

# CCTR Funding Expansion

## Program Narrative Acknowledgment–Monitoring

I, \_\_\_\_\_, an authorized representative of \_\_\_\_\_ acknowledge, understand, and agree that, if funded, \_\_\_\_\_ and its representatives will comply with all General Child Care and Development (CCTR) contract monitoring requirements pursuant to California *Education Code (EC)* Section 8261 and *California Code of Regulations*, Title 5 (5 *CCR*) Section 18279.

Please initial your acknowledgment, understanding, and, agreement that the California Department of Education (CDE) will monitor the CCTR contract in the following ways:

### \_\_\_\_\_ Contractor Self-Reviews

Each CDE contractor will be required to complete an annual Program Self-Evaluation as part of the Desired Results system pursuant to 5 *CCR* sections 18270.5 and 18279.

### \_\_\_\_\_ External Reviews

Contractors must submit an annual financial and compliance audit to the CDE School Fiscal Services Division pursuant to *EC* Section 41020.

For contract levels exceeding \$750,000 a Single Agency Audit is required of contractors. Audits submitted by the Tribes that go through the Federal Clearinghouse would be the Single Audit. Tribal Agencies submit that Single Audit to CDE to satisfy audit requirements. Federal Uniform Guidance Guidelines (UGG) do apply to Tribal Agencies/Council which is part of the CDE audit requirement and cannot be circumvented.

For contracts under the \$750,000 audit threshold, contractors may submit a revenue and expenditure report. This form was created by fiscal and approved by Audits. Required forms for CCTR are listed on the CDE web page at <https://www.cde.ca.gov/fg/au/pm/>.

The CDE may conduct contract performance audits pursuant to *EC* Section 8448(h)(2).

The CDE will conduct program reviews periodically using the appropriate Federal Program Monitoring (FPM)/Contract Monitoring Review (CMR) instrument located on the Compliance Monitoring Program Instruments web page at <https://www.cde.ca.gov/ta/cr/proginst201920.asp>.

The CDE will review whether a program has the indicators of quality listed in *EC* Section 8203 as a reference for all reviews and monitoring.

## **Program Narrative Acknowledgment–Monitoring (continued)**

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### Enrollment and Fiscal Reporting

Contractors must submit monthly reports containing detailed family and child information via the Internet. All data reporting information can be found on the Child Development Data Reporting web page at <https://www.cde.ca.gov/sp/cd/ci/ccdata.asp>.

Contractors must submit required attendance and fiscal reports as outlined in the Funding Terms and Conditions (FT&Cs) of CCTR contracts. Information regarding FT&C can be found on the Child Care and Development web page at <https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp>.

Signature of Authorized Representative (signed in blue ink):

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