



# **Early Education Division 2025–26 Program Instrument**

**California Department of Education  
California State Preschool Program (CSPP)  
July 2025**

## **I. Family Files**

### **EED 01: Family Selection**

Families with children enrolled in the California State Preschool Program (CSPP) are selected according to the priorities for that program, whether full-day or part-day. The California Department of Education (CDE), California *Education Code* (EC) sections, 48000–48000.15(c), 8207.1, 8208, 8210, 8211, 8213, 8214, 8217, 8232, 8241.5, 8247, and 8281.5; *California Code of Regulations*, Title 5, (5 CCR) sections 17732, 17743–17744, 17746–17748, 17820, and 17822; Management Bulletin (MB) 23-03, 23-05, and 24-05..

### **Evidence Requests**

#### **Records of Contractor’s Use of Waiting Lists and Family Eligibility Files**

Abbreviation: WtlingLst

Description: If applicable, the contractor maintains a current eligibility waiting list.

Item Instructions: Provide a copy of the current eligibility waiting list, if applicable, and policies and procedures on how enrollment priorities are being considered when enrolling children if the most current eligibility waiting list does not include any families waiting for CSPP services.

#### **Confidentiality of Records**

Abbreviation: CnfentialtRcds

Description: Information held by the contractor concerning the child and the child’s family shall be restricted to purposes directly connected with the administration of the program or as otherwise permitted by law.

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Item Instructions: Provide the location where all confidential records are secured and maintained for reviewers.

### EED 02: Family Eligibility Requirements

Families with children enrolled in the program have met eligibility requirements, and the required documentation is complete. A family data file has been established for each family, including a completed application for services, supporting documentation, and as applicable, a completed Family Language Instrument and the Family Language and Interest Interview. Except as otherwise specified in *EC* Section 8208, the eligibility duration meets legal requirements applicable for the type of program and program year.

*EC* sections 48000(h-l), 60910, 8205, 8207, 8207.1, 8208-8209, 8210, 8211, 8213, 8213.5, 8217, 8223, 8224, 8232, 8273, 8283, 8281.5, 8289, and 60910; 5 *CCR* sections 17700, 17729, 17730, 17743, 17745, 17749–17762, 17770(a), 17771, 17773–17774.5, 17782–17783, and 17822; MB 23-03, 23-05, 24-05, 24-08, 24-12, and 25-01.

### Evidence Requests

#### Application for Services

Abbreviation: AppSrvs

Description: The family data file contains a completed Confidential Application for the California State Preschool Program (EED 9600) and EED 9600 Appendix or comparable form (application for services), Notice of Action (NOA) and supporting documentation for eligibility.

Item Instructions: Provide family data files that contain completed Confidential Applications for the California State Preschool Program (EED 9600) and EED 9600 Appendix or comparable form (application for services), NOAs and supporting documentation of the family's eligibility.

#### Records of Family Size

Abbreviation: ElgbltyRcrds

Description: The family data file contains copies of birth records for each child under 18 years old counted in the family size. Single parent self-certification, if applicable, is marked on the application for services.

Item Instructions: Provide family data files that contain birth records for each child under 18 years old included in the family size.

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### **Reporting, Data Submission and Monitoring**

- Abbreviation: RtpDatSubMtrg
- Description: The contractor shall submit statistical, cost and program data as requested by the CDE, known as the 801-A Reports or CAPSDAC Monthly Data Submissions.
- Item Instructions: Documentation of 801 A Reporting or CAPSDAC Monthly Data Submissions is consistent with the certification of services.

### **Records of Verification of Eligibility Information**

- Abbreviation: VrfctnElgblty
- Description: Family eligibility files and supporting documentation for one of the eligibility criteria (At risk/Child Protective Service (CPS), Current Aid Recipient, Homelessness, Income, Children with Disabilities (Exceptional Needs), a Means-Tested Government Programs, Neighborhood School Eligibility status, and up to 15% over income, will be reviewed.
- Item Instructions: Provide family data files that contain supporting documentation for enrollment of children in each of the eligibility categories.

### **Dual Language Learners**

- Abbreviation: DullLangLear
- Description: The family data file includes a completed Family Language Instrument for each child enrolled, and if applicable, the completion of the Family Language and Interest Interview. If a child has been identified as a dual language learner via teacher designation, the family data file shall include documentation from the conversation with the family about their responses to the Family Language Instrument and written observations on how the child has demonstrated they speak, respond to, or understand a language other than English.
- Item Instructions: Provide family data files that contain completed Family Language Instrument. If the child has been identified as a dual language learner, the family data file shall also include the completed Family Language and Interest Interview.

## **EED 03: Child Need Requirement Verification for Full-day CSPP**

Families with children enrolled in full-day services have met the need requirements if applicable. The certified schedule must correspond to the need of the parent/caretaker, as documented by the contractor at the initial certification

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and recertification or at the voluntary request of the family to adjust services hours, provided those hours remain within legally authorized parameters. *EC* sections 8205, 8207.1, 8208, 8209, 8223, and 8247; 5 *CCR* sections 17700, 17751, 17752, 17753–17754, 17756–17758, 17763–17769, 17771–17773, and 17782–17783.

### Evidence Requests

#### Application for Services

- Abbreviation: AppServes
- Description: The family data file contains a completed Confidential Application for the California State Preschool Program (EED 9600) and EED 9600 Appendix or comparable form (application for services), NOA and supporting documentation.
- Item Instructions: Provide family data files that contain completed Confidential Applications for the California State Preschool Program (EED 9600) and EED 9600 Appendix or comparable form (application for services), NOAs and supporting documentation of the family's eligibility.

#### Documentation and Verification of Need for Service

- Abbreviation: DcuVerNdSer
- Description: The family data file shall include evidence that a need criteria has been documented and verified for one or more of the following: employment, self-employment, employment in the home or licensed family childcare home, seeking employment, educational programs, vocational training, parent incapacitation, homelessness, seeking permanent housing, CPS, and/or identified or At-risk, and No Need where appropriate.
- Item Instructions: Provide family data files that include documentation of the family's need for services for full-day CSPP.

### EED 04: Correct Fee Assessed

Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule issued by the CDE with the exception of families/children certified in a part-day/part-year CSPP program, families receiving CalWORKs cash aid, and CPS/At-risk families with referral for up to 12 months. Additional payments, in cash or in kind, as a condition of participation

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shall not be required or collected, with the exception of field trips and/or diapers if the program's board and/or parents have approved. *EC* sections 8208, 8223(a)(3), and 8252–8254; 5 *CCR* sections 17700, 17705, 17733–17740, 17756, 17759, 17761, and 17762; MB 24-05 and 24-06.

### Evidence Requests

#### Family Fees Assessment Records

- Abbreviation: FmlyFeeAssRec
- Description: The contractor shall maintain a record of each family's fee assessment, the effective date(s) of each fee increase or decrease, the dates and amounts of family fees collected, and any amounts which are delinquent in the family data file, as applicable.
- Item Instructions: Provide documentation of the Contractor's Assessment of Family Fees.

#### Receipts of Fee Collection

- Abbreviation: RcptFeeCol
- Description: The contractor must issue families receipts for payment of family fees. The receipts shall show the amount paid, the date of payment, the rate of payment and the period of service purchased.
- Item Instructions: Provide copies of the receipts provided to parents for payment of family fees.

#### No Additional Fees or Cost

- Abbreviation: NoAdtFeeCst
- Description: Additional payments, in cash or in kind, as a condition of participation are not required or collected, except in cases of board approved field trips or diapers.
- Item Instructions: If families pay additional fees or costs for field trips or diapers, provide documentation that those fees or costs have been approved by the board.

### EED 05: Compliance with Due Process

The contractor complies with the due process requirements that are consistent with statutes and regulations, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a Notice of Action (NOA) where appropriate; (3) following procedures for

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parental appeal of any contractor's decision contained in the Notice of Action; and (4) following procedures for suspension, expulsion, and unenrolling a child due to behavior. *EC* sections 8207, 8207.1, 8208, 8214, 8243, 8489, and 8489.1; 5 *CCR* sections 17705 and 17781–17786; MB 23-08 and 24-10.

### Evidence Requests

#### Current Notice of Action

Abbreviation: NOA

Description: The family data file shall contain a completed NOA that includes appeal information and has been issued to the parent within the required timelines.

Item Instructions: Provide family data files that contain completed NOAs. Provide internal procedures for parent appeals that align with due process requirements.

#### Recently Completed Notice of Action and Parent Appeal

Abbreviation: NoAPrtApl

Description: The contractor has conducted family appeals within the required timeline. The hearing officer for appeals is at least one level higher in authority than the person issuing the NOA.

Item Instructions: Provide copies of the most recent NOA and corresponding parent appeal, if any.

### EED 06: Recording and Reporting Attendance

The program has adopted policies and procedures that are consistent with statutes and regulations regarding excused absences. Documentation of recording and reporting attendance records is consistent with the approved certified schedule that are established for the child/parent/guardian. *EC* sections 8205, 8207, 8223.5, 8234, and 8247; 5 *CCR* sections 17818–17822; MB 17-03, 17-04, and 24-04.

### Evidence Requests

#### Attendance Registry Records

Abbreviation: AtndncRgstry

Description: The contractor maintains accurate attendance records.

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Item Instructions: Provide documentation of reporting attendance that is consistent with the approved certified schedule as documented on the application for services and NOA.

### Sign-In/Sign-Out Records

Abbreviation: SISO

Description: Daily sign-in/sign-out records include complete signatures of the parent or other adult authorized by the parent or authorized representative. First and last initials of the contractor's authorized representative along with a notation of the time are required to document when a school-age child departs for and/or returns from school during the day. Parents enter the actual times of arrival and departure on the sign-in/out sheets.

Item Instructions: Provide daily sign-in/sign out records that document parents and authorized representatives are adhering to sign-in/sign out policies correctly, including signing with full, legal signatures, and entering the actual times of arrival and departure.

### Timely Payments to Family Childcare Providers

Abbreviation: TimPayFamChdPro

Description: Family childcare providers providing services through a Family Childcare Home Education Network (FCCHEN) are paid within 21 calendar days of the submission of a complete record or invoice for services (sign-in/out sheets).

Item Instructions: Provide the date of provider submission and contractual deadline for payment to confirm payment occurred within 21 days.

## II. Family Engagement and Strengthening

### EED 07: Parent Engagement and Strengthening

There is a parent engagement and strengthening component that the programs ensure effective, two-way, comprehensive communication between staff and parents throughout the program year, including the sharing of information of the child's progress. *EC* sections 8201-8203, 8207, and 8231; 5 *CCR* Section 17705.

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### Evidence Requests

#### Parent Orientation Materials

Abbreviation: PrntOrtnMtrls

Description: The contractor offers a parent orientation.

Item Instructions: Provide documentation of parent attendance, sign-in sheets, meeting minutes and/or handouts.

#### Completed Parent/Teacher Conferences

Description: The contractor completes a minimum of two (2) parent/teacher conferences each program year.

Item Instructions: Provide documentation of parent/teacher conferences that are individualized for each child in the program. This may include completed parent/teacher conference forms, such as the Child's developmental progress or comparable form.

#### Parent Meetings

Abbreviation: PrntMtgs

Description: The contractor conducts parent meetings with staff.

Item Instructions: Provide documentation for parent meetings with staff, such as sign-in sheets, agendas, handouts, etc.

#### Open Door Policy Statement

Abbreviation: OpnDrPlcyStmnt

Description: Parents are provided with a statement regarding an Open-Door Policy that encourages the parents' participation in classroom activities.

Item Instructions: Provide a copy of the open-door policy statement. This statement is usually found in a Parent Handbook or other written materials given to a parent and observed during the review.

#### Parent Advisory Committee

Abbreviation: PrntAdvCom

Description: There is a Parent Advisory Committee (PAC) that advises the contractor on issues related to services to families and children.

Item Instructions: Provide documentation of PAC meetings, such as agendas, minutes of meetings that include evidence that parents had opportunities to advise the contractor on issues related to services



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and participant attendance (sign-in sheets, virtual meeting attendance lists).

### EED 08: Health and Social Services

The program includes identification of the child or family health and social service needs and makes referrals to appropriate agencies for services. The program does follow-up to ensure that identified needs have been met. *EC* sections 8203, 8205, 8207, and 8231; 5 *CCR* Section 17706.

#### Evidence Requests

##### Component of Health and Social Service Needs

Abbreviation: CmpHltSocSviNds

Description: The contractor has a process for identifying the health and social service needs of the family and/or the child(ren).

Item Instructions: Provide written procedures or protocols that includes 1) Identification of the child and/or family's need for health and social services, 2) referrals to appropriate agencies in the community based on the identified needs; and 3) follow-up procedures to ensure that the needs have been met.

### EED 09: Community Involvement

The program includes a community involvement component that promotes the solicitation, collaboration and facilitation of services and goods to the families being served while providing information about the services offered to the community. *EC* sections 8203, 8207, and 8231 5 *CCR* sections 17707, and 17770

#### Evidence Requests

##### Facilitating Relationships Between the Parent, LEA, SELPA, or Regional Center

Abbreviation: FctRlaBtwPtnLeaSlpRegCtr

Description: The contractor makes an effort to facilitate relationships between parents and with local educational agencies or regional centers, as applicable.

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Item Instructions: Provide documentation of the contractor's efforts to facilitate relationships between parents and LEAs or regional centers. Documentation may include referrals, meeting agendas, etc.

### **Soliciting Support from Community**

Abbreviation: SlcSupCom

Description: The contractor solicits support from the community, such as donation of goods and services.

Item Instructions: Provide documentation of solicitation efforts within the community.

### **Information to the Community Regarding Services Provided**

Abbreviation: InfComRegSerPro

Description: The contractor provides information to the community regarding services offered by the program.

Item Instructions: Provide documentation which may include but it is not limited to flyers, social media links, web pages, etc., that identify how information of the services offered by the program are being shared with the community.

## **III. Program Quality**

### **EED 10: Site Licensure**

Each site has a current license issued by the authorized licensing agency. Health and Safety Code Sections 1596.792 and 1596.7925; 22 *CCR* Section 101151 *EC* sections 8205, 8228, 8231, and 8237; 5 *CCR* sections 17775 and 17792.

### **Evidence Requests**

#### **Current License, Waivers and Current Receipt for Fee (if applicable)**

Abbreviation: LcnsRcpt

Description: There are current facility license(s), including for all providers affiliated with a FCCHEN, Community Care Licensing waivers and current receipt for payment of fee of all sites/locations/FCC homes, as applicable.

Item Instructions: Provide copies of all facility and/or family childcare home licenses, licensing waivers, if applicable, and current receipts for payment of licensing fees.

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### Licensing Citations (If applicable)

Abbreviation:	LcnsngCtns
Description:	The contractor retains copies of licensing citations that the contractor, or family childcare providers affiliated with a FCCHEN, have received and if applicable, the clearance of any licensing citations.
Item Instructions:	Provide copies of any licensing citations and clearance of those citations, as applicable. The reviewer will cross reference the CCLD licensing reports for each facility license available on the CCLD webpage.

### Monitoring and Inspection Reports

Abbreviation:	MntglspRpts
Description:	The contractor retains copies of licensing visits and inspection reports, including those for family childcare providers affiliated with a FCCHEN.
Item Instructions:	Provide copies of licensing visits and inspection reports. The reviewer will cross reference the CCLD licensing reports for each facility license available on the CCLD webpage.

### EED 11: Local Educational Agencies (LEA) Operating CSPPs Exempt from Licensing Regulations

LEAs operating part-day or full-day CSPP classrooms that are exempt shall continue to meet all legal and contractual requirements of the CSPP, which includes adequate standards of Program Quality: Health and Safety Code sections 1596.792 and 1596.7925; 22 CCR Section 101151; EC sections 8205 and 8231; 5 CCR sections 17775–17780.

### Evidence Requests

#### Proof of Classroom License Exemption Status (if applicable)

Abbreviation:	PrfLcnsClssExmptSts
Description:	The contractor has been issued a Certificate of Classroom Exemption from Title 22 Licensing Requirements for any classrooms the contractor has elected to be exempt from licensure. As applicable, the contractor has completed an annual renewal of the license exemption through the annual Continued Funding Application.

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Item Instructions: Provide a copy of the approved Certificate of Classroom Exemption from Title 22 Licensing Requirements issued by the CDE.

### Outdoor Space

Abbreviation: OutSpc

Description: Outdoor space has adequate shade to protect children from harmful sun exposure, and playground equipment is age-appropriate and securely anchored to the ground as applicable.

Item Instructions: The reviewer will conduct observation of outdoor play space.

### Restroom Facilities

Abbreviation: ResFac

Description: Children's restroom facilities are self-contained within the classroom or preschool complex and are accessible during the entire school day with one toilet and one sink for every 15 preschool children and/or conveniences as needed to accommodate children with exceptional needs and/or developmental delays.

Item Instructions: The reviewer will conduct observation of children's restroom facilities.

### Drinking Water

Abbreviation: DrkWtr

Description: Clean and safe drinking water is accessible and readily available throughout the day by way of a drinking fountain, water cooler with cups, or a similar water-dispensing device.

Item Instructions: The reviewer will conduct observation of clean and safe drinking water.

## EED 12: Staff-Child Ratios

The applicable staff-child ratios are met for each age group. *EC* sections 8231, 8240, and 8241; 5 *CCR* sections 17713–17715, 17775, and 17776.

## Evidence Request

### Teacher-Child and Adult-Child Ratio

Abbreviation: TchChiAduChiRat

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- Description: Teacher-child and adult-child ratios are adhered to for each classroom and each family childcare home affiliated with a FCCHEN.
- Item Instructions: Provide a copy of the classroom roster with the current teacher-child and adult-child ratio. Observation of classroom(s) and family childcare homes affiliated with a FCCHEN will be completed by the reviewer.

### **EED 13: Classroom Assessment Scoring System (CLASS) Second Edition and CLASS Environment**

Contractors are required to use the CLASS Second Edition Pre-K–3rd and CLASS Environment tools to observe CSPP classrooms. CLASS shall be implemented with a graduated phase-in approach beginning in 2024–25. EC sections 8207, 8208, 8231, and 48000; MB 23-10.

#### **Evidence Requests**

##### **CLASS Observations**

- Abbreviation: ClaObs
- Description: The contractor maintains CLASS assessment results and score sheets for each classroom observation or, the contractor has a plan for meeting the CLASS assessment requirements.
- Item Instructions: Provide documentation of CLASS assessment results and score sheets for each classroom observation or a copy of the contractor's plan for meeting the CLASS assessment requirements.

##### **CLASS Environment Tool**

- Abbreviation: ClaEnvTol
- Description: The contractor maintains documentation from the CLASS Environment observation results and score sheets.
- Item Instructions: Provide documentation of the CLASS Environment observation results and score sheets.

### **EED 14: Additional Environment Requirements**

Contractors are required to implement additional environment requirements that are not included either in CLASS, CLASS Environment, or in current license or license-exempt regulations and yet remain necessary to support quality improvement in CSPP. MB 23-10.

## Evidence Requests

### Napping provisions

Abbreviation:	NapProv
Description:	Children enrolled in Full-Day CSPP for over 4 hours are provided with a regularly scheduled time to nap or rest. Cots or mats must be at least 18" apart; napping and rest activities must be provided in a clean and sanitary manner; space must be conducive to resting.
Item Instructions:	The reviewer will conduct a classroom observation to ensure that napping provisions are met.

### Daily Schedules

Abbreviation:	DaySched
Description:	Schedules provide a balance of structure and flexibility. Every day the schedule must include a variety of play activities; both gross motor and less active play; at least one indoor and one outdoor play period (weather permitting).
Item Instructions:	The reviewer will conduct a classroom observation to ensure that daily schedules meet requirements.

### Written Handwashing Procedures

Abbreviation:	WrtHndWash
Description:	Post written handwashing procedures in a place that is visible to children and adults. Children and adults must follow handwashing procedures.
Item Instructions:	Provide a copy of written handwashing procedures. The reviewer will conduct a classroom observation to ensure that written handwashing procedures are posted in a place visible to children and adults, and to ensure the procedures are followed.

### Staff Storage Space

Abbreviation:	StSp
Description:	Provide storage spaces with security provisions where staff can store their personal belongings.
Item Instructions:	The reviewer will conduct an observation to ensure that requirements are met.

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### Staff Work and Break Space

Abbreviation:	WorkBrkSpace
Description:	Have space and/or policies in place to support staff work-related tasks (e.g., meetings) and personal breaks.
Item Instructions:	Provide the written policy that describes where staff will conduct work-related tasks and take personal breaks if space is not available. If space is available for these activities, the reviewer will conduct an observation to ensure that requirements are met.

### EED 15: Nutrition

The program provides meals that are nutritious and are culturally and developmentally appropriate for the children in attendance and shall meet the nutritional requirements specified by the federal Child and Adult Care Food Program or the USDA Child Nutrition Programs. *EC* sections 8203, 8204, 8207, and 8231; 5 *CCR* sections 17708 and 17736.

### Evidence Requests

#### Current Month Menu

Abbreviation:	CurMonMen
Description:	The meals and snacks on the menu, including dietary alternatives, shall be culturally and developmentally appropriate for the children being served and shall meet the nutritional requirements specified by the federal Child and Adult Care Food Program or the USDA Child Lunch Programs.
Item Instructions:	Provide the menu for the current month for all sites and family childcare homes that are affiliated with a FCCHEN, if applicable.

#### List of Any Children with Food Allergies

Abbreviation:	LstChldrnFdAlrgs
Description:	Accommodations are made for all children with food allergies.
Item Instructions:	Provide the location of where the list of children with food allergies is posted for all sites. The reviewer will conduct a meal or snack time observation.

## EED 16: Developmental Profile

The program maintains age-appropriate Desired Results Developmental Profiles 2015 (DRDP 2015) to monitor the progress of the child's learning. The program uses DRDP data to plan and conduct age and developmentally appropriate activities. *EC* sections 8203, 8203.5, and 8207; 5 *CCR* sections 17700(v–x), 17702, 17703, 17709, and 17731.

### Evidence Requests

#### Completed Desired Results Development Profiles

- Abbreviation: CmpltdDRDPs
- Description: The Desired Results Developmental Profile (DRDP) is conducted for all children, including those receiving services in a FCCHEN, within the required timelines.
- Item Instructions: Provide copies from the current program year of the completed DRDPs for each child enrolled in the program. Provide evidence that the DRDP was completed by the contractor, in consultation with the provider and parents for all children receiving services in a FCCHEN.

#### Activity Plans

- Abbreviation: ActvtyPlns
- Description: The program uses information derived from data collected in the DRDP to plan and implement age and developmentally appropriate activities that support individual, classroom, and program goals.
- Item Instructions: Provide copies of current activity plans for each classroom or family childcare home affiliated with a FCCHEN that includes use of individual and group data collected through the DRDP. The reviewer will conduct classroom or family childcare home observations to ensure current activity plans are being utilized.

#### Developmental Profile

- Abbreviation: DevProf
- Description: Observations are conducted and utilized to complete the DRDP.
- Item Instructions: Provide completed DRDPs with a variety of work samples and anecdotal observation notes that support the child's DRDP rating.



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### Desired Results Development Profile Classroom Summary of Findings

Abbreviation: DRDPClaSmryFndgs

Description: A DRDP summary of findings is completed for each classroom and each family childcare home affiliated with a FCCHEN for the current program year.

Item Instructions: Provide copies of the summary of findings for each classroom and/or family childcare home for the current program year.

### EED 17: Parent Survey

The program annually distributes a parent survey to parents and analyzes the results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs. The survey is utilized as part of the annual self-evaluation process. *EC* sections 8203, 8207, and 8231; 5 *CCR* sections 17700(w, as), 17709, and 17710.

### Evidence Requests

Abbreviation: ParSurv

Description: The contractor conducts an annual Parent Survey and utilizes the results as required.

Item Instructions: Provide (1) copies of the most recent parent surveys collected from families; (2) the corresponding summary and analysis of the survey data; and (3) documentation showing how the survey results were used in program planning and improvement efforts (e.g., meeting minutes, action plans, or revised parent engagement activities).

### EED 18: Staff Qualifications

Program staff are qualified for the position held. Each program operating two or more sites or a FCCHEN has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers. *EC* sections 8203; 8205, 8231, 8240, 8295, and 8298; 5 *CCR* sections 17717–17721.

### Evidence Requests

#### Contractor's Current Classroom Personnel Roster by Position Held

Abbreviation: PrsnlRstr

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Description: There is a current personnel roster for each classroom that includes the position held for each member of staff.

Item Instructions: Provide copies of current personnel rosters for each classroom.

### Copies of Permits, Credentials, or Certificates

Abbreviation: PrmtsCrdntlsCrts

Description: All staff meet the qualifications for the position held.

Item Instructions: Provide copies of current permits, credentials, or certificates for each teacher, and/or family childcare provider providing services through a FCCHEN, site supervisor, and program director, or staff qualification waiver issued, as applicable.

## EED 19: Staff Professional Development Program

The program has developed and implemented a staff development component. *EC* sections 8203, 8205, 8207, 8231–8295, and 8298; 5 *CCR* sections 17700 (bg), and 17704; MB 19-05.

## Evidence Request

### Identification of Staff Development and Training Needs

Abbreviation: IdenofStaDevTrnNds

Description: The program conducts identification of training needs for staff, including family childcare providers providing services through a FCCHEN, that improves the quality, diversity, stability, and retention of staff that are linked to the Desired Results System and to the staff individualized needs.

Item Instructions: Provide documentation of the contractor's identification of training needs of staff and/or family childcare providers.

### Written Job Descriptions

Abbreviation: WrtJobDscptns

Description: There are current, written job descriptions for all staff.

Item Instructions: Provide documentation of current, written job descriptions for each staff member that include staff qualifications for each position held.

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### Orientation Plan for New Employees

Abbreviation: OrntPlan

Description: There is an orientation plan for staff with an internal communication system to perform their assigned duties.

Item Instructions: Provide a copy of orientation materials and/or agendas for employees.

### Annual Written Performance Evaluation

Abbreviation: AnnWrtPerfEva

Description: An annual performance evaluation is completed for all staff.

Item instructions: Provide copies of samples of staff annual performance evaluations.

### Records of Implemented Staff Trainings and Professional Development

Abbreviation: ReclmpStfTraPrfDev

Description: The contractor retains documentation of attendance for staff training and professional development records linked to the Desired Results System and CLASS Second Edition PreK - 3rd and CLASS Environment.

Item Instructions: Provide agendas, materials, certificate and participant sign-in and out sheets for all staff funded by the CSPP contract. For approved optional two staff professional development days, training topics are limited to those allowable, as set forth in MB 19-05.

## EED 20: Prohibition Against Religious Instruction or Worship

The program refrains from religious instruction and worship. *EC* sections 8231, 8242, and 8247; 5 *CCR* Section 17789.

### Evidence Requests

#### Refrain From Religious Instruction and Worship

Abbreviation: RfrFrmRegInsWor

Description: The program does not provide religious instruction or worship.

Item Instructions: Provide copies of statements and/or postings provided to parents, providers, or the public that the program does not provide religious instruction or worship.

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Classroom and/or Family Childcare Home observations may be conducted by the reviewer.

### IV. Administrative

#### EED 21: Inventory Records

Inventory records are maintained by the contractor for all equipment and all non-disposable items with an estimated useful life of more than one year, such as computing devices and electronics, purchased in whole or in part with contract funds.

The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment

*EC sections 8231, 8232, and ~~35468~~; 5 CCR Section 17796; Contract Terms and Conditions (CT&Cs) for California State Preschool Programs for Fiscal Year 2022–23, Section III(H)(2); 2 CFR sections 200.1, 200.33, 200.302, 200.313(d)(1) and 200.313(d)(2); California School Accounting Manual.*

The contractor has adopted procedures for managing equipment, purchased in whole or in part with early education contract funds until disposition of the item. In addition, the requirements above, the contractor has: (1) a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property and to investigate any loss, damage, or theft; (2) adequate maintenance procedures to keep the property in good condition; and (3) proper sales procedures to ensure the highest possible return in the event the contractor is authorized or required to sell the item.

Contract Terms and Conditions for California State Preschool Programs, Section III. (I) (2).

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### Evidence Requests

#### Asset and Equipment Inventory Records

Abbreviation: AsstEqpmntInvntRcrds

Description: Asset and equipment records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property, who holds title, the acquisition date and cost of the property, the percentage of Title IV, Part A funds used to acquire the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

Item Instructions: Provide evidence that a physical inventory was taken at least every two (2) years and reconciled with property records.

Provide a copy of current inventory records.

If no equipment purchases were made using state funds, indicate that in a statement.

#### Written Procedures for Competitive Procurement

Abbreviation: WrtnPrcComPro

Description: The contractor has written procedures for competitive procurement of equipment/services.

Item Instructions: Provide a copy of the written procedures for competitive procurement of equipment and services.

### EED 22: Program Self-Evaluation Process

The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement. *EC* sections 8203.3, 8207, 8231, and 8314; 5 *CCR* sections 17702, 17709 and 17794.

### Evidence Request

#### Annual Program Self-Evaluation

Abbreviation: AnlPrgmSlfEvltln

Description: The self-evaluation of the program includes a self-review of all items in the current Program Instrument.

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Item Instructions: Provide all evidence of the data collected that was used in developing the PSE.

### Written List of Tasks

Abbreviation: WrtLtsTsk

Description: There is a written list of tasks needed to modify the program to address all areas identified as in need of improvement.

Item Instructions: Provide a copy of the written list of tasks needed to modify the program from the most recently completed program self-evaluation.

### Ongoing Monitoring

Abbreviation: OngMntrg

Description: The contractor has developed procedures for the ongoing monitoring of the program areas identified as satisfactory and a plan for areas identified as requiring modifications are addressed in a timely and effective manner.

Item Instructions: Provide a copy of the written procedures for ongoing monitoring and timely and effective modifications from the most recent program self-evaluation. Provide a copy of the additional requirements for CSPP for FY 2024-25 checklist, completed as part of the FY 2024-25 PSE.

## EED 23: Written Information

The Program has developed written policies and procedures. Written information shall be provided to families and providers. The written policies and procedures may not conflict with law, regulations, and terms of the contract. *EC* sections 8205, 8207–8208, 8223–8223.5, 8231, 8243, 8489, 8489.1, and 8252–8254; 5 *CCR* sections 17701, 17705, 17734–17740, 17750–17755, 17761–17774, 17781–17786, and 17818–17819.5; MB 23-08 and 24-10.

## Evidence Requests

### Philosophical Statement

Abbreviation: PhilStamt

Description: The contractor has a written philosophical statement, which includes goals and objectives that address equity, diversity,

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inclusion, cultural and linguistic responsiveness, as approved by the governing body of each contractor.

Item Instructions: Provide documentation from the current program year. Usually found in a Parent Handbook or other written information given to a parent.

### Family Eligibility Requirements

Abbreviation: FmlyElgRqrt

Description: Families are provided written information regarding eligibility for services including when a family is required to report when their income exceeds the income threshold.

Item Instructions: Provide documentation for the current program year. Usually found in a Parent Handbook or other written information given to a parent.

### Child Need Requirement Verification for Full-Day Services

Abbreviation: ChdNedVerFulDySer

Description: Families are provided with written information regarding the need verification requirement for full-day CSPP services.

Item Instructions: Provide documents for the current program year. Usually found in a Parent Handbook or other written information given to a parent.

### Correct Fee Assessed

Abbreviation: CrtFeeAses

Description: Written information given to parents regarding the policies and procedures for collection of family fees, repayment plans, delinquent fees, and additional fees, as appropriate, including a credit for fees to other service providers.

Item Instructions: Provide documents for the current program year. Usually found in a Parent Handbook or other written information given to a parent.

### Compliance with Due Process

Abbreviation: CpmDuePro

Description: The contractor has written policies informing parents of their appeal rights and procedures for requesting an appeal, including written policies regarding appeals for suspensions, expulsions, and procedures for unenrolling a child from the program due to behavior.

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Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### **Recording and Reporting Attendance**

Abbreviation: RcdRptAttd

Description: The contractor has current written attendance policies regarding excused absences..

Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### **Nutrition**

Abbreviation: Ntrtn

Description: The contractor has written policies/procedures for provision of meals/snacks at no additional cost and that meals/snacks are culturally and developmentally appropriate.

Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### **Provision of Non-Discrimination**

Abbreviation: PrvNonDistn

Description: The contractor has written nondiscrimination policies.

Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### **Equal Access-American Disabilities Act**

Abbreviation: EqlAccAmeDisAct

Description: The contractor has written policies or statement of Equal Access-Americans with Disabilities Act.

Item Instructions: Provide documentation for the current program year. Usually found in a Parent Handbook or other written information given to a parent.



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### Uniform Complaint Procedures

- Abbreviation: UnfComPro
- Description: The contractor has written policies for uniform complaint procedures.
- Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### Board Approved Policies

- Abbreviation: BdrAppPol
- Description: The contractor has written and approved board policies for families.
- Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### Written Information for Family Childcare Providers

- Abbreviation: WrtInfFmlChdcrPro
- Description: Contractors operating a FCCHEN have provided all of the following written information to providers affiliated with a FCCHEN: a plan for timely payments to providers; a written a schedule for payment of services, to be signed by the provider; payments are not withheld for invoices submitted that provide adequate information for payment; procedures that establish clear processes and timelines to resolve overpayment and underpayment issues and a provision that if a contractor is unable to issue payments to providers within 21 calendar days of submission due to extenuating circumstances, the impacted provider(s) is/are required to be notified within a reasonable timeframe.
- Item Instructions: Provide documentation of written information for providers for the current program year. Information is usually found in a Provider Handbook, or other written information for providers.
- Provide copies of the written schedule for payment of services, signed by the provider, for each provider affiliated with the FCCHEN. This information is usually found in a provider agreement or contract.

## V. Fiscal/Audits

### EED 24: Fiscal Reporting

The program has submitted fiscal attendance and accounting reports to the CDE consistent with the laws for state or federal fiscal reporting and accounting, including the set-aside for enrollment of children with disabilities. *EC* sections , 8208, 8231, 8232, 8236, 8247, and 8336; 5 *CCR* Section 17821.

### Evidence Requests

#### Child Development Fund

Abbreviation: CDFnd

Description: Fiscal attendance and accounting reports are submitted in a timely manner.

Item Instructions: Provide evidence that expenditures and claims for reimbursement are substantiated with supporting documentation.

#### Set-Aside for Children with Disabilities (Exceptional Needs)

Abbreviations: SetAsiChIDisExeNds

Description: The contractor sets aside 5 percent of funded enrollment to serve children with disabilities. Children with IEP's or IFSP's are enrolled to meet the 5 percent funded enrollment set aside.

Item Instructions: Provide documentation/evidence that the contractor has set aside 5 percent of funded enrollment to serve children with disabilities.  
Provide documentation that shows children with disabilities are enrolled and the set aside funded enrollment is being met for the current year.

### EED 25: Annual Fiscal Audit

The program has submitted to CDE's Office of External Audits an acceptable financial and compliance audit. *EC* sections 8231, 8232, 8335, and 8336; 5 *CCR* Section 17823.

### Evidence Requests

#### Annual Fiscal Audit

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Abbreviation:	AnIFsclAdt
Description:	Provide evidence of the agency's timely submission of an annual Fiscal Audit to the CDE.
Item Instructions:	If applicable, the reviewer will follow up on any findings identified in the audit report.