalid *[801A Electronic File Transfer].***

Problem: The information provided in the electronic file for the Child’s Gender is not acceptable.

Solution: Confirm that valid information (M, F, X) is entered for the Child’s Gender.

#### Frequently Asked Questions

* **The gender was not provided, and I cannot tell the gender. What should I do?**

Ask staff responsible for maintaining this information to update the family file for the child so that this question can be answered.

### Child Date of Birth

The Child Date of Birth information field indicates the month, day, and year the child receiving subsidized childcare services through an agency’s contract with the EED was born.

#### Where to Find It

On the EED 9600, look in the box “Birth Date” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* Provide the month, day, and year the child was born
* The Child Date of Birth must be on or before the report period.

#### Error Messages and Solutions

* The Child Date of Birth is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child’s Date of Birth is not provided.

Solution: Enter the Child Date of Birth.

* The Child Date of Birth must be on or before the report month [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child Date of Birth is after the report period, indicating that the child was born after the month in which he or she received subsidized childcare services.

Solution: Confirm the Child Date of Birth is entered correctly.

* Invalid Child Date of Birth [801A Electronic File Transfer only].

Problem: An invalid or incomplete date is entered.

Solution: Enter a date that meets the file format specifications. For example, January 1, 2025 should appear as 01/01/2025 in the electronic file.

* The Child Date of Birth indicates the child is too young or too old for CSPP services [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child Date of Birth and Program Code(s) entered for the child indicate the child is not eligible for CSPP services.

Solution: Verify the Child Date of Birth is entered correctly. If the Child Date of Birth is entered correctly and the child is being served because the family file contains an active Individualized Education Program (IEP) indicating the subsidized childcare services are authorized, enter a “Y” in the “Child has IEP” information field to report an over-aged child.

* The Child Month of Birth is required [801A Input/Edit].

Problem: No Child Month of Birth was selected from the dropdown list.

Solution: Select the Child Month of Birth from the dropdown list (January through December).

* The Child Day of Birth is required [801A Input/Edit].

Problem: No Child Day of Birth was selected from the dropdown list.

Solution: Select the Child Day of Birth from the dropdown list.

* The Child Year of Birth is required [801A Input/Edit].

Problem: No Child Year of Birth was selected from the dropdown list.

Solution: Select the Child Year of Birth from the dropdown list.

#### Frequently Asked Questions

* **I do not have the Child Date of Birth. What should I do?**

The child’s date of birth must be entered. If no date of birth is provided on the EED 9600, check other records for the child, such as the immunization record.

### Child Has IEP or IFSP

The ‘Child has an individualized education plan (IEP) or individualized family service plan (IFSP)’ indicates whether the child has an active IEP or IFSP, or if they did during time of enrollment.

#### Where to Find It

On the EED 9600 Form, in Section VI: Data on Children Served in the Program, under “IEP or IFSP Status”

#### Rules and Guidelines

* This information field is required; only one option may be selected.
* This field includes the following options:
  + 01: Yes, the child has an active IEP or IFSP
  + 02: No, the child does not have an active IEP or IFSP
  + 03: No, but the child was certified with an active IEP or IFSP at time of enrollment

#### Error Messages and Solutions

* The 'Child has an IEP or IFSP' field is required and cannot be left blank (WI163) [801A Electronic File Transfer], [801A Input/Edit].

Problem: The information for the "Child has IEP or ISFP" was not provided.

Solution: Confirm that "Y" or "N" is indicated in the electronic file; confirm that "Yes" or "No" is selected from the dropdown list.

* The 'Child has an IEP or IFSP' field is invalid (WI162) [801A Electronic File Transfer].

Problem: The information in the electronic file for the Child’s IEP is not acceptable.

Solution: Confirm that “01”, “02” or “03” is indicated in the electronic file.

#### Frequently Asked Questions

* **How do I know if the child meets the definition of exceptional needs?**

The family file will contain a copy of an active IFSP or IEP.

* **What if the family files do not contain an active IFSP or IEP?**

If there is no active IFSP or IEP in the family's file, answer "No" to this question. Only answer "Yes" if the child has an active IFSP or IEP on file with the agency.

### Is Child Receiving Extended Learning and Care?

The ‘Is Child Receiving Extended Learning and Care?’ field is applicable for children enrolled in a Transitional Kindergarten (TK) or Kindergarten (K) program that are also enrolled in part-day CSPP services for extended learning and care services during the hours that they are not receiving educational services in a TK or K program.

#### Where to Find It

This information should be retained in the Child File within the Agency.

#### Rules and Guidelines

* This information field is required; only one option may be selected.
* This field includes the following options:
  + Y – Yes
  + N – No

#### Error Messages and Solutions

* **The 'Is Child Receiving Extended Learning and Care?' field is required and cannot be left blank (WI173) *[801A Electronic File Transfer].***

**Problem:** The information in the upload file for the 'Is Child Receiving Extended Learning and Care?' field is blank.

**Solution:** Confirm a valid code from the list above (Y or N) is entered.

* **The 'Is Child Receiving Extended Learning and Care?' field is invalid (WI174) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The question the 'Is Child Receiving Extended Learning and Care?' field is not a valid code (Y or N).

**Solution:** Confirm a valid code from the list above (Y or N) is entered.

### Child’s Eligibility

The ‘Child’s Eligibility’ field indicates the criteria in which a child is eligible for CSPP services, as specified in California *Education Code (EC)* Section 8208(d)(4).

#### Where to Find It

On the EED 9600 Form, Section II ‘Eligibility’.

#### Rules and Guidelines

* This information field is required; only one field may be selected.
* This field includes the following options:
  + A: Homeless
  + B: Income Eligible
  + C: Protective Servies (CPS or At-Risk)
  + D: Qualified Neighborhood School
  + E: Current Aid Recipient
  + F: Children with Disabilities (Exceptional Needs)
  + G: Governmental Programs Categorical Eligibility
  + H: Early Enrollment TK Eligibility

#### Error Messages and Solutions

* **The 'Child's Eligibility' field is invalid (WI165) *[801A Electronic File Transfer].***

**Problem:** The information for the 'Child's Eligibility' field is invalid because it contains information other than the allowed codes.

**Solution:** Confirm that a valid code is entered.

* **The 'Child's Eligibility' field is required and cannot be left blank (WI164) *[801A Electronic File Transfer], [801A Web Input/Edit],***

**Problem:** The 'Child's Eligibility' fieldis not answered.

**Solution:** Confirm a valid entry is in the 'Child's Eligibility' field.

* **The Eligibility Status Code 'E - Current Aid Recipient (Cash Aid)' can only be selected if the family's CalWORKs Recipient Status is either: '01 - Adult(s) and Child(ren) Cash Aid' or '03 - Diversion Services' (WI166) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The family’s CalWORKS Recipient Status is not one of the allowed '01 - Adult(s) and Child(ren) Cash Aid' or '03 - Diversion Services' options for Eligibility Status Code 'E - Current Aid Recipient (Cash Aid)'.

**Solution:** Confirm that the family’s CalWORKS Recipient status is either '01 - Adult(s) and Child(ren) Cash Aid' or '03 - Diversion Services' options if Eligibility Status Code 'E - Current Aid Recipient (Cash Aid)' is to be used.

* **The Eligibility Status Code 'F - Children with Disabilities (Exceptional Needs)' can only be selected if the Child's IEP or IFSP Status is either: '01 - Yes, the child has an active IEP or IFSP' or '03 - No, but the child was certified with an active IEP or IFSP in the last 24 months' (WI167) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Eligibility Status Code is not one of the allowed '01 - Yes, the child has an active IEP or IFSP' or '03 - No, but the child was certified with an active IEP or IFSP in the last 24 months' options for the Eligibility Status Code 'F - Children with Disabilities (Exceptional Needs)'.

**Solution:** Confirm the Child’s IEP or IFSP status is either '01 - Yes, the child has an active IEP or IFSP' or '03 - No, but the child was certified with an active IEP or IFSP in the last 24 months' if the Eligibility Status Code 'F - Children with Disabilities (Exceptional Needs)' is to be used.

* **The Eligibility Status Code "B - Income Eligible" can only be selected if the "Monthly Family Income" for this family's size is less than or equal to 115% of the State Median Income (WI168) *801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The family’s Monthly Family Income for the family size is greater than 115% of the State Median Income.

**Solution:** Confirm the family’s Monthly Family Income for the family size is less than or equal to 115% of the State Median Income if Eligibility Status Code "B - Income Eligible" is to be used.

### Is Child Enrolled in a California Department of Social Services (CDSS) Program?

The ‘Is Child Enrolled in a CDSS Program?’ field indicates whether the child is also enrolled in a CDSS childcare program, in addition to being enrolled in CSPP with the CDE.

#### Where to Find It

This information should be retained in the Child File within the Agency.

#### Rules and Guidelines

* This information field is required; only one field should be selected.
* This field includes the following options:
  + 01: No, the child is not enrolled in a CDSS Program
  + 02: Yes, the child is enrolled in CalWORKs Stage One Child Care (C1AP)
  + 03: Yes, the child is enrolled in CalWORKs Stage Two Child Care (C2AP)
  + 04: Yes, the child is enrolled in CalWORKs Stage Three Child Care (C3AP)
  + 05: Yes, the child is enrolled in Alternative Payment Program (CAPP)
  + 06: Yes, the child is enrolled in Migrant Alternative Payment Program (CMAP)
  + 07: Yes, the child is enrolled in Emergency Child Care Bridge Program for Foster Children (Bridge Program)
  + 08: Yes, the child is enrolled in General Child Care and Development (CCTR)
  + 09: Yes, the child is enrolled in Migrant Child Care and Development Programs (CMIG)
  + 10: Yes, the child is enrolled in Children with Severe Disabilities (CHAN)
  + 11: Yes, the child is enrolled in Family Child Care Home Education Networks (CFCC)
  + 12: Unknown if the child is enrolled in a CDSS Program

#### Error Messages and Solutions

* The 'Is Child Enrolled in a DSS Program?' field is required and cannot be left blank (WI169) [801A Electronic File Transfer].

Problem: The 'Is Child Enrolled in a CDSS Program?' field is blank.

Solution: Enter a valid code into the 'Is Child Enrolled in a CDSS Program?' field.

* The 'Is Child Enrolled in a DSS Program?' field is invalid (WI170) [801A Electronic File Transfer].

Problem: An invalid entry has been input (e.g. letters, symbols, decimal points).

Solution: Ensure a valid entry is input or selected (e.g. 2-digit number from 01 through 12).

### Is Child Enrolled in a Head Start Program?

The ‘Is Child Enrolled in a Head Start Program?’ field indicates whether the child is also enrolled in a Head Start program, in addition to being enrolled in CSPP with the CDE.

#### Where to Find It

This information should be retained in the Child File within the Agency.

#### Rules and Guidelines

* This information field is required; Only one option may be selected.

There are six choices for this field:

* + 01: No, the child is not enrolled in a Head Start Program.
  + 02: Yes, the child is enrolled in Head Start.
  + 03: Yes, the child is enrolled in Early Head Start.
  + 04: Yes, the child is enrolled in Migrant Head Start.
  + 05: Yes, the child is enrolled in Tribal Head Start.
  + 06: Unknown if the child is enrolled in a Head Start Program.

#### Error Messages and Solutions

* The 'Is Child Enrolled in a Head Start Program?' field is required and cannot be left blank (WI171) [801A Electronic File Transfer], [801A Input/Edit].

Problem: The information for the 'Is Child Enrolled in a Head Start Program?' field is not provided.

Solution: Enter a valid entry for the field (e.g. 2 digits from 01 through 06).

* The 'Is Child Enrolled in a Head Start Program?' field is invalid (WI172) [801A Electronic File Transfer], [801A Input/Edit].

Problem: The information for the 'Is Child Enrolled in a Head Start Program?' field is not valid.

Solution: Enter a valid entry for the field that matches one of the six choices above (e.g. 2 digits from 01 through 06).

#### Frequently Asked Questions

* **I do not know if the child is enrolled in a CDSS program. What should I put?**

If you do not know this information, you may select the code 06 for unknown. We still ask agencies to accurately report this field to the best of your ability whenever possible.

### Services Type and Length

The Services Type and Length information field indicates whether the child received direct services or sub-contracted services. Additionally, this field captures whether the child receives less than four hours (no more than three hours and 59 minutes) of care each day during the report period.

#### Where to Find It

The information for the amount of subsidized childcare services certified for the child each day should be in the family file.

In the family file, review the daily amount of subsidized childcare the child received or was certified to receive. If that daily care was less than four (4) hours each day, the child is deemed part-day; answer “Yes” for this question.

#### Rules and Guidelines

* There are four choices for this field:
  + **A –** **Direct Services Full-Day:** The child was provided Direct Services and received four (4) hours or more of care for at least one day in the report period.
  + **B - Direct Services Part-Day**: The child was provided Direct Services and received less than four (4) hours (no more than three [3] hours and 59 minutes) of care each day.
  + **C – Subcontracted/Voucher/FCCHEN Services Full-Day:** The child was provided Subcontracted Services and received four (4) hours or more of care for at least one day in the report period.
  + **D – Subcontracted/Voucher/FCCHEN Services Part-Day**: The child was provided Subcontracted Services and received less than four (4) hours (no more than three [3] hours and 59 minutes) of care each day.

#### Error Messages and Solutions

* The Services Type and Length information is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The information for the Services Type and Length is not provided.

Solution: Enter "Direct Services Full-Day" (A in transfer file), "Direct Services Part-Day" (B in transfer file), "Subcontracted/Voucher/FCCHEN Services Full-Day " (C in transfer file), or "Subcontracted/Voucher/FCCHEN Services Part-Day " (D in transfer file) for the Services Type and Length information field.

* “Services Type and Length” is Invalid [801A Electronic File Transfer].

Problem: The information in the electronic file for the Services Type and Length information field is not acceptable.

Solution: Confirm that “A”, “B”, “C”, or “D” is entered.

* The selected 'Type of Childcare' can only be a Family Child Care Home (FCCH) option if the 'Services Type And Length' field is entered as 'C - Subcontracted/Voucher/FCCHEN Services Full-Day' or 'D - Subcontracted/Voucher/FCCHEN Services Part-Day' (EU147) [801A Electronic File Transfer], [801A Input/Edit].

Problem: The selected 'Type of Childcare' is FCCH but the 'Services Type And Length' field is not 'C - Subcontracted/Voucher/FCCHEN Services Full-Day' or 'D - Subcontracted/Voucher/FCCHEN Services Part-Day'.

Solution: Enter "'Services Type And Length' field as either 'C - Subcontracted/Voucher/FCCHEN Services Full-Day' or 'D - Subcontracted/Voucher/FCCHEN Services Part-Day if FCCH is to be used as the ‘Type of Childcare’.

#### Frequently Asked Questions

* **Should children who are enrolled in a FCCH setting type be designated to "Direct Services" or "Subcontracted Services."**

If the child is enrolled in a FCCH setting type, then they must select either C: Subcontracted/Voucher/FCCHEN Services Full-Day or D: Subcontracted/Voucher/FCCHEN Services Part-Day.

### Child Start Date

The Child Start Date information field indicates the actual date on which the child began receiving subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

The documentation for when a child begins receiving services should be in the family file; this date should be found on a Notice of Action but may also be found in other documents.

#### Rules and Guidelines

* This information field is required.
* Enter the date (month, day, and year) the child began receiving subsidized childcare services.
* If the services were interrupted for **less than three months** due to illness or vacation, indicate the **original** date services began for this child with the agency, not the date services resumed.
* If the services were interrupted for **three months or more**, indicate the date the child **resumed** receiving services, not the original date services began with the agency.

**Example 1:** Joe Kim began receiving subsidized childcare from Daisy’s Day Care on June 1, 2024. He did not receive services during the month of July but returned to Daisy’s Day Care on August 13, 2024. Because there was less than three months between the last day Joe was in care and the day he returned, June 1, 2024 is reported in the 801A.

**Example 2:** Suzy Kim began receiving subsidized childcare on April 1, 2024. She did not receive childcare in June, July, or August because of summer vacation. She returned to childcare in September 5, 2024.  
September 5, 2024 is reported in the 801A because that was the date Suzy resumed receipt of subsidized childcare after a break of three months.

* This date must be before or during the report period.
* This date must be on or after the Family Start Date.

#### Error Messages and Solutions

* The Child Start Date is required [801A Electronic File Transfer].

Problem: The Child Start Date is blank.

Solution: Enter the Child Start Date.

* Invalid Child Start Date [801A Electronic File Transfer].

Problem: An invalid or incomplete date is entered

Solution: Enter a date that meets the file format specifications. For example, January 1, 2025, would appear as 01/01/2025 in an electronic file.

* The Child Start Month is required [801A Input/Edit].

Problem: No month was selected from the dropdown list.

Solution: Select the month from the dropdown list (January – December).

* The Child Start Day is required [801A Input/Edit].

Problem: No day was selected from the dropdown list.

Solution: Select the day from the dropdown list (1 – 31).

* The Child Start Year is required [801A Input/Edit].

Problem: No year was selected from the dropdown list.

Solution: Select the year from the dropdown list.

* The Child Start Date must be on or before the report month/year [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child Start Date indicated occurs after the report period, indicating that the child is being reported in a month that has not yet begun.

Solution: Confirm that the Child Start Date is entered.

* The Child Start Date must be on or after the Family Start Date [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child Start Date entered is before the Family Start Date. The child cannot start before the family has started.

Solution: Confirm that the child and family start dates are entered correctly.

* The Child Start Date must be on or after the Child Date of Birth [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Child Start Date entered occurs before the child was born. The child cannot start receiving services before it is born.

Solution: Confirm that the Child Start Date and Child Date of Birth are entered correctly.

#### Frequently Asked Questions

* **I do not know the Child Start Date. What should I do?**

Determine the Child Start Date by looking in the family file. A Notice of Action may indicate when the child began receiving subsidized childcare services. Check the agency’s provider payment records to determine when payments began for this child’s services.

## Provider Information

### Is this Provider License-Exempt?

The ‘Is this Provider License-Exempt?’ field indicates whether the provider is license-exempt or if they hold an active license number.

#### Where to Find It

This information should be retained where the agency maintains records on Provider Information.

#### Rules and Guidelines

* This information field is required; only one option may be selected.
* This field has the following options:
  + Y: Yes, the provider is license-exempt
  + N: No, the provider is not license-exempt

#### Error Messages and Solutions

* **The Provider License-Exempt' field is required and cannot be left blank (WI176) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The 'Provider License-Exempt' field is blank.

**Solution:** Enter the Provider License-Exempt information (Y or N).

* **The 'Provider License-Exempt' field is invalid (WI175) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The 'Provider License-Exempt' field is not one of the two valid options.

**Solution:** Enter a valid option as provided above (Y or N).

### Provider License Number

The "Provider License Number" field indicates the license number of the provider. If a provider holds an active Department of Social Services Facility License Number, this number should be entered into this field.

#### Where to Find It

This information should be retained where the agency maintains records on Provider Information.

#### Rules and Guidelines

* This field is linked with the "Is Provider License-Exempt?" Field.
  + If the ‘Is Provider License-Exempt?’ field is responded ‘No’, this field is required and the response must be 9 digits long
  + If the ‘Is Provider License-Exempt?’ field is responded ‘Yes’ this field is required to be left blank
* If a Provider is licensed, please enter the CDSS facility license number in the ‘Provider License Number’ field.

#### Error Messages and Solutions

* **The 'Provider License Number' field is required if the 'Is this Provider License-Exempt?' status is 'N - No' (WI182) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Provider License-Exempt?' status is 'N - No' but the 'Provider License Number' field is empty.

**Solution:** If the provider is not license-exempt, enter the correct Department of Social Services facility license number in the 'Provider License Number' field.

* **The 'Provider License Number' must contain 9 numeric digits (WI183) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Provider License Number’ field has more or less than 9 numeric digits.

**Solution:** If the provider is license-exempt, remove any entries or characters (symbols, numbers, letters, decimal points) from the 'Provider License Number' field. If the provider is not license-exempt, enter the correct Department of Social Services facility license number in the 'Provider License Number' field.

* **The 'Provider License Number' field must be left blank/null if the 'Is this Provider License-Exempt?' status is 'Y - Yes' (WI186)*[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Provider License-Exempt?' status is 'Y - Yes' but the 'Provider License Number' field has an entry in it.

**Solution:** If the provider is license-exempt, remove any entries or characters (symbols, numbers, letters, decimal points) from the 'Provider License Number' field.

### Provider Address 1

The ‘Provider Address 1’ field indicates the address where the Provider offers CSPP services.

#### Where to Find It

This information should be retained where the agency maintains records on sites and Provider Information.

#### Rules and Guidelines

* This information field is required.
* This field should include the following address components: Primary Street Number, Predirectional, Street name, Street Suffix, and Postdirectional
  + Example: 123 Main Street

#### Error Messages and Solutions

* **The Provider Address 1' field is required and cannot be left blank (WI177).**

**Problem:** The Provider Address field is blank. This field must have information.

**Solution:** Enter the provider's street address.

* **The 'Provider Address 1' field cannot be more than 100 characters (WI178).**

**Problem:** The ‘Provider Address 1’ field contains more than 100 characters.

**Solution:** Confirm that no P.O. Box information is entered. Confirm that the provider address is no more than 100 characters long.

#### Frequently Asked Questions

* **I am trying to enter a Provider Address, but the system is giving me the error "The Provider Address is not valid" and I cannot save the information. What do I do?**

The physical street address for each child's subsidized childcare provider is required. Confirm that the actual street address of the site or home where the subsidized childcare services were provided during the report period is entered correctly.

* **Our agency operates several sites. We have a child who received services at one of our sites during the first part of the month but transferred to a different site during the last part of the month. How do we report this?**

Agencies report two providers for children receiving subsidized childcare services operated by the same provider at two different locations. All the provider information is the same except each would reflect a different street address (and possibly a different zip code).

### Provider Address 2

The ‘Provider Address 2 field indicates secondary components of the address where the Provider offers CSPP services. This can include unit, or suite information that is not included in the Head of Household Address 1 field.

#### Where to Find It

This information should be retained where the agency maintains records on site and Provider Information.

#### Rules and Guidelines

* This information field is not required, as not all addresses will have a secondary component. If a provider address does include a secondary component, please make sure that is included in the report.
* This field may include unit or apartment information not included in ‘Provider Address 1’
  + Example: Suite 23

#### Error Messages and Solutions

* **The 'Provider Address 2' field cannot be more than 100 characters (WI178).**

**Problem:** The ‘Provider Address 2’ field contains more than 100 characters.

**Solution:** Confirm that no P.O. Box information is entered. Confirm that the provider address is no more than 100 characters long.

#### Frequently Asked Questions

* **Our agency operates several sites. We have a child who received services at one of our sites during the first part of the month but transferred to a different site during the last part of the month. How do we report this?**

Agencies report two providers for children receiving subsidized childcare services operated by the same provider at two different locations. All the provider information is the same except each would reflect a different street address (and possibly a different zip code).

### Provider City

The ‘Provider City’ field indicates the formal name of the city or town where the Provider offers CSPP services.

#### Where to Find It

This information should be retained where the agency maintains records on site and Provider Information.

#### Rules and Guidelines

* This information field is required.
* Please spell the city out entirely; do not use abbreviations
  + Example: Use ‘Los Angeles’ not ‘LA’

#### Error Messages and Solutions

* **The Provider City' field is required and cannot be left blank. (WI180)**

**Problem:** The Provider City field is blank. This field must have information.

**Solution:** Enter the provider's city.

* **The ‘Provider City’ provided does not exist in the ‘Provider State’ provided.**

**Problem:** A city name that is not associated with the provider state is entered.

**Solution:** Confirm the spelling of the city name. To verify a city’s name and zip code, visit the United States Postal Service Look Up a ZIP Code web page at <https://tools.usps.com/go/ZipLookupAction_input>.

* **The 'Provider City' field cannot be more than 100 characters (WI181).**

**Problem:** The ‘Provider city field contains more than 100 characters.

**Solution:** Confirm that no P.O. Box information is entered. Confirm that the provider city is no more than 100 characters long.

#### Frequently Asked Questions

* **Our agency operates several sites. We have a child who received services at one of our sites during the first part of the month but transferred to a different site during the last part of the month. How do we report this?**

Agencies report two providers for children receiving subsidized childcare services operated by the same provider at two different locations. All the provider information is the same except each would reflect a different street address (and possibly a different zip code).

### Provider State

The ‘Provider State’ field indicates the State/Province in an address where the Provider offers CSPP services, and is restricted to only United States, Provinces, or Territories.

#### Where to Find It

This information should be retained where the agency maintains records on site and Provider Information.

#### Rules and Guidelines

* This information field is required.
* Must use a valid code from the State Code List. You must use the code; do not spell out the State.
  + Example: CA is correct, not California

#### Error Messages and Solutions

* The Provider State' field is required and cannot be left blank (WI184) [801A Electronic File Transfer], [801A Input/Edit].

**Problem:** The Provider State field is blank. This field must have information.

**Solution:** Enter the State code of the provider.

* **The 'Provider State' field does not contain a valid state code (WI185) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Provider State field code is not a valid code. This field must have a code from the State Code List.

**Solution:** Enter the valid State code of the provider.

### Provider Zip Code

The Provider Zip Code information field indicates the zip code of the location where the child receives subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

This information is part of the provider's address. For AP programs, look in the provider's file; for center-based programs, look in the family's file.

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The zip code must contain nine digits. The primary five-digit zip code and the four-digit extension.
* Enter numbers only.
* The provider zip code and provider FIPS code must be consistent.

#### Error Messages and Solutions

* The Provider Zip Code is required [801A Electronic File Transfer], [801A Input/Edit].

**Problem:** The Provider Zip Code field is blank. This field must have information.

**Solution:** Enter the zip code of the provider.

* **A valid Provider Zip Code must have 9 numbers *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** An incomplete Provider Zip Code or letters instead of numbers are entered.

**Solution:** Confirm that all nine digits of the Provider Zip Code are entered.

* **The “Provider Zip Code” does not exist in the “Provider FIPS Code” provided *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** A Provider Zip Code that does not exist in the county indicated by the Provider FIPS Code is entered.

**Solution:** Confirm the Provider FIPS Code and the Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

* **One or more duplicate records for this family. *[801A Electronic File Transfer]*, or This Provider/Type of Childcare already exists for this child’s services *[801A Input/Edit*].**

**Problem:**

**801A Electronic File Transfer:**

* Two identical rows exist in the electronic file, **or**
* Two nearly identical rows exist in the electronic file. The only difference between the rows is the program code. This could occur if a child changed programs during the report period.

**801A Input/Edit:** Duplicate provider information is entered for the same child. An agency is trying to add a Type of Care for a Provider FEIN/SSN that already exists for the child.

**Solution:**

* **801A Electronic File Transfer:** Delete one of the duplicate rows in the electronic file or revise the information in the row with the error to reflect the correct family, child, and provider information.
* **801A Input/Edit:** The information provided under the Provider FEIN/SSN and Type of Care has been entered twice. Verify the information under each type of care displaying the error. Correct the information as necessary.
* Childcare provided in Oregon, Nevada, or Arizona is only allowed when all services to the child are provided by CalWORKs Stage 2 or 3 or Alternative Payment program types [801A Electronic File Transfer], [801A Input/Edit].

Problem: The information for the provider indicates they are located in Oregon, Nevada, or Arizona; however, the program codes indicating the services provided are not C2AP, C3AP, or CAPP. Out-of-state providers can only be reported when the child receives services only through C2AP, C3AP, or CAPP from that provider.

Solution: Confirm that the Provider FIPS Code and the Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

#### Frequently Asked Questions

* **The USPS does not provide mail delivery to some of the service locations (centers and/or homes) where services to children are provided and there is no nine-digit zip code associated with these locations. Some providers have a Post Office Box and some pick up their mail General Delivery at their local Post Office. What Zip Code should I report for these providers?**

For instances where the USPS does not provide mail delivery to these service locations, use the nine-digit zip code associated with the provider's P.O. Box.

* **Which zip code do I use--the family's residence or the zip code of the childcare provider?**

For the Provider Zip Code information field, enter the zip code of the location where the child receives subsidized childcare services through an agency’s contract with the EED.

* **I am trying to enter a Provider Zip Code, but the system is giving me the error "The Provider Zip Code does not exist in the Provider FIPS Code provided" and I cannot save the information. What do I do?**

The CDMIS uses the zip codes provided by the USPS, which are updated once each month. The zip code provided by the family may be incorrect or the zip code may be entered incorrectly. To verify a zip code, visit the United States Postal Service Look Up a ZIP Code web page at <https://tools.usps.com/go/ZipLookupAction_input> to obtain the nine-digit zip code.

The FIPS Code may also be entered incorrectly. (See data definition for Provider Federal Information Processing Standards Code.)

* **I do not know/cannot find the four-digit extension of the zip code of the provider’s service location. What do I do?**

An agency should contact their local post office and request the four-digit extension of the zip code of the provider’s service location. To look up the nearest post office, visit the United States Postal Service Find Locations web page at <https://tools.usps.com/go/POLocatorAction!input.action>.

* **I have a child who received services at two of our centers during the same month. These centers are located in different zip codes. How do I report this child's services?**

For children receiving services at two different centers located in different zip codes and operated by the same provider, report this child as having two providers in the report period, each with the zip code associated with the specific center.

For children who receive services from the same provider but changed centers during the month, resulting in the child receiving services in a different zip code, report this child as having two providers in the report period, each with the zip code associated with the specific center during that specific report period. For the next report period, only include the provider information that reflects the new zip code.

### Provider Federal Information Processing Standards Code

The Federal Information Processing Standards (FIPS) Code information field indicates the code that identifies the state and county where the child received subsidized childcare services through an agency’s contract with the EED.

#### Where to Find It

This information can be determined based on the provider's address. The city or zip code can be used to determine the county where the provider is located. If an agency does not know this information, use the Zip/FIPS Lookup function available on the CDMIS Main Menu.

#### Rules and Guidelines

* This information field is required.
* Provider FIPS Codes are only accepted for California (06001 through 06116), Oregon (41001 through 41071), Nevada (32001 through 32033 and 32510), and Arizona (04001 through 04027).
* The Provider FIPS Code consists of a two-digit state code (California is 06) **and** a three-digit county code. For agencies using the 801A Input/Edit function to submit information, the dropdown list automatically displays the correct Provider FIPS Code for the county selected.
* The Provider FIPS Code must be consistent with the provider zip code. For example, the FIPS Code for Sacramento County should be entered only when the child's services are provided in Sacramento County.

#### Error Messages and Solutions

* The Provider FIPS code is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Provider FIPS code is missing. This field must contain information.

Solution: Enter the Provider FIPS code of the family's residence by entering the correct California County.

* The Provider FIPS Code is invalid [801A Electronic File Transfer].

Problem: The Provider FIPS code submitted is not in the list of valid FIPS Codes.

Solution: Confirm that a valid Provider FIPS code is entered.

* The “Provider Zip Code” does not exist in the “Provider FIPS Code” provided [801A Electronic File Transfer], [801A Input/Edit].

Problem: A Provider Zip Code that does not exist in the county indicated by the Provider FIPS Code is entered.

Solution: Confirm the Provider FIPS Code and Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

* Childcare provided in Oregon, Nevada, or Arizona is only allowed when all services to the child are provided by CalWORKs Stage 2 or 3 or Alternative Payment program types [801A Electronic File Transfer], [801A Input/Edit].

Problem: The information for the provider indicates they are located in Oregon, Nevada, or Arizona; however, the program codes indicating the services provided are not C2AP, C3AP, or CAPP. Out-of-state providers can only be reported when the child receives services only through C2AP, C3AP, and CAPP from that provider.

Solution: Confirm the Provider FIPS Code and Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

#### Frequently Asked Questions

* **What is a FIPS code and how do I find it?**

FIPS stands for Federal Information Processing Standards. In California, FIPS codes are assigned by county. Agencies can download a file containing California’s FIPS Codes from the United States Census Bureau 2010 FIPS Code Files for Counties web page at <https://www.census.gov/library/reference/code-lists/ansi.html>.

A Zip/FIPS Lookup function has been created and is available on the CDMIS Main Menu. To use this function, enter a zip code; the Zip/FIPS Lookup function will display the associated FIPS code.

### Quality Rating and Improvement System Participation

The Quality Rating and Improvement System (QRIS) Participation information field indicates the type of quality childcare available to children and families (if any).

The QRISis a method for rating the quality of childcare for a child receiving subsidized childcare services through an agency’s contract with the EED.

Although the *California Code of Regulations*, Title 5 mandates that all state funded child development programs implement certain elements of quality, including assessments such as the Environment Rating Scales and the Desired Results Developmental Profile, there is no requirement for participation in a local QRIS. A QRIS is a set of ratings, graduated by level of quality, used to assess early learning and care programs. It may provide workforce development, financial incentives to participants, and other supports to improve quality. The CA-QRIS Consortium is the body that supports ongoing QRIS efforts and builds on the Race to the Top-Early Learning Challenge’s tiered rating matrix, continuous quality improvement pathways, and implementation guide. Over 75 percent of California counties have a QRIS.

#### Where to Find It

Contact the program director of the agency to determine whether the agency is participating in a QRIS. This information is required, even if an agency operates in a local QRIS but does not participate or is not eligible for the QRIS. If an agency does participate in a QRIS, the QRIS certification will show their rating.

#### Rules and Guidelines

* This information field is required.
* Please select one answer from the list of choices below. The number preceding each answer (0, 1, 2, 3, 4, 5, 6, 7, 8, or 9) is the code that must be entered in the electronic file.
  + 0 – No. Provider is eligible but does not participate in a QRIS
  + 1 – Yes. Provider does participate in a QRIS and tier rank is 1
  + 2 – Yes, Provider does participate in a QRIS and tier rank is 2
  + 3 – Yes, Provider does participate in a QRIS and tier rank is 3
  + 4 – Yes, Provider does participate in a QRIS and tier rank is 4
  + 5 – Yes, Provider does participate in a QRIS and tier rank is 5
  + 6 – Yes, Provider does participate in a QRIS but is not rated yet
  + 7 – The State has an operating QRIS in the Provider's area, but the Provider is not eligible to participate
  + 8 – The State does not have an operating QRIS in the Provider's area
  + 9 – The State has an operating QRIS in the Provider's area but information is currently unavailable at the Provider level

#### Error Messages and Solutions

* **QRIS Participation is required. (LA041) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The QRIS Participation information is missing.

**Solution:** Review the electronic file or review 801A Web Input/Edit screen to ensure this information is provided.

* **QRIS Participation must be a valid one-digit participation code: 0, 1, 2, 3, 4, 5, 6, 7, 8 or 9 (LA04) *[801A Electronic File Transfer].***

**Problem:** The QRIS Participation information provided is not one of the valid choices.

**Solution:** Confirm the electronic file contains one of the choices listed above (0-9).

* **When the child’s services are provided in a license-exempt home setting, the answer to QRIS Participation can only be “7” or “8” *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The setting for the provider indicates the services were provided in a license-exempt home; the answer selected for this question does not apply. License-exempt home providers are not eligible to participate in a QRIS.

**Solution:** For license-exempt providers, the only acceptable answer is “7” or “8.”

#### Frequently Asked Questions

* **How do I know if our agency participates in a QRIS?**

Each local QRIS will provide a participating agency with documentation of its rating.

* **How do I know if we are eligible to participate in a QRIS?**

An eligible provider is a licensed center or licensed FCCH. Exceptions to the licensing requirement are tribal-approved childcare programs and military installation childcare programs, who have volunteered to participate in the local QRIS.

* **Many of our providers are licensed-exempt in-home/outside-of-home providers. How would we answer this question for these providers?**

Depending on whether there is an operating QRIS in the provider’s area, select one of the following options:

* If there is a QRIS operating in the provider's area, choose answer "7 - The State has an operating QRIS in the provider's area, but the provider is not eligible to participate."
* If there is no QRIS operating in the provider's area, choose answer "8 - The State does not have an operating QRIS in the provider's area."

### Accreditation Status

The Accreditation Status information field indicates the level of quality whereby the service provider demonstrates the capacity, commitment, and competence to support high-quality learning and ongoing program improvement.

Accreditation is another way to judge the quality of a childcare program. Any childcare program can get accredited. Childcare centers, FCCHs, school-age childcare programs, and after school programs may apply for and receive national accreditation from a variety of different accrediting associations. The accreditation guidelines vary but are generally higher than those required by local or state regulations and licensing. Each accrediting process includes a self-study, an application (and fees), a validation visit to verify information, and yearly certification through written documentation. Upon receiving official accreditation, the provider receives a certificate that verifies its status. A list of accrediting associations is provided below:

* National Association for the Education of Young Children (NAEYC)
* National Accreditation Commission (NAC)
* National Early Childhood Program Accreditation (NECPA)
* National Association for Family Child Care (NAFCC)
* American Camp Association (ACA)

**Note:**The above list is an example of some of the childcare accrediting associations. Agencies are responsible for obtaining information regarding accreditation options and resources available to them.

#### Where to Find It

For agencies operating center-based programs, contact the program director of an agency to determine whether the agency is accredited by an accrediting association.

#### Rules and Guidelines

* This information field is required.
* Indicate the Accreditation Status based on the choices below:
  + 0 – No
  + 1 – Yes. National Accreditation
  + 2 – Yes. State Accreditation
  + 3 – Yes. Other Accreditation (not National or State Level)
  + 4 – Yes. Level/Type of Accreditation Unavailable
  + 9 – Not Applicable. Information Currently Unavailable

#### Error Messages and Solutions

* **The Accreditation Status is required *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The information on the Accreditation status is missing.

**Solution:** Confirm that one of the choices indicated in the Rules and Guidelines section is selected.

* **"Accreditation Status" must be a valid one-digit accreditation code: 0, 1, 2, 3, 4, or 9 *[801A Electronic File Transfer].***

**Problem:** The Accreditation Status in the electronic file is not one of the valid choices indicated in the Rules and Guidelines section.

**Solution:** Confirm that the electronic file contains one of the codes listed above.

#### Frequently Asked Questions

* **My site where all our children receive services is accredited by the National Association for the Education of Young Children. How do I report this in my electronic file?**

Since the National Association for the Education of Young Children is a nationally accreditation association, enter a "1" in the appropriate field within the electronic file to indicate the site is nationally accredited.

* **How do I know if our agency has been accredited?**

Each accrediting association will provide each agency with a certificate that verifies their status upon receiving official accreditation.

### Type of Childcare

The ‘Type of Childcare’ field indicates the setting type in which the child receives CSPP services.

#### Where to Find It

This information should be retained in the Child File within the Agency.

#### Rules and Guidelines

* This information field is required; only one option may be selected.
* The Type of Childcare field will have the following options:​
  + 02: Licensed Family Childcare Home (Small)
  + 03: Licensed Family Childcare Home (Large)
  + 04: Licensed Center-Based Care
  + 11: License-Exempt Center-Based Care

#### Error Messages and Solutions

* **The Type of Childcare information is invalid *[801A Electronic File Transfer].***

**Problem:** The Type of Childcare is not in the list of valid values.

**Solution:** Enter a valid Type of Childcare code (02, 03, 04, or 11).

* **You have entered a Type of Childcare. The child’s information is required *[801A Input/Edit].***

**Problem:** A Type of Childcare is entered, but no information is entered in the Child First Name, Child Last Name, and Child Date of Birth fields.

**Solution:** Enter the Child First Name, Child Last Name, and Child Date of Birth. If the Type of Childcare information is completed in error, change the answer back to “Select from list.”

* **The Type of Childcare is required *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** No Type of Childcare code has been entered.

**Solution:** Enter a valid Type of Childcare code (02, 03, 04, or 11).

* **If the "Type of Childcare" is set to '11 – License-Exempt Center-Based Care', then the "Is this Provider License-Exempt?" field must be 'Y' *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Type of Childcare/Program Code combination provided is not allowed.

**Solution:** Confirm that the correct Program Code and/or Type of Childcare are selected. If "Type of Childcare" is set to '11 – License-Exempt Center-Based Care', then the "Is this Provider License-Exempt?" field must be 'Y'. Update either “Type of Childcare” or “Is this Provider License-Exempt?” field to match.

* **The Type of Childcare can only be '02 – Licensed Family Childcare Home (Small)' or '03 – Licensed Family Childcare Home (Large)' if your agency has one or more Family Childcare Homes listed in the ‘Update Agency Information’ section of the CDMIS Online Portal (WI202) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Type of Childcare/Program Code combination provided is not allowed.

**Solution:** Confirm that the correct Program Code and/or Type of Childcare are selected. If "Type of Childcare" is set to '02 – Licensed Family Childcare Home (Small)' or '03 – Licensed Family Childcare Home (Large)', then the agency must have one or more Family Childcare Homes listed in the ‘Update Agency Information’ section of the CDMIS Online Portal. Update either “Type of Childcare” or Agency Information field to match.

* **The selected 'Type of Childcare' can only be a FCCH option if the 'Services Type And Length' field is entered as 'C - Subcontracted/Voucher/FCCHEN Services Full-Day' or 'D - Subcontracted/Voucher/FCCHEN Services Part-Day' (EU147) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** The Type of Childcare/Service Type and Length combination provided is not allowed.

**Solution:** Confirm that the correct Type of Childcare and/or Services Type and Length are selected. If "Type of Childcare" is set to '02 – Licensed Family Childcare Home (Small)' or '03 – Licensed Family Childcare Home (Large)', then the Services Type and Length must be either 'C - Subcontracted/Voucher/FCCHEN Services Full-Day' or 'D - Subcontracted/Voucher/FCCHEN Services Part-Day'. Update either “Type of Childcare” or Services Type and Length field to match.

### Attendance Status

The ‘Attendance Status’ field captures the attendance of each child enrolled in CSPP each month.

#### Where to Find It

CSPP contractors are responsible for tracking the attendance status for each child internally for reporting purposes.

#### Rules and Guidelines

* This information field is required; only one option may be selected
* This field includes the following options:
  + 01 – Child enrolled but did not attend any day due to program closure (temporary or emergency)
  + 02 – Child enrolled but did not attend any day; program is open and operating
  + 03 – Child attended all enrolled days with zero absences
  + 04 – Child attended 1–5 day(s) in the month
  + 05 – Child attended 6–10 days in the month
  + 06 – Child attended 11–15 days in the month
  + 07 – Child attended 16–20 days in the month
  + 08 – Child attended 21+ days in the month

#### Error Messages and Solutions

* **Attendance Status is required (TF1) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** Attendance Status field is blank.

**Solution:** Enter a valid two-digit code for Attendance Status from the list above (01–08).

* **Invalid Attendance Status Code (TF6) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** “Attendance Status” field has an invalid entry (letters, symbols, or decimals).

**Solution: “**Attendance Status” must be a valid two-digit code from the list above (01–08).

* **Attendance Status is invalid or missing (TF7) *[801A Electronic File Transfer], [801A Input/Edit].***

**Problem:** “Attendance Status” field has an invalid entry or is empty. This field requires a valid entry.

**Solution:** Enter a valid two-digit code for Attendance Status from the list above (01–08).

### Services Date

The Services Date information field indicates the date on which a child began receiving subsidized childcare services through an agency’s contract with the EED by one of the following:

* + A specific provider (the person or entity that physically provides the services)
  + A specific Type of Care

#### Where to Find It

The most accurate documentation should be located in the agency’s provider payment records. Documentation may also be located in the family’s file.

#### Rules and Guidelines

* This information field is required.
* Enter the date (day, month, and year) services began or changed with a specific provider, in a specific Type of Care, or under a particular Program Code.
* The Services Date must be on or after the Child Start Date.
* The Services Date must be during or before the report period.
* Change the Services Date when the provider’s FEIN/SSN changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date.
* Change the Services Date when the Type of Care changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date.
* Change the Services Date when the Program Code changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date.

**Example 1:** Janet Jones has received subsidized childcare at Happy Day Care Center since April 1, 2024, three days a week after school. On April 15, 2024, she also began receiving subsidized services from Deanna's Family Day Care Home five days a week before school started. In the April 2024 report month, the agency reports two provider FEINs for this child: one for Happy Day Care Center (along with the Type of Care and Program Code) and one for Deanna's Family Day Care Home (along with the Type of Care and Program Code). The Services Date for Happy Day Care would remain April 1, 2024. The Services Date for Deanna's Family Day Care Home would be April 15, 2024.

**Example 2:** George Jones began receiving subsidized childcare at Happy Day Care Center on February 15, 2024. George's last day at Happy Day Care Center was April 11, 2025, and the next day, April 12, 2025, George began receiving subsidized care at Deanna's Family Day Care Home. The agency reports two provider FEINs for this child in the April 2025 801A: one for Happy Day Care Center (along with the Type of Care and Program Code) and one for Deanna's Family Day Care Home (along with the Type of Care and Program Code). The Services Date for Happy Day Care would remain February 15, 2025. The Services Date for Deanna's Family Day Care Home would be April 12, 2025. In the May 2025 report month, the agency would only report one Provider FEIN/SSN for George, which would be Deanna's Family Day Care Home.

#### Error Messages and Solutions

* The Services Date is required [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Services Date is blank.

Solution: Enter the Services Date.

* Invalid Services Date [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Services Date entered is invalid or missing.

Solution: Enter a valid date.

* The Services Month is required [801A Input/Edit].

Problem: No month was selected from the dropdown list.

Solution: Select the month from the dropdown list (January–December).

* The Services Day is required [801A Input/Edit].

Problem: No day was selected from the dropdown list.

Solution: Select the day from the dropdown list (1–31).

* The Services Year is required [801A Input/Edit only].

Problem: No year was selected from the dropdown list.

Solution: Select the year from the dropdown list.

* The Services Date must be on or before the report month/year [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Services Date is after the report period, indicating that the services are being reported in a month that has not yet begun.

Solution: Confirm that the Services Date is entered correctly.

* The Services Date must be on or after the Child Start Date [801A Electronic File Transfer], [801A Input/Edit].

Problem: The Services Date entered is before the Child Start Date.

Solution: Confirm that the services and child start dates are entered correctly.

#### Frequently Asked Questions

* **I do not know the Services Date. What should I do?**

First, determine whether a Services Date needs to be entered or changed by referring to the examples below.

| **Agencies Reporting the Following** | **Appropriate Action** |
| --- | --- |
| A **new child** for the first time | The Services Date is the date on which the child began receiving services from a specific provider. This date is found on the Notice of Action. For center-based programs, this is usually the first day the child attended the program and was eligible to be claimed for fiscal reimbursement purposes under an agency’s contract with the EED. For other programs, this is usually the first day that the agency paid for care for that child.  For a new family with a new child, the Family Start Date, the Child Start Date, and the Services Date will typically all be the same. |
| A child whose **provider (the person or entity that physically provided the services) changed** from the previous report period or changed during the current report period | Change the Services Date when the Provider FEIN/SSN changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date. |
| A child whose **Type of Childcare changed** from the previous report period or changed during the current report period | Change the Services Date when the Type of Childcare changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date. |
| A child whose **Program Code (i.e., contract funding source) changed** from the previous report period or changed during current report period | Change the Services Date when the Program Code changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date. |
| A child receiving services from the same provider, in the same type of care, and the same program code but who **changed centers or classrooms** | **Do not** change the Services Date. |