# Child Development Management Information System (CDMIS)

## Data Definitions

**A Guide for Program Staff**

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

## Table of Contents

The family, child, and provider information fields from the CDD-801A and CDD-801B are described in the Data Definitions. Each information field has its own definitions, guidelines, and Frequently Asked Questions (FAQs). Note that updates to these definitions are made periodically, so be sure to stay up to date with CDMIS Updates.

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## CDD-801A Data Definitions

The following data definitions pertain to the CDD-801A report only.

### Report Month/Year

***[CDD-801A Electronic File Transfer only]***

The Report Month/Year is the data reporting month and year code that must be included in the Electronic File Transferred to CDE for purposes of submitting the monthly CDD-801A report.

#### Where to Find It

The Report Month/Year describes the month and year of the data in the electronic transfer file. It indicates the report period the families and children contained in the file received services.

#### Rules and Guidelines

* 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 2010 must be entered as 01/2010.

#### Error Messages and Solutions

* **The Report Month/Year is required. *[801A File Transfer]***

**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. *[801A File Transfer]***

**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. *[801A File Transfer]***

**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.

### Vendor Number/Submission Code

***[CDD-801A Electronic File Transfer only]***

The vendor number/submission code is a required piece of information included in the Electronic File Transferred to CDE for purposes of submitting the monthly CDD-801A report. It consists of two parts. The vendor number, which was issued to the agency by the CDE, and the submission code, which is generated by the CDMIS web application. It is used to differentiate between sub-agencies within the main agency.

**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 CDD-801A 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 by the CDE.

The Vendor Number is the same as the last four 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 their submission codes by selecting the “Sub-agency/No Services” function on the CDMIS Main Menu.

#### Rules and Guidelines

* This information is required.
* This field must be exactly seven characters long.
* The vendor number is exactly four 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. *[801A File Transfer]***

**Problem:** Vendor Number/Submission Code was not entered in the transfer 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. *[801A File Transfer]***

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

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

* **The Vendor Number/Submission Code does not meet the file format specifications. *[801A File Transfer]***

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

**Solution:** Confirm that the Vendor Number/Submission Code in the transfer file is formatted correctly. The correct format is mm/yyyy.

### Family Identification/Case Number (FICN)

The Family Identification/Case Number (FICN) is the unique identification or case number that an agency assigns to a family.

Agencies are encouraged to use these numbers on the CDD-801A to help them locate cases that are in the CDD-801B sample.

#### Where to Find It

On the ELCD-9600 form, the “Family Identification/Case Number” is located in a box in the upper right-hand corner of the first page.

#### Rules and Guidelines

* The FICN is required.
* The same FICN cannot be used for more than one family.
* The FICN cannot contain the Head-of-Household SSN or the child SSN.
* The FICN cannot contain the first and/or last name of the child or head-of-household.
* 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 File Transfer], [801A Web Input], [801B]***

**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 File Transfer], [801A Web Input]***

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

**Solution:** Confirm that you have entered the FICN correctly for this family, and that you have not already reported this family in another sub-agency. If you discover the family has already been reported in another sub-agency, remove the family from one of the sub-agencies because a family may only be reported once in a month. If the same FICN has been assigned to more than one family, you 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 File Transfer], [801A Web Input], [801B]***

**Problem:**

**801A File Transfer**: Two or more families in your file have the same FICN.

**801A Web Input or 801B**: A family with the same FICN already exists in this report month.

**Solution:**

**801A File Transfer**: First check the families listed on the 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 your file is not identical. Make sure every piece of information listed for the family is the same in each row.

**801A Web Input or 801B**: Confirm that you have entered the FICN correctly. If your documentation indicates the FICN has been assigned to different families, talk to the person responsible for generating your agency’s FICNs so they can assign a new FICN to one of the families.

* **The FICN can only contain letters and numbers. *[801A File Transfer], [801A Web Input], [801B]***

**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 File Transfer], [801A Web Input], [801B]***

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

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

#### FAQs about the Family Identification/Case Number (FICN)

* **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 the agency to uniquely identify each family. The FICN should make it easier for your agency to locate the family file when it is identified in the CDD-801B sample. You may use numbers or letters or a combination of both to identify your families. The FICN can be as simple as assigning numbers to a family beginning with the number one (1) and as new families are enrolled, they would be assigned the next available number. How the FICN is created is up to each agency; however, you are limited to the allowable characters as stated above under Rules and Guidelines.

* **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 you don’t have a record of that information, you may create a new FICN.

* **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 different types of programs that provide the services to the children in that family. So, even though your agency has created separate sub-agencies for reporting services under the different programs, we don’t limit what you report under those sub-agencies. Where you report families with different services is up to you. Just choose which sub-agency this family will be reported in and then make sure all children receiving services in this family are listed.

### Head-of-Household Social Security Number

The Head-of-Household Social Security Number is that of the head-of-household on the ELCD-9600 form. This is the SSN of the person for whom eligibility was determined.

**Note:** Provision of social security numbers is no longer required.

#### Rules and Guidelines

* The head-of-household SSN must not be entered. The field should be left blank when reporting with the web input and file upload methods.

#### Error Messages and Solutions

* **Invalid input. The Head-of-Household Social Security Number must be left blank. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** A value was entered into the Head-of-Household Social Security Number field.

**Solution:** Remove all text from the Head-of-Household Social Security Number field.

#### FAQs about the Head-of-Household Social Security Number

* **Our agency collected a social security number for the family reported. What should we do?**

The collection of the head-of-household social security numbers is no longer required for CDD-801A reports. Refer to Management Bulletin 17-20 for guidance on phasing out the collection of Social Security Numbers.

### Head-of-Household Last Name

The Head-of-Household Last Name is the last name (family name) of the head-of-household for the family receiving Early Education and Support Division (ELCD)-subsidized child development services.

The head-of-household is the person legally and/or financially responsible for the child(ren).

In a foster case (family of one), the Head-of-Household Last Name is the last name of the oldest foster child receiving ELCD-subsidized child development services.

#### Where to Find It

* On the ELCD-9600 form, 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 month/year (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 and the name is different, enter the updated information.

#### Rules and Guidelines

* This information is required.
* The minimum length of this field is two characters. 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 services, enter the last name of the **oldest child receiving ELCD-subsidized child development services from your agency**. The first name, last name, and middle initial of the oldest child receiving ELCD-subsidized child development services must be the same as the Head-of-Household First Name, last name, and middle initial.

#### Error Messages and Solutions

* The Head-of-Household Last Name must be more than one character long. [801A File Transfer], [801A Web Input], [801B]

Problem: The Head-of-Household Last Name is only one character long.

Solution: Enter a Head-of-Household Last Name that is at least two characters long.

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

Problem: You have left the last name blank.

Solution: Enter the last name.

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

Problem: You have entered invalid characters in the Head-of-Household Last Name field.

Solution: Remove the invalid characters and confirm that you have entered the information 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 File Transfer], [801A Web Input]

Problem: The number of children you 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 head-of-household.

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

* When “Is the Head-of-Household Single?” = “Child is Head-Of-Household” and “Family Size” is greater than “1,” the “Child’s Last Name” of the oldest child and the “Head-of-Household Last Name” must be the same. [801B]

Problem: You have answered the question "Is this Head-of-Household Single?" as “Child is Head-of-Household,” but the Head-of-Household’s name for this family does not match the oldest child’s (or only child’s) name. For reporting purposes only, when only the children receiving services are counted in determining family size, the Head-of-Household’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that you have entered the Head-of-Household Last Name correctly, that you have entered the oldest Child Last Name correctly, and that this is a foster child. If it is, ensure that the Head-of-Household Last Name and the oldest Child Last Name are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” to “No” or “Yes.”

#### FAQs about the Head-of-Household Last Name

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

The "Head-of-Household" is the person for whom eligibility is determined. If more than one parent is listed, use the parent who signed the ELCD-9600.

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

Enter the foster child’s name as the "Head-of-Household" 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 services were used to determine family size), enter the name of the oldest child who received subsidized child development services as the "Head-of-Household." Regardless of the number of foster children in a family, the child whose name appears as head-of-household must also be listed as the (one of the) child(ren).

* **The "Head-of-Household" name displayed for this family is the child’s name but the child is not a foster child. What should I do? [CDD-801B only]**

We took the "Head-of-Household" name directly from the CDD-801A that your agency filed with us. Your agency must have reported the child as "Head-of-Household." Correct the name on the screen and also correct the name in the related CDD-801A reports for this family.

### Head-of-Household First Name

The Head-of-Household First Name is the first name of the head-of-household for the family receiving ELCD-subsidized child development services.

The head-of-household is the person legally and/or financially responsible for the child(ren).

In a foster case (family of one), the Head-of-Household First Name is the first name of the oldest foster child receiving ELCD-subsidized services.

#### Where to Find It

* On the ELCD-9600 form, 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 month/year (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 and the name is different, enter the updated information.

#### Rules and Guidelines

* This information is required.
* The minimum length of this field is two characters. 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 services, enter the first name of the **oldest child receiving ELCD-subsidized child development services from your agency**. The first name, last name, and middle initial of the oldest child receiving ELCD-subsidized child development services must be the same as the Head-of-Household First Name, Last Name, and Middle Initial.

#### Error Messages and Solutions

* **The Head-of-Household First Name must be more than one character long. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** The Head-of-Household First Name is only one character long.

**Solution:** Enter a Head-of-Household First Name that is at least two characters long.

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

Problem: You have left the first name blank.

Solution: Enter the first name.

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

Problem: You have entered invalid characters in the Head-of-Household First Name field.

Solution: Remove the invalid characters and confirm that you have entered the information 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 File Transfer], [801A Web Input]

Problem: The number of children you 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 head-of-household.

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

* When “Is the Head-of-Household Single?” = “Child is Head-Of-Household” and “Family Size” is greater than “1,” the “Child’s Last Name” of the oldest child and the “Head-of-Household Last Name” must be the same. [801B]

Problem: You have answered the question "Is this Head-of-Household Single?" as “Child is Head-of-Household,” but the Head-of-Household’s name for this family does not match the oldest child’s (or only child’s) name. For reporting purposes only, when only the children receiving services are counted in determining family size, the Head-of-Household’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that you have entered the Head-of-Household First Name correctly, that you have entered the oldest Child First Name correctly, and that this is a foster child. If it is, ensure that the Head-of-Household First Name and the oldest Child First Name are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” to “No” or “Yes.”

#### FAQs about the Head-of-Household First Name

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

The "Head-of-Household" is the person for whom eligibility is determined. If more than one parent is listed, use the parent who signed the ELCD-9600.

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

Enter the foster child’s name as the "Head-of-Household" 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 services were used to determine family size), enter the name of the oldest child who received subsidized child development services as the "Head-of-Household." Regardless of the number of foster children in a family, the child whose name appears as head-of-household must also be listed as the (one of the) child(ren).

* **The "Head-of-Household" name displayed for this family is the child’s name but the child is not a foster child. What should I do? [CDD-801B only]**

We took the "Head-of-Household" name directly from the CDD-801A that your agency filed with us. Your agency must have reported the child as "Head-of-Household." Correct the name on the screen and also correct the name in the related CDD-801A reports for this family.

### Head-of-Household Middle Initial

The Head-of-Household Middle Initial is the middle initial of the head-of-household for the family receiving ELCD-subsidized child development services.

The head-of-household is the person legally and/or financially responsible for the child(ren).

In a foster case (family of one), the Head-of-Household Middle Initial is the middle initial of the oldest foster child receiving ELCD-subsidized child development services.

#### Where to Find It

* On the ELCD-9600 form, 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 month/year (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 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 services, enter the middle initial of the **oldest child receiving ELCD-subsidized child development services from your agency**. The first name, last name, and middle initial of the oldest child receiving ELCD-subsidized child development services must be the same as the Head-of-Household First Name, last name, and middle initial.

#### Error Messages and Solutions

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

**Problem:** You have entered a period (.) or more than one letter in the middle initial field. 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 File Transfer], [801A Web Input]

Problem: The number of children you 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 head-of-household.

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

* When “Is the Head-of-Household Single?” = “Child is Head-Of-Household” and “Family Size” is greater than “1,” the “Child’s Middle Initial” of the oldest child and the “Head-of-Household Middle Initial” must be the same. [801B]

Problem: You have answered the question "Is this Head-of-Household Single?" as “Child is Head-of-Household,” but the Head-of-Household’s name for this family does not match the oldest child’s (or only child’s) name. For reporting purposes only, when only the children receiving services are counted in determining family size, the Head-of-Household’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that you have entered the Head-of-Household Middle Initial correctly, that you have entered the oldest Child Middle Initial correctly, and that this is a foster child. If it is, ensure that the Head-of-Household Middle Initial and the oldest Child Middle Initial are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” to “No” or “Yes.”

### Head-of-Household Zip Code

The Head-of-Household Zip Code is the zip code of the residence of the head-of-household for the family receiving child development services.

#### Where to Find It

* On the ELCD-9600 form, 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 month/year (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 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 FIPS code must be consistent.

#### Error Messages and Solutions

* The Zip Code is required. [801A File Transfer], [801A Web Input], [801B]

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

**Solution:** Enter the zip code of the head-of-household’s residence.

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

**Problem:** You have entered an incomplete Zip Code or letters instead of numbers.

**Solution:** Confirm that you have entered all nine digits of the Zip Code.

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

**Problem:** You have entered a Zip Code that does not exist in the county indicated by the FIPS Code.

**Solution:** Confirm that you have entered the FIPS Code for the head-of-household’s residence correctly and that you have entered the first five digits of the zip code for the head of household’s residence correctly

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

#### FAQs about the Head-of-Household Zip Code

* **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 head-of-household's residence, use the nine-digit zip code associated with their P.O. Box or the Post Office 5-digit zip code plus "9999" if they pick up their mail General Delivery.

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

You must enter the zip code for 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?**

Our system uses the zip codes provided by the United States Postal Service. They are updated once each month. The zip code provided to you by the family may be incorrect or you are typing it incorrectly. To verify a zip code, go to the United States Postal Service website at <https://www.usps.gov/> to obtain the nine-digit zip code. You may also have entered the FIPS Code incorrectly. (See data definition for "Head-of-Household Federal Information Processing Standards (FIPS) Code.")

### TANF/CalWORKs Cash Aid Recipient

The TANF/CalWORKs Cash Aid Recipient information indicates whether the head-of-household received any type of Temporary Assistance to Needy Families (TANF) or CalWORKs cash assistance in the report month.

**Note:** “CalWORKs” is California’s name for TANF.

#### Where to Find It

* On the ELCD-9600 form applicable for this month, confirm that the “Cash or other assistance under Title IV of the Social Security Act (TANF)” box is checked the “Family Adjusted Gross Monthly Income and Size” section, **or**
* On the CDE Notice of Action (CD-7617 form), confirm that the box “Current Aid Recipient” is checked in the “Family Eligibility Section.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (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 and the TANF status has changed, enter the updated information. There should also be documentation in the family file indicating the receipt of cash aid, such as a notice from the county welfare department or a stub showing the monthly warrant amount.

**Important Note:** Families who are receiving payments through the “State-only alien and two-parent programs for CalWORKs recipients” are **not** considered TANF/CalWORKs Cash Aid Recipients, and therefore should **not** be counted in this section. To determine which category applies to this family, check Section III of the ELCD-9600 form applicable for this month. If the family has the “State-only and two-parent programs for CalWORKs recipients” box checked, the family is not considered a TANF/CalWORKs Cash Aid Recipient and you should choose “No” for this data element. If this family has the “Cash or other assistance under Title IV of the Social Security Act (TANF)” box checked, you should choose “Yes” for this data element.

#### Rules and Guidelines

* This information is required.
* There are only two choices:
	+ **Yes** – The head-of-household did receive TANF/CalWORKs Cash Aid during this report month.
	+ **No** – The head-of-household did not receive TANF/CalWORKs Cash Aid during this report month.

#### Error Messages and Solutions

* The TANF/CalWORKs Cash Aid Recipient information is required. [801A File Transfer], [801A Web Input], [801B]

Problem: This information is missing from the transfer file or no selection has been made from the TANF/CalWORKs Cash Aid Recipient dropdown list.

Solution: Select Yes or No from the dropdown list in Web Input or 801B or enter the missing information in the TANF/CalWORKs Cash Aid Recipient information field in your transfer file (Y or N).

* Invalid TANF/CalWORKs Cash Aid Recipient information. [801A File Transfer]

Problem: The TANF/CalWORKs Cash Aid Recipient information is not one of the valid codes.

Solution: Confirm that you have entered a valid code (Y or N).

#### FAQs about the TANF/CalWORKs Cash Aid Recipient

* **What do TANF and CalWORKs mean?**

The federal welfare reform law, The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, replaced AFDC, EA and JOBS or GAIN and created TANF (Temporary Assistance for Needy Families). This is the federal cash assistance program for families, which contains many work requirements. It provides a block grant to states to assist needy families and created new work requirements and time limits. CalWORKs stands for the California Work Opportunity and Responsibility to Kids Program. It is California’s name for the federal TANF program.

* **Should we count Medi-Cal or food stamps as TANF assistance?**

No.

* **If a TANF recipient's income exceeds a certain amount for the month, he/she receives no TANF assistance even though he/she is still enrolled in the TANF program. If the recipient’s income drops the next month, he or she will again receive TANF assistance. How should we answer those months in which no TANF assistance is received even though the recipient is still enrolled in TANF?**

Answer those months as a "Y" because the recipient is still enrolled in the TANF program.

### Family Income Greater Than 70 Percent of State Median Income Level

The information on Family Income Greater Than 70 Percent of State Median Income (SMI) Level indicates whether the family’s income was greater than 70 percent of the SMI.

#### Where to Find It

You need four kinds of information to determine this response:

| Information | Source |
| --- | --- |
| Family size during the report month | On the ELCD-9600 form, look at item C, “Family Size” in Section III, “Family Adjusted Gross Monthly Income and Size.”  |
| Family monthly income for the report month | On the ELCD-9600 form, look at item A, “Family Monthly Income” in Section III, “Family Adjusted Gross Monthly Income and Size.” |
| Schedule of Income Ceilings | Income Ceilings can be found on the CDE ELCD Management Bulletins web page at <http://www.cde.ca.gov/sp/cd/ci/allmbs.asp>.  |

Locate the family size and family income for the report month on the schedule of income ceilings for 70 percent of the SMI. If the family income exceeds the income listed for the family size on the schedule, the correct choice is "Yes." If the family's income does not exceed the income listed for the family size on the schedule of incomes for 70 percent of the SMI, the correct choice is "No."

#### Rules and Guidelines

* This information is required.
* There are only three possible choices:
	+ **Yes** – The family income is greater than 70 percent of SMI during the report month.
	+ **No** – The family income is not greater than 70 percent of SMI during the report month.
	+ **Unavailable** – The information for the family is unknown. This option should be chosen only for those Child Protective Services (CPS) cases where income is not collected, or for children receiving services under the CHAN program because income information is not collected.

#### Error Messages and Solutions

* The “Family Income Greater Than 70 Percent of State Median Income” information is required. [801A File Transfer], [801A Web Input], [801B]

Problem: No selection has been made from the “Family Income Greater Than 70 Percent of State Median Income Level” dropdown list or this information is missing in the transfer file. This field must contain information.

Solution: Select Yes, No, or Unavailable from the dropdown list or confirm you have entered Y, N, or U in the transfer file.

* Invalid Family Income information. [801A File Transfer]

Problem: The “Family Income Greater Than 70 Percent of State Median Income Level” information is not one of the valid choices.

Solution: Confirm that you have entered a valid code (“Y,” “N,” or “U”).

* “Unavailable” for “Family Income Greater Than 70 Percent of State Median Income” is only allowed when “Reason for Receiving Child Development Services” is “A – Child Protective Services.” [801A File Transfer], [801A Web Input], [801B]

Problem: Families are required to provide income information when their eligibility was determined unless the reason for receiving child development services is Child Protective Services (CPS).

Solution: Verify that family income and the reason for care.

* Answer to “Family Income Greater Than 70 Percent of State Median Income Level” is inconsistent with “Family Size” and “Monthly Family Income” information provided. [801 File Transfer], [801A], [801B]

Problem: The information entered for the “Family Size” and “Monthly Family Income” and the answer you selected to “Family Income Greater Than 70 Percent of State Median Income Level” (SMI) do not match. This error occurs when you answer “Yes” to the “Family Income Greater Than 70 Percent of State Median Income Level” question but the family’s income and family size indicate the family’s income level is at or below 70% SMI. Or you have answered “No” to the “Family Income Greater Than 70 Percent of State Median Income Level” question but the family’s income and family size indicate the family’s income level is more than 70% of the SMI.

Solution: Confirm that you have entered the Monthly Family Income correctly, that you have entered the Family Size correctly, and that your answer to Family Income Greater than 70% of the State Median Income Level.

* The “Monthly Family Income” for this family’s size cannot exceed 70% of the State Median Income unless the “Reason for Receiving Child Development Services” is “A – Child Protective Services,” “J – Handicapped,” or “Q – California State Preschool Program.” [801A File Transfer], [801A Web Input]

Problem: The family’s income level, based on the family size, cannot be more than 70 percent of the State Median Income. The only exception to this is when the reason for receiving child development services is “A – Child Protective Services” or when all children in the family receive services from the part-day CSPP program or the CHAN program.

Solution: Confirm that you have entered Monthly Family Income and Family Size correctly, the “Reason for Receiving Child Development Services," the program codes for all children listed, and the answer to “Child Receives Part-time Care” for each child.

* The “Monthly Family Income” for this family’s size must be less than 85% of the State Median Income unless the “Reason for Receiving Child Development Services” is “A – Child Protective Services,” “J – Handicapped,” or “Q – California State Preschool Program.” [801A File Transfer], [801A Web Input]

Problem: The family’s income level, based on the family/’s size, cannot be more than 84 percent of the State Median Income based on the current Fee Schedule or Income Ceilings in effect for families who receive services from agencies participating in a special pilot project. The only exception to this is when the reason for receiving child development services is “A – Child Protective Services” or when all children in the family receive services from the part-time CSPP program or the CHAN program.

Solution: Confirm that you have entered Monthly Family Income and Family Size correctly, the “Reason for Receiving Child Development Services,” the program codes for all children listed, and the answer to “Child Receives Part-time Care” for each child.

#### FAQs about the Family Income Greater Than 70 Percent of State Median Income Level

* **What do you mean by "Family Income Greater Than 70 Percent of State Median Income Level"?**

To answer this question correctly, look on the Family Fee Schedule or Income Ceilings that were in effect for the report month. Based on the family’s size, if the family's income is the same or less than the amount on the Monthly Income Ceilings row (the bottom row) of the Family Fee Schedule, then the answer to this question is "No." If the family's income is more than the amount shown on the Monthly Income Ceilings row, then the answer to this question is "Yes."

Follow the below steps:

1. Find the family’s size on the applicable schedule.
2. Ask yourself the question "Is the family income more (a higher number) than the highest amount shown for this family’s size?” If it is, then you answer this question “Yes.” If it is not, you would answer “No.”
* **I am trying to change the answer to this questing, but the only option is “No.” This family’s income information is incorrect. Their income does exceed 70 percent of the state median income. What do I do? (801B only)**

For these families, you will have to exclude them from the 801B report. Only families who are at or below 70 percent of the state median income are eligible for the 801B report.

* **Income is not collected for certain families referred by Child Protective Services (CPS). What should we report here? (801B only)**

Report “Unavailable” for all income questions and select “A – Child Protective Services” as the “Reason for Receiving Child Development Services.” Leave the “Monthly Family Income” blank and check the CPS Override box.

### Reason for Receiving Child Development Services

The Reason for Receiving Child Development Services information describes the primary reason that services are needed by the family. This is the primary reason used to determine “need” for services.

#### Where to Find It

* On the ELCD-9600 form, determine the primary reason from the boxes checked in Section II, B, Reason for Needing Service.

**Note:** Section II.B. is not applicable to the part-day California State Preschool Program or Handicapped program. See Rules and Guidelines below, **or**

* On the CDE Notice of Action (CD-7617 form), determine the primary reason from the boxes checked in “Basis for Family Need for Services.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (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 and the reason has changed, enter the updated information.

#### Rules and Guidelines

This information is required.

For Reason Codes A-H, the choices are as defined in Funding Terms and Conditions, Section I. C., Need Criteria. Reason Codes J and Q are used for families who are eligible for specific child care services for other reasons.

**Below are the possible choices for the CDD-801A report:**

If the child is a recipient of protective services or is at risk of abuse, neglect, or exploitation, select the reason below:

* **A** - Child Protective Services or At-Risk (child is a recipient of protective services or is at risk of abuse, neglect, or exploitation)

If the primary need reason below applies to the parent(s) and any other adult counted in the family size, select one of the following:

* **B** - Parent/caretaker incapacitated
* **D** - Employment
* **E** - Education/vocational training (Participating in vocational training leading directly to a recognized trade, paraprofession or profession)
* **F** - Both employment and education/vocational training
* **G** - Seeking employment
* **H** - Seeking permanent housing (homeless and seeking permanent housing for family stability)

The following reasons apply to families where all children in family only receive services the Handicapped (CHAN) Program or in the Part-Day California State Preschool Program:

* **J** - Handicapped Program
* **Q** - Part-Day California State Preschool Program (this reason must be selected when all children in the family receive only part-day CSPP services and the family's eligibility is based on income, not CPS or Homelessness)

**Note:** If more than one reason applies to a family, use the following to determine which choice to select:

* When a family has two reasons from A-H or Q, and one of those reasons **is** A, select A.
* When a family has two reasons from B-H or Q, and one of those reasons **is** H, select H
* When a family has two reasons from B-G or Q, select the reason that provides the most hours of services to the child or children in the family.
* When a family has children in part-day CSPP and also in a program type other than CSPP (except for CHAN), choose only from reasons A-H.
* When all the children in a family are only in the CHAN and part-day CSPP programs, select “J – Handicapped Programs.”

**Below are the possible choices for the CDD-801B report:**

If the child is a recipient of protective services or is at risk of abuse, neglect, or exploitation, select the reason below:

* **A** - Child Protective Services or At-Risk (child is a recipient of protective services or is at risk of abuse, neglect, or exploitation)

If the primary need reason below applies to the parent(s) and any other adult counted in the family size, select one of the following:

* **D** - Employment
* **E** - Education/vocational training (Participating in vocational training leading directly to a recognized trade, paraprofession or profession)
* **F** - Both employment and education/vocational training
* **G** - Seeking employment

#### Error Messages and Solutions

* Invalid “Reason for Receiving Child Development Services.” [801A File Transfer]

Problem: The “Reason for Receiving Child Development Services” is not a valid choice.

Solution: Confirm that you have entered a valid “Reason for Receiving Child Development Services.”

* The “Reason for Receiving Child Development Services” is required. [801A File Transfer], [801A Web Input], [801B]

Problem: No “Reason for Receiving Child Development Services” has been provided.

Solution: Enter the “Reason for Receiving Child Development Services” information.

* The “Reason for Receiving Child Development Services” cannot be “J” unless all children in the family are only in the CHAN program or only CHAN and part-day CSPP programs. [801A File Transfer], [801A Web Input]

Problem: Not all the children in the family are receiving services from CHAN and you have selected reason “J” as the “Reason for Receiving Child Development Services.” Reason “J” can only be selected for families with all children only in the CHAN program or with children in both CHAN and the part-day CSPP programs. The allowable program code and reason for receiving child development services combinations are listed above under Rules and Guidelines.

Solution: Verify that you have selected the correct “Program Codes” and “Reason for Receiving Child Development Services.”

* “Reason for Receiving Child Development Services” must be “J” when all children listed are only in the CHAN program. [801A File Transfer], [801A Web Input]

Problem: All the children in a family are receiving services only from the CHAN program; therefore the “Reason for Receiving Child Development Services” can only be “J –Handicapped Program.”

Solution: Verify that you have selected the correct “Program Codes” and “Reason for Receiving Child Development Services.”

* The “Reason for Receiving Child Development Services” cannot be “Q” unless all children in the family received part-time care and are only in the CSPP program. [801A File Transfer], [801A Web Input]

**Problem:** Not all the children in the family have been identified as receiving part-time care and only receive services in the CSPP program. Reason "Q" is not a valid choice for this family.

**Solution:** Verify that you selected the correct "Program Codes" for all the children listed, the “Reason for Receiving Child Development Services" selected, and that you selected the correct answer to "Child Receives Part-Time Care."

* When all children in the family receive part-time care and are only in the CSPP program, the “Reason for Receiving Child Development Services” can only be “A – Child Protective Services”, “H – Seeking Permanent Housing”, or “Q – Part-Time California State Preschool”. [801A File Transfer], [801A Web Input]

**Problem:** All the children in a family have been identified as receiving part-time care and are only receiving services from the CSPP program but the reason for receiving child development services you selected is not valid for these services.

**Solution:** Verify that you have selected the correct "Program Codes" for all the children listed, the “Reason for Receiving Child Development Services" you have selected is the correct answer, and that you have selected the correct answer to "Child Receives Part-Time Care."

If all the information for the children is correct, you must select "Q - Part-day California State Preschool Program" as the reason for receiving child development services.

#### FAQs about the Reason for Receiving Child Development Services

* **What reason do we check for receiving child development services in the situation where grandparents or an aunt is the caretaker for a child? None of the reasons shown seem appropriate.**

Each situation is different. Treat the grandparents or aunt as "Parent/Caretaker," and carefully consider why your agency determined that the head-of-household needed services.

* **What reason do we use for receiving child development services in the case of a foster child?**

Use the most appropriate reason for the situation. For example, if the foster parent is working, use the "employment" reason.

* **Our agency has a CHAN contract. What reason do we select?**
* When a family has a child or children receiving services from only the CHAN program, select “J – Handicapped Program” as the Reason for Receiving Child Development Services.
* When a family has a child or children in only the CHAN program or in only the CHAN and part-day CSPP programs, select “J – Handicapped Program” as the Reason for Receiving Child Development Services.
* When a family has a child or children only in CHAN and CSPP and the child receiving services in CSPP is more than part-time (answer to “Child Receives Part-Time Care” is “Yes”), select the appropriate A-H reason.
* **Our agency only has a CSPP contract. What reason do we select?**

This depends on whether all the children in the family are part-time or not if all of the children receiving care in the family are only part-time (Child Receives Part-Time Care question answered "Yes" for all children), then you would select the reason below:

* "Q - Part-Time California State Preschool Program" is only applicable when the family's eligibility determination was based on income, not on a CPS referral and not because the family is homeless.

If none or not all of the children receiving care have been indicated as part-time (at least one child listed has Child Receives Part-Time Care answered "No"), then you would select from one of the A-H reasons indicated under "Rules and Guidelines" above.

### Head-of-Household Federal Information Processing Standards (FIPS) Code

The Head-of-Household Federal Information Processing Standards (FIPS) Code is the code that identifies the state and county where the head-of-household receiving child development services lives.

**Important:** Enter the FIPS Code of the head-of-household’s residence; do not use the FIPS Code of the provider.

#### Where to Find It

On the ELCD-9600 form, look in the box “FIPS Code” in Section I, A, “Family Identification.”

If you know the zip code of the family but do not know the FIPS Code, you can use the **Zip/FIPS Lookup** function available on the main menu of the data collection system and then update the family’s file with this information for future reference.

#### Rules and Guidelines

* This information is required.
* Valid California FIPS Codes are “06001” to “06115.”
* 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. For 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 FIPS Code is required. [801A File Transfer], [801A Web Input], [801B]

Problem: No FIPS Code has been provided.

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

* Invalid FIPS Code. [801A File Transfer]

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

Solution: Confirm that you have entered a valid California FIPS Code.

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

Problem: You have entered a Zip Code that does not exist in the county indicated by the head-of-household FIPS Code.

Solution: Confirm that you have entered the correct family zip code and that you have entered the correct head-of-household FIPS Code.

Use the Zip/FIPS Lookup function available on the Main Menu of the CDMIS website to verify the information.

#### FAQs about the Federal Information Processing Standards (FIPS) Code

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

FIPS stands for federal information processing standards. You can download a file containing California’s FIPS Codes on the United States Census Bureau 2010 FIPS Code Files for Counties web page.

We have also created a Zip/FIPS Lookup utility that is available on the main menu in our data collection system. All you need to do is enter the zip code where the head-of-household resides (**not** where he/she receives services), and the utility will display the FIPS Code you should use.

### Family Start Date

The Family Start Date is the actual date on which the family began receiving ELCD-subsidized services through your agency.

#### Where to Find It

The documentation for when a family began receiving services should be in the family file. This date should be found on the ELCD-9600 form 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 is required.
* Enter the date (month, day, and year) the family began receiving services.
* This date must be before or during the report month and year.
* 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 services with your agency, not the date services resumed.
* If the family’s services were interrupted for **three months or more**, select the date when the family **resumed** child development services, not the original date of assistance from your agency.

**Example 1:** The Kim family has one child, Mary, receiving subsidized services. Mary did not receive any child development services in June, July, or August 2009 because of summer vacation. Mary returned to receiving subsidized services at the same agency on September 1, 2009.

In the September 2009 report you must enter September 1, 2009, as the Family Start Date because that was the date the family resumed child care after a break of three months.

**Example 2:** The Smith family has two children, Joan and Mark, receiving subsidized services from the same agency. In June, July, and August 2009, Mark did not receive any subsidized services because he spent the summer with relatives in another city. Joan continued to receive subsidized services during this time. In September 2009, Mark resumed subsidized services with the same agency.

In the September 2009 report you would not change the Family Start Date because at least one child in the family did not have a break in subsidized service.

#### Error Messages and Solutions

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

Problem: The “Family Start Date” is after the report month, indicating that the family is being reported in a month that hasn’t begun yet.

Solution: Confirm that you have entered the Family Start Date correctly.

* Invalid Family Start Date. [801A File Transfer], [801A Web Input]

Problem: The Family Start Date is invalid or missing.

Solution: Enter a valid date.

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

Problem: The Family Start Date is blank.

Solution: Enter the Family Start Date.

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

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 Web Input]

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 Web Input]

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

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

#### FAQs about the Family Start Date

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

If this is a new family, the ELCD-9600 form should have the date in the box “Initial Subsidized Service Date.” If this is not a new family and the most current ELCD-9600 form does not have the date on it, check the family file for an earlier form. Unless it has been purged from the files, the first ELCD-9600 for that family should have the date. Another place to look is the original Notice of Action given to the head-of-household when eligibility for services was first determined.

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

Normally, 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 above under Rules and Guidelines.

### Monthly Family Income

The Monthly Family Income is the total adjusted gross monthly income used in determining family eligibility. Monthly Family Income is verified income.

#### Where to Find It

On the ELCD-9600 form, look at item A, “Family Monthly Income” in Section III, “Family Adjusted Gross Monthly Income and Size.”

#### Rules and Guidelines

* This information is required.
* The maximum length of this field is five numbers.
* Enter numbers only; do not enter a dollar sign ($) or decimal point
* Round the Monthly Family Income to the nearest whole dollar. Do not enter cents.
* In Child Protective Services (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.
* The Monthly Family Income must be greater than the amount entered for “Monthly Child Care Fee” unless both are 0 (zero). (801B only)
* The Monthly Family Income cannot be greater than the income ceiling on the applicable Child Development Family Fee Schedule with the following exceptions:
	+ The family’s reason for receiving child development services is “A - Child Protective Services,”
	+ The agency is participating in a special pilot project that serves families up to 84 percent of the state median income
	+ All the children in the family only receive services in the CHAN program (reason for child development services is “J”), or
	+ All the children in the family only receive services in the part-day CSPP program.

#### Error Messages and Solutions

* **The Monthly Family Income is required. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** The Monthly 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. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** You have entered a Monthly Family Income that contains letters or symbols or has not been rounded to the nearest whole dollar. A valid Monthly Family Income contains only whole numbers. The system will not save an entry with letters, symbols, or decimals.

**Solution:** Confirm that you have entered the Monthly Family Income correctly.

* **“Monthly Family Income” must be zero because countable income has not been identified. *[801B]***

**Problem:** The Monthly Family Income is more than $0, but you have not identified any income sources for the family.

**Solution:** Confirm that you have entered the Monthly Family Income correctly and that you have answered the income sources questions correctly.

* **“Monthly Family Income” cannot be zero because countable income has been identified. *[801B]***

**Problem:** The Monthly Family Income is zero (0), but you have indicated that the family receives income from at least one Family Income Source.

**Solution:** Confirm that you have entered the Monthly Family Income correctly and that you have entered the Family Income Source(s) correctly.

* Answer to “Family Income Greater Than 70 Percent of State Median Income Level” is inconsistent with “Family Size” and “Monthly Family Income” information provided. [801 File Transfer], [801A], [801B]

Problem: The information entered for the Family Size and Monthly Family Income and the answer you selected to Family Income Greater Than 70 Percent of State Median Income Level (SMI) do not match. This error occurs when you answer “Yes” to the Family Income Greater Than 70 Percent of State Median Income Level question but the family’s income and family size indicate the family’s income level is at or below 70% SMI. Or you have answered “No” to the Greater Than 70 Percent of State Median Income Level question but the family’s income and family size indicate the family’s income level is more than 70% of the SMI.

Solution: Confirm that you have entered the Monthly Family Income correctly, that you have entered the Family Size correctly, and that your answer to Family Income Greater than 70% of the State Median Income Level.

* The “Monthly Family Income” for this family’s size cannot exceed 70% of the State Median Income unless the “Reason for Receiving Child Development Services” is “A – Child Protective Services,” “J – Handicapped,” or “Q – California State Preschool Program.” [801A File Transfer], [801A Web Input]

Problem: The family’s income level, based on the family size, cannot be more than 70 percent of the State Median Income. The only exception to this is when the reason for receiving child development services is “A – Child Protective Services” or when all children in the family receive services from the part-time CSPP program or the CHAN program.

Solution: Confirm that you have entered Monthly Family Income and Family Size correctly, the “Reason for Receiving Child Development Services,” the program codes for all children listed, and the answer to “Child Receives Part-time Care” for each child.

* Monthly Family Income for this Family Size cannot exceed 70 percent of the State Median Income (801B Input/Edit only)

Problem: For families included in the CDD-801B monthly sample, the family's income level, based on their family size, cannot be more than 70 percent of State Median Income.

Solution: Confirm that you have entered Monthly Family Income and Family Size correctly.

* The “Monthly Family Income” for this family’s size must be less than 80% of the State Median Income unless the “Reason for Receiving Child Development Services” is “A – Child Protective Services,” “J – Handicapped,” or “Q – California State Preschool Program.” [801A File Transfer], [801A Web Input]

Problem: The family’s income level, based on the family/’s size, cannot be more than 80 percent of the State Median Income based on the current Fee Schedule or Income Ceilings in effect for families who receive services from agencies participating in a special pilot project. The only exception to this is when the reason for receiving child development services is “A – Child Protective Services” or when all children in the family receive services from the part-time CSPP program or the CHAN program.

Solution: Confirm that you have entered Monthly Family Income and Family Size correctly, the “Reason for Receiving Child Development Services,” the program codes for all children listed, and the answer to “Child Receives Part-time Care” for each child.

* **A family with children receiving services only in the part-day California State Preschool Program cannot have a “Monthly Family Income” that is more than 15% above the current income ceiling based on the family size, unless the "Reason for Receiving Child Care" is "A - Child Protective Services", “H – Seeking Permanent Housing” or the family is a TANF/CalWORKs Cash Aid Recipient. *[801 File Transfer], [801A Web Input]***

**Problem:** Based on the family income and family size provided, the family's income level exceeds the 15 percent over-income limit for families with children only in the Part-Day CSPP program.

**Solution:** Confirm that you have entered Monthly Family Income and Family Size correctly, and the program codes for all children listed.

* **The Monthly Family Income should be greater than the Monthly Child Care Fee. *[801B]***

**Problem:** You have entered a Monthly Family Income that is the same or less than the Monthly Family Fee.

**Solution:** Confirm that you have entered Monthly Family Income correctly and that you have entered Monthly Family Fee correctly.

#### FAQs about the Monthly Family Income

* **The Monthly Family Income for a particular family is more than 100 percent of the state median income. This is actually a full-cost family. How should I answer this question?**

**CDD-801A:** Full-cost families or families whose care is 100 percent funded by a source other than your agency’s ELCD contract should not be reported on the CDD-801A as this report is specifically for reporting families and children whose services were paid by the agency’s contract(s) with ELCD.

**CDD-801B:** The families for the CDD-801B data reports were taken directly from the CDD-801A report your agency filed with us. Full-cost families should not be reported on the CDD-801A. If a full-cost family was listed in error on your CDD-801A, then you must exclude that family. Instructions for doing this can be found on the CDD-801B Edit Family Information page within the CDMIS system.

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

Use the last reported income for the report month (the last adjustment for your report month). The income should match the income used to determine the family fee.

* **The Monthly Family Income listed for this family is not correct. What should I do?**

We took the “Monthly Family Income” directly from the CDD-801A report that your agency previously submitted for this family. If the information is wrong, you should correct it. Once you have completed the CDD-801B for this family, you also need to correct the Monthly Family Income information in the CDD-801A reports in each month this family is listed.

### Family Size

The Family Size is number of family members used to determine income eligibility and fee assessment. This information is provided by the parent applying for child care services and is documented on a confidential application by the agency.

#### Where to Find It

On the ELCD-9600 form, look in box C, “Family Size” in Section III, “Family Adjusted Gross Monthly Income and Size.”

**Note:** On the ELCD-9600 form, family size includes the following:

* All parent(s)/caretaker(s) listed in Section I – A and B; and
* All children named in Section IV, “Data on Children”; and
* All additional adults and children listed on a second ELCD-9600 form.

#### Rules and Guidelines

* This information 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 Web Input], [801B]

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

Solution: Enter Family Size correctly

* Family Size must be at least 1. [801A File Transfer], [801A Web Input], [801B]

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

Solution: Enter the correct Family Size.

* The Family Size must be a whole number. [801A File Transfer], [801A Web Input], [801B]

Problem: You have entered a number containing a decimal point. This is not a valid size. The Family Size must be a whole number.

Solution: Enter the correct Family Size.

* **Family Size can be “1” only if the answer to “Is the Head-of-Household Single?” is “F – Child is head-of-household – Family of one.” *[801B]***

Problem: You have indicated the family unit contains only one person, but the answer you provided under “Is the Head-of-Household Single?” indicates a married or single adult is head-of-household.

Solution: Enter the correct Family Size. Confirm that the child listed is a family of one. Confirm you have answered correctly the question “Is the Head-of-Household Single?”

* **If “Is the Head-of-Household Single?” is “Child is head-of-household,” then Family Size cannot be less than the number of children listed. *[801B]***

Problem: You have indicated the family unit contains only children, but the number of children listed is less than the Family Size.

Solution: Enter the correct Family Size. Confirm that the children listed are all part of the same family unit. Example: If you have a family of two (made up of two children receiving services), then both children must be listed as children and the Family Size would be two.

* **Family Size cannot be less than the total number of children listed plus the head-of-household. *[801B]***

Problem: You have entered a Family Size that is less than the total number of children listed on the screen plus the head-of-household.

Solution: Confirm the Family Size for this family. For example, if two children are listed in addition to the head-of-household for the family, the smallest Family Size allowed would be “3.”

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

**Problem:**

**For CDD-801A:** Family Size listed indicates no adults were counted in this family size and the child is listed as the Head-of-Household.

**For CDD-801B:** Answer to the question “Is Head-of-Household Single” indicates the head of household listed is a child.

**Solution:** When the head-of-household listed is the child because no adults were counted in the family size, you cannot report a Social Security Number. Leave this field blank and enter a FICN for this family.

* **Family Size cannot exceed 15. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** You have entered a Family Size that exceeds 15. Because the Family Fee Schedule and Income Ceilings only go up to a family size of 15, this is the maximum size our system will allow.

**Solution:** Verify you have entered the correct family size. If the family size does exceed 15, enter 15 so you can save your information.

#### FAQs about the Family Size

* **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 you determined eligibility 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 and this child would also be listed as the head-of-household. If there were sibling children receiving services as well, the family size would be the number of siblings residing in this family and the oldest child would be listed as the head-of-household. If you are not sure, contact your Field Services Office Consultant for assistance.

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

We took the “Family Size” directly from the CDD-801A report that your agency previously submitted for this family. If the information is wrong, you should correct it. Once you have completed the CDD-801B for this family, you also need to correct the CDD-801A reports in each month this family appears where the information is incorrect.

### Child Last Name

The Child Last Name is the last name (family name) of the child receiving ELCD-subsidized child development services.

#### Where to Find It

On the ELCD-9600 form, look in box 1, “Full Name of Child Including Middle Initial” in Section IV, “Data on Children.”

#### Rules and Guidelines

* This information 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 ELCD-subsidized services in the report month, do not include that child in the report.
* ***Special instructions for foster children:*** If this is a foster child, the first name, last name, and middle initial of the child (or, when more than one foster child in the family is being reported, the oldest child) receiving ELCD-subsidized services must be the same as the head-of-household’s first name, last name, and middle initial.

#### Error Messages and Solutions

* The Child Last Name is required. [801A File Transfer], [801A Web Input], [801B]

Problem: You have left the field blank.

Solution: Enter the Child Last Name information.

* The Child Last Name must be more than one character long. [801A File Transfer], [801A Web Input], [801B]

Problem: The Child Last Name is one character long.

Solution: Enter a Child Last Name that is at least two characters long.

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

Problem: You have entered invalid characters in the Last Name field.

Solution: Remove the invalid characters and confirm that you have entered the last name correctly.

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

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

Solution: Verify each child’s first name, middle initial, last name, and date of birth for this 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 File Transfer], [801A Web Input]

Problem: The number of children you 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 head-of-household.

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

* When “Is the Head-of-Household Single?” is “Child is head-of-household” and “Family Size” is greater than “1”, the oldest Child Last Name and the Head-of-Household Last Name must be the same. [801B]

Problem: You have answered the question "Is this Head-of-Household Single?" as “Child is Head-of-Household,” but the Head-of-Household’s name for this family does not match the oldest child’s (or only child’s) name. For reporting purposes only, when only the children receiving services are counted in determining family size, the Head-of-Household’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that you have entered the Head-of-Household Last Name correctly. Confirm that you have entered the oldest Child Last Name correctly. Confirm that this is a foster child. If it is, ensure that the Head-of-Household Last Name and the oldest Child Last Name are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” to “No” or “Yes.”

#### FAQs about the Child Last Name

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

No. But be sure that you are not listing the child as the "head-of-household" ***unless the child is a foster child*.** See special instructions for foster children in the data definitions and instructions under Child First Name or Child Last Name.

### Child First Name

The Child First Name is the first name of the child receiving ELCD-subsidized child development services.

#### Where to Find It

On the ELCD-9600 form, look in box 1, “Full Name of Child Including Middle Initial” in Section IV, “Data on Children.”

#### Rules and Guidelines

* This information is required.
* The minimum length of this field is two characters. The maximum length of this field is 50 characters.
* If the child did not receive ELCD-subsidized services in the report month, do not include her/him.
* ***Special instructions for foster children:*** If this is a foster child, the first name, last name, and middle initial of the child (or, when more than one foster child in the family is being reported, the oldest child) receiving ELCD-subsidized services must be the same as the head-of-household’s first name, last name, and middle initial.

#### Error Messages and Solutions

* The Child First Name is required. [801A File Transfer], [801A Web Input], [801B]

Problem: The Child First Name is blank.

Solution: Enter the Child First Name.

* The Child First Name must be more than one character long. [801A File Transfer], [801A Web Input], [801B]

Problem: The Child First Name is only one character long.

Solution: Enter a Child First Name that is at least two characters long.

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

Problem: You have entered invalid characters in the First Name field.

Solution: Remove the invalid characters and confirm that you have entered the first name correctly.

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

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

Solution: Verify each child’s first name, middle initial, last name, and date of birth for this 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 File Transfer], [801A Web Input]

Problem: The number of children you 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 head-of-household.

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

* When the answer to “Is the Head-of-Household Single?” is “Child is head-of-household” and “Family Size” is greater than “1,” the oldest Child First Name and the Head-of-Household First Name must be the same. [801B]

Problem: You have answered the question "Is this Head-of-Household Single?" as “Child is Head-of-Household,” but the Head-of-Household’s name for this family does not match the oldest child’s (or only child’s) name. For reporting purposes only, when only the children receiving services are counted in determining family size, the Head-of-Household’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that you have entered the Head-of-Household First Name correctly. Confirm that you have entered the oldest Child First Name correctly. Confirm that this is a foster child. If it is, ensure that the Head-of-Household First Name and the oldest Child First Name are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” to “No” or “Yes.”

#### FAQs about the Child First Name

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

No. But be sure that you are not listing the child as the "Head-of-Household" ***unless the child is a foster child*.** See special instructions for foster children in the data definitions and instructions under Child First Name or Child Last Name.

### Child Middle Initial

The Child Middle Initial is the middle initial of the child receiving ELCD-subsidized child development services.

#### Where to Find It

On the ELCD-9600 form, look in box 1, “Full Name of Child Including Middle Initial” in Section IV, “Data on Children.”

#### Rules and Guidelines

* This information 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:*** If this is a foster child, the first name, last name, and middle initial of the child (or, when more than one foster child in the family is being reported, the oldest child) receiving ELCD-subsidized services must be the same as the head-of-household’s 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], [801B]***

**Problem:** You have a period (.) or more than one letter in the middle initial field. 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 File Transfer], [801A Web Input]

Problem: The number of children you 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 head-of-household.

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

* **When the answer to “Is the Head-of-Household Single?” is “Child is head-of-household” and “Family Size” is greater than “1,” the oldest Child Middle Initial and the Head-of-Household Middle Initial must be the same. *[801B]***

Problem: You have answered the question "Is this Head-of-Household Single?" as “Child is Head-of-Household,” but the Head-of-Household’s name for this family does not match the oldest child’s (or only child’s) name. For reporting purposes only, when only the children receiving services are counted in determining family size, the Head-of-Household’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that you have entered the Head-of-Household Middle Initial correctly. Confirm that you have entered the oldest Child Middle Initial correctly. Confirm that this is a foster child. If it is, ensure that the Head-of-Household Middle Initial and the oldest Child Middle Initial are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” to “No” or “Yes.”

#### FAQs about the Child Middle Initial

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

If you don't know the middle initial for the child, leave it blank. Although this is an optional field, it is advisable to provide the middle initial for the child because there are so many duplicate names. It is a way for your agency to distinguish families and children and for the CDE to do the same across agencies.

### Child’s Ethnicity

The Child’s Ethnicity indicates whether the child receiving child development services is of Hispanic or Latino origin. The definition of Hispanic or Latino is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.

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

#### Where to Find It

On the ELCD-9600 form, look in box 5, “Ethnicity” in Section IV, “Data on Children.” Y = “Yes” and N = “No” on the ELCD-9600.

#### Rules and Guidelines

* This information 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 File Transfer], [801A Web Input], [801B]***

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

Solution: Enter “Yes” (Y in the transfer file) or “No” (N in the transfer file) to answer the Child’s Ethnicity question.

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

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

Solution: Confirm that you have entered valid information (Y or N) for the Child’s Ethnicity.

#### FAQs about the Child’s Ethnicity

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

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

### Child’s Race

The Child’s Race indicates the race of the child receiving child development services. 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, and 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

On the ELCD-9600 form, look in box 6, “Race” in Section IV, “Data on Children.” See the codes below for each race.

#### Rules and Guidelines

* This information is required.
* At least **one** racial category must be “Yes.” Select all racial categories that apply.
* There are five racial categories
	+ **American Indian or Alaska Native [1 on ELCD-9600]**
	+ **Asian [2 on ELCD-9600]**
	+ **Black or African American [3 on ELCD-9600]**
	+ **Native Hawaiian or other Pacific Islander [4 on ELCD-9600]**
	+ **White [5 on ELCD-9600]**
* For each of these racial categories, you must enter one of the two choices:
	+ **Yes**
	+ **No**

#### Error Messages and Solutions

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

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

**Solution:** Make sure you entered “Yes” (Y in the transfer file) or “No” (N in the transfer file) for the indicated racial category.

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

**Problem:** You have to answer “Yes” to at least one of the Race categories regardless of the answer you provided for the “Child’s Ethnicity.”

**Solution:** Indicate “Yes” (Y in the transfer 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 File Transfer]***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### FAQs about the Child’s Race

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

This judgment is up to the parent, but 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 ELCD-9600 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 on the ELCD-9600.

### Child Gender

The Child Gender indicates whether the child receiving child development services is female or male.

#### Where to Find It

On the ELCD-9600 form, look in box 2, “Sex” in Section IV, “Data on Children.” (M = Male, F = Female)

#### Rules and Guidelines

* This information is required.
* There are only two choices:
	+ **Male**
	+ **Female**

#### Error Messages and Solutions

* **The Child’s Gender is required. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** No information has been provided for the Child Gender.

**Solution:** Make sure you selected Male (M in transfer file) or Female (F in transfer file) for the Child’s Gender.

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

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

Solution: Confirm that you have entered valid information (M or F) for the Child’s Gender.

#### FAQs about the Child Gender

* **The box was not checked on the ELCD-9600 form, and I can't tell the gender. What should I do?**

Ask staff responsible for maintaining this information to update the file for this child so you can answer the question.

### Child Date of Birth

The Child Date of Birth is the month, day, and year the child receiving ELCD-subsidized child development services in the report month was born.

#### Where to Find It

On the ELCD-9600 form, look in box 3, “Birth Date” in Section IV, “Data on Children.”

#### Rules and Guidelines

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

#### Error Messages and Solutions

* The Child Date of Birth is required. [801A File Transfer], [801A Web Input], [801B]

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

Solution: Enter the Child Date of Birth.

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

Problem: The Child Date of Birth is after the report month, indicating that the child was born after the month in which he/she received child care.

Solution: Confirm that you have entered Child Date of Birth correctly.

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

Problem: You have entered an invalid or incomplete date.

Solution: Enter a date that meets the file format specifications. For example, January 1, 2010, would appear as 01/01/2010 in the file.

* The Child Date of Birth indicates the child is too young or too old for the program type. [801A File Transfer], [801A Web Input], [801B]

Problem: The Child Date of Birth and Program Code(s) you entered for this child indicate the child is not eligible for services under the program selected based on their age.

Solution: Verify that 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 IEP indicating these services are authorized, you must enter a “Y” in the “Child has IEP” field to report an over-aged child.

Note: One of the purposes of the “Child Has IEP” is to allow agencies to report children who exceed the upper-age limit of 12 years old for the following programs: C2AP, C3AP, CAPP, CCTR, CFCC, CMIG, and CMAP. Having an IEP does not apply to children receiving services in the CSPP program nor will it allow agencies to report children receiving services in a licensed center-based setting in the CCTR program when they are only age-eligible for the CSPP program..

In addition, children who will turn five-years old on or before September 1st of the school year they are receiving services (these children are eligible for kindergarten pursuant EC Section 48000[a]) and were enrolled and receiving services in CSPP program on June 30th may continue to receive services in the CSPP program through the summer until the beginning of the academic year they are eligible to start kindergarten, but no later than September 30th.

* Preschool age children cannot receive services in CCTR programs in a licensed center. [801A File Transfer], [801A Web Input], [801B]

Problem: Preschool-age children (children who turn three or four years old on or before September 1st of the fiscal year they are receiving services) may only receive services in the CCTR program under the following conditions:

* For three and four year old children (as defined above) services are provided in a licensed family child care home setting, or
* For children not yet 3 years old but who will be by September 1st, they may remain in a CCTR toddler program until the day before their third birthday, or
* For children turning five (5) years old September 2nd through December 2nd and enrolled in a transitional kindergarten program and whose family needs before or after school services, can be enrolled in a CCTR or Alternative Payment program. See the CDE Management Bulletin 15-08 web page at <https://www.cde.ca.gov/sp/cd/ci/mb1508.asp> for complete information

Other than these three conditions, children who turn 3 or 4 years old on or before September 1st of the fiscal year they are receiving services cannot be reported in the CCTR program.

Solution: Verity the child's date of birth, program code(s) for this child, and the setting the child received services in the report month.

* The Child Month of Birth is required. [801A Web Input], [801B]

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 Web Input], [801B]

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 Web Input], [801B]

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

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

#### FAQs about the Child Date of Birth

* **I don't have the Child Date of Birth. What should I do?**

You must enter the Child Date of Birth. If you can't find it on the ELCD-9600 form, then check other records for the child, such as the immunization record.

### Child Has Individualized Education Program (IEP)

Children with exceptional needs are described in *EC* Section 8208(l)(2). These children require the special attention of adults in a child care setting. They have an active Individualized Family Service Plan (IFSP) or Individualized Educational Program (IEP) on file with the agency. In addition, a child who is otherwise eligible for services (except in the California State Preschool Program - CSPP) may be served until age twenty-one if he/she has an active IEP and is receiving appropriate special education and services.

#### Where to Find It

Required exceptional needs documentation should be in the family file. Documentation must include a copy of an active IFSP or IEP.

#### Rules and Guidelines

To indicate whether or not a child meets the description of children with exceptional needs, follow the steps below:

* For agencies who submit an electronic file, you must answer either **"Y"** (child meets the description above) or **"N"** (the child does not meet the description above) in the file for each child.
* For agencies using Web Input/Edit, check the box for "Child has IEP" to indicate this child meets the description above. Do not check the box if there is no IEP on file for the child.

**Note:** The "Child has IEP" question also allows agencies to report children who exceed the upper-age limit of 12 years old for the following programs: C2AP, C3AP, CAPP, CCTR, CFCC, CMIG, and CMAP. There is no override of the age limits for children receiving services in the CSPP program.

#### Error Messages and Solutions

* "Child has IEP" is required. [801A File Transfer], [801A web input], [801B] (effective with the September 2013 report month)

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

Solution: Confirm that you have entered "Y" or "N" in the transfer file or selected "Yes" or "No" from the dropdown list on the 801A or 801B web input screen.

* Invalid Child has IEP information. [801A File Transfer]

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

Solution: Confirm that you have entered “Y” or “N” in the transfer file.

#### FAQs about Child has IEP

* **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 does not contain an active IFSP or IEP?**

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

### Child's Primary Language

A student's primary language is identified by the Home Language Survey as the language first learned, most frequently used at home, or most frequently spoken by the parents or adults in the home.

#### Where to Find It

This information is collected on the ELCD-9600 Confidential Application for Child Development Services and Certification of Eligibility and located in Section IV, Data on Children, 7. Native Language, Language Code.

#### Rules and Guidelines

Report the child’s primary language. If the child speaks more than one language, select the language in which they are the most fluent. The languages and codes below are the same as those listed on the ELCD-9600 form.

* This information is required.
* For agencies submitting an electronic file, enter the code associated with the child's primary language listed below.
* For agencies using web input, select the child's primary language from the dropdown list.

| **Language** | **Code** |
| --- | --- |
| Arabic | 11 |
| Armenian | 12 |
| Assyrian | 42 |
| Burmese | 13 |
| Cantonese | 03 |
| Cebuano (Visayan) | 36 |
| Chaldean | 54 |
| Chamarro (Guamanian) | 20 |
| Chaozhou (Chaochow) | 39 |
| Croation | 14 |
| Dutch | 15 |
| English | 00 |
| Farsi (Persian) | 16 |
| French | 17 |
| German | 18 |
| Greek | 19 |
| Gujarati | 43 |
| Hebrew | 21 |
| Hindi | 22 |
| Hmong | 23 |
| Hungarian | 24 |
| Ilocano | 25 |
| Indonesian | 26 |
| Italian | 27 |
| Japanese | 08 |
| Khmer (Cambodian) | 09 |
| Khmu | 50 |
| Korean | 04 |
| Kurdish | 51 |
| Lahu | 47 |
| Lao | 10 |
| Mandarin (Putonghua) | 07 |
| Marshallese | 48 |
| Mien | 44 |
| Mixteco | 49 |
| Native American Languages | 88 |
| Pashto | 40 |
| Pilipino (Tagalong) | 05 |
| Polish | 41 |
| Portuguese | 06 |
| Punjabi | 28 |
| Russian | 29 |
| Rumanian | 45 |
| Samoan | 30 |
| Serbian | 31 |
| Serbo-Croatian | 52 |
| Spanish | 01 |
| Taiwanese | 46 |
| Thai | 32 |
| Toishanese | 53 |
| Tongan | 34 |
| Turkish | 33 |
| Ukrainian | 38 |
| Urdu | 35 |
| Vietnamese | 02 |
| Other Languages of China | 55 |
| Other Languages of the Philippines | 66 |
| Other non-English | 99 |

#### Error Messages and Solutions

* **“Child's Primary Language” must be a valid two digit language code. *[801A File Transfer]***

**Problem:** The information in the upload file for the Child's Primary Language is not a valid code.

**Solution:** Confirm you have entered a two-digit code from the list above.

* **Answer to Child's Primary Language is required. *[801A Web Input], [801A File Transfer]***

**Problem:** The question “Child's Primary Language” has not been answered.

**Solution:** Confirm that you have selected a primary language for the child.

#### FAQs about Child's Primary Language

* **How do I know which is the primary language?**

The child data section of the ELCD-9600 should list the code for the primary language.

* **What if the family files does not contain this information?**

This information is required on the ELCD-9600. If it is missing, you will need to contact the family to obtain the primary language and update the information in the family file.

* **What if the family indicates a primary language that is not listed?**

If the language on the ELCD-9600 is not on the list, choose "Other non-English" for this child.

### Child is English Learner

English learner students are those students for whom there is a report of a primary language other than English on the state-approved Home Language Survey **and** who, on the basis of the state approved oral language (grades kindergarten through grade twelve) assessment procedures and literacy (grades three through twelve only), have been determined to lack the clearly defined English language skills of listening comprehension, speaking, reading, and writing necessary to succeed in the school's regular instructional programs. (R30-LC).

#### Where to Find It

This information is collected on the ELCD-9600 Confidential Application for Child Development Services and Certification of Eligibility and located in Section IV, Data on Children: Is Child limited English Proficient?

#### Rules and Guidelines

For agencies that submit an electronic file:

* Indicate “Y” in the upload file if the child is an English Learner.
* Indicate “N” in the upload file if the child is not an English Learner.
* Leave the field blank in the upload file if the child is too young to be enrolled in kindergarten but too old to be enrolled in twelfth grade.

For agencies using web input, select the following:

* Select “Yes” if the child is an English Learner.
* Select “No” if the child is not an English Learner.
* Select “Not Applicable” if the child is too young to be enrolled in kindergarten but too old to be enrolled in twelfth grade.

#### Error Messages and Solutions

* **“Child is English Learner” information provided is invalid. *[801A File Transfer]***

**Problem:** The information for Child is English Learner is invalid because it contains information other than “Y”, “N”, or blank.

**Solution:** Confirm that you have entered “Y”, “N”, or the field is blank for this question.

* **Answer to Child is English Learner is required. *[801A File Transfer], [801A Web Input]***

**Problem:** The question “Child is English Learner” has not been answered.

**Solution:**

**801A File Transfer:** confirm the file contains “Y”, “N”, or the field is blank for this question.

**801A Web Input:** confirm you have selected “Yes”, “No”, or “Not Applicable” from the dropdown list.

* **Child is English Learner must be answered “Yes” or “No” because child’s date of birth indicates they are kindergarten through twelfth grade age. *[801A File Transfer], [801A Web Input]***

**Problem:** The child’s date of birth indicates this child is of school-age (kindergarten through twelfth grade) but you have not answered Yes (Y) or No (N) to this question.

**Solution:** Confirm the “Child’s Date of Birth.” Confirm the answer to the question “Child is English Learner.” Confirm that you have entered “Yes (Y) or No (N) for this question.

* **Child is English Learner cannot be answered “Yes” or “No” because child’s date of birth indicates they are too young for kindergarten or too old for twelfth grade. *[801A File Transfer], [801A Web Input]***

**Problem:** The child’s date of birth indicates this child is not school-age (kindergarten through twelfth grade) but you have answered “Yes” or “No” to this question.

**Solution:** Confirm the “Child’s Date of Birth.” Confirm the answer to the question “Child is English Learner.” Confirm that you have indicated selected “Not Applicable” from the dropdown list on the web input page or left the field blank in the upload file.

#### FAQs about Child is English Learner

* **How do I know if the child is an English learner?**

The child data section of the ELCD-9600 contains a column labeled “Is child limited English proficient?” If this section contains a “Y” then this indicates the child is an English Learner. If it contains an “N” then this means the child is not an English learner.

* **What if the family files does not contain this information?**

This information is required on the ELCD-9600. If it is missing, you will need to contact the family and update the information in the family file.

### Child Start Date

The Child Start Date is the actual date on which the child began receiving ELCD-subsidized services through your agency.

#### 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 be found in other documents as well.

#### Rules and Guidelines

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

**Example 1:** Joe Kim began receiving subsidized child care from Daisy’s Day Care on June 1, 2008. He did not receive services during the month of July, but returned to Daisy’s Day Care on August 13, 2008. Because there was less than three months between the last day Joe was in care and the day he returned, you would enter June 1, 2008, in the system.

**Example 2:** Suzy Kim began receiving subsidized child care on April 1, 2008. She did not receive child care in June, July, or August because of summer vacation. She returned to child care in September 5, 2008.
You must enter September 5, 2008, in the system because that was the date Suzy resumed receipt of child care after a break of three months.

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

#### Error Messages and Solutions

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

Problem: The Child Start Date is blank.

Solution: Enter the Child Start Date.

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

Problem: You have entered an invalid or incomplete date.

Solution: Enter a date that meets the file format specifications. For example, January 1, 2010, would appear as 01/01/2010 in the file.

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

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 Web Input]

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 Web Input]

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 File Transfer], [801A Web Input]

Problem: The Child Start Date is after the report month, indicating that the child is being reported in a month that hasn’t yet begun.

Solution: Confirm that you have entered the Child Start Date correctly.

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

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

Solution: Confirm that you have entered the child’s and Family Start Dates correctly.

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

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

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

#### FAQs about the Child Start Date

* **I don't know the Child Start Date. What should I do?**

You should be able to determine the Child Start Date by looking in the family file. A Notice of Action may indicate when the child began receiving services. Check your agency’s provider payment records to determine when you began paying for this child’s services.

### Child Receives Part-Time Care

The answer to Child Receives Part-Time Care indicates whether the child receives less than four hours (no more than three hours and 59 minutes) of care each day during the report period.

**Note:** In this document, the term “part-day” is also used to refer to part-time services.

#### Where to Find It

The information for the amount of care certified for the child each day should in the family file.

In the family file, review the daily amount of care the child received or was certified to receive. If that daily care was less than four (4) hours each day, this is a part-time child and you would answer "Yes" to this question. If the daily care fluctuated because the child's schedule varies on different days of the week, or the child had more than one care provider during the day or in the month, determine for each day the total hours of care provided to that child. Then count the part-time days and the more than part-time days. If the number of part-time days is the larger number, then the answer to this question is "Yes." If the number of part-time days is less, then the answer to this question is "No."

#### Rules and Guidelines

* There are only two choices:
	+ **Yes** - this child received **less than** four (4) hours (no more than three (3) hours and 59 minutes) of care each day for more than half of the days in the month where care was provided.
	+ **No** - this child received four (4) hours or more of care each day for more than half of the days in the month where care was provided.

#### Error Messages and Solutions

* The Child Receives Part-Time Care information is required. [801A File Transfer], [801A Web Input]

Problem: The information for the Child Receives Part-Time Care was not provided.

Solution: Enter "Yes" (Y in transfer file) or "No" (N in transfer file) for the Child Receives Part-Time Care.

* “Child Receives Part-Time Care” is Invalid. [801A File Transfer]

Problem: The information in transfer file, the information for the Child Receives Part-Time Care is not acceptable.

Solution: Confirm that you have entered “Y” or “N” in the file.

#### FAQs about the Child Receives Part-Time Care

* **This child receives varying amounts of care on different days. Some days are part-time and some days are more. Which answer should I choose?**

If the child's schedule varies day to day, just count the number of days they are part-time and the number of days they are more than part time. If the number of days they are part-time is more, then you would answer "Yes" to this question because more than half of the days where services were provided are for part-time care.

### Provider Federal Employment Identification (FEIN) Number/Social Security Number (SSN)

The Provider Federal Employment Identification Number (FEIN)/Social Security Number (SSN) is the unique identification number that the federal government requires all workers and agencies to have for tax purposes. For providers who do not have a FEIN, use their SSN.

The Provider FEIN/SSN is used by the CDE to determine the unduplicated count of providers (both centers and homes) serving children during a one-year period. This count is needed for the CDD-800 Annual Aggregate report. This is a required federal report.

**For Alternative Payment (AP) contractors**, the Provider FEIN/SSN submitted must be the FEIN or SSN of the license-exempt provider, family day care home provider, or center (who ever operates the center) that provided the actual services to the child.

**For Center-based Programs and Family Child Care Home Networks**, the FEIN is the tax identification number of the provider where the child actually receives services. If the child received services in a Family Child Care Home, you must enter the Family Child Care Home provider’s FEIN or SSN. If the child received services in a center, you must enter the FEIN of the agency that operates the center.

#### Where to Find It

**For Alternative Payment (AP) Contractors:** The agency must have the FEIN or SSN in order to make payments to the provider. The agency’s payment office will have the provider’s FEIN or SSN.

**For Center-based Programs and Family Child Care Home Networks:** The agency’s fiscal or accounting office will have the center’s FEIN and will have the FEIN or Social Security Number of all Family Child Care Home providers who receive payments.

#### Rules and Guidelines

* This information is required.
* This field must contain exactly nine numbers. Do not enter hyphens or spaces.
* If the child received ELCD-subsidized services from more than one provider in the report month, the Provider FEIN/SSN for each provider must be reported.
* Remember to change the Services Date when there is a change in providers.

#### Error Messages and Solutions

* **The Provider FEIN/SSN is required. *[801A File Transfer], [801A Web Input]***

**Problem:** The Provider FEIN/SSN is blank.

**Solution:** Enter the Provider FEIN/SSN.

* **Invalid Provider FEIN/SSN. *[801A File Transfer], [801A Web Input]***

**Problem:** The Provider FEIN/SSN is not exactly nine numbers, **or** the Provider FEIN/SSN contains nonnumeric characters, **or** the Provider FEIN/SSN contains a repeating number (see exceptions above under Rules and Guidelines).

**Solution:** Enter a valid and complete Provider FEIN/SSN.

* **FEIN must contain nine (9) numbers. *[801A File Transfer], [801A Web Input]***

**Problem:** The Provider FEIN/SSN is not exactly nine numbers

**Solution:** Enter a complete Provider FEIN/SSN.

* **The Head-of-Household SSN and Provider FEIN/SSN cannot be identical. *[801A File Transfer], [801A Web Input]***

**Problem:** You have entered the same number under both the Provider FEIN/SSN and Head-of-Household SSN. The information as entered indicates the parent is the service provider and this is not allowed.

**Solution:** Verify the Head-of-Household SSN entered and the Provider FEIN/SSN entered.

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

**Problem:**

**801A File Transfer:**

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

**801A Web Input:** Duplicate provider information has been entered for the same child. This means you are trying to add a Type of Care for a Provider FEIN/SSN that already exist for this child.

**Solution:**

**801A File Transfer:** Delete one of the duplicate rows in the electronic file or correct the information in the row with the error to reflect the family, child, and provider information. If the child received care from one provider during the month, but changed programs (i.e., from CSPP to CCTR) during the month, report both program codes for that same provider in the same row under Program Code 1 and Program Code 2.

**801A Web Input:** The information provided under the Provider FEIN/SSN and Type of Care has been entered twice. Verify information under each type of care displaying the error. Correct the information as necessary. If the child received care from one provider during the month, but changed programs (i.e., from CSPP to CCTR) during the month, report both program codes for that same provider under Program Code 1 and Program Code 2.

#### FAQs about the Federal Employment Identification Number (FEIN)/SSN

* **I have a child who has changed centers during the month. Both centers are operated by the same provider, but they have different zip codes. Nothing else changed for this child except the zip code of the provider. How do I report this child’s provider information?**

For children who receive services from the same provider but changed locations during the month, you would report two providers for this child – one for each zip code.

* **The Provider is a license-exempt non-profit. The provider does not wish to disclose their FEIN. Is there a way to record only zeros for this provider's FEIN/SSN field?**

If the provider is receiving monies from the State then they must disclose their actual FEIN.

### Provider Federal Information Processing Standards (FIPS) Code

The Federal Information Processing Standards (FIPS) Code is the code that identifies the state and county where the child receives services.

#### 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 you do not know the information, you can use the Zip/FIPS Lookup utility CDMIS has developed which is accessible from the Main Menu of the website.

#### Rules and Guidelines

* The Provider FIPS code 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 Web Input to submit their information, the dropdown box 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.
* The Provider FIPS code must be consistent with the provider's zip code.

#### Error Messages and Solutions

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

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 File Transfer]

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

Solution: Confirm that you have entered a valid Provider FIPS code.

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

Problem: You have entered a Provider Zip Code that does not exist in the county indicated by the Provider FIPS Code.

Solution: Confirm that you have entered the Provider FIPS Code correctly. Confirm that you have entered the Provider Zip Code correctly. Use the “Zip/FIPS Lookup” function available on the Main Menu of the CDMIS website to verify the information.

* Child care 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 File Transfer], [801A Web Input]

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 CalWORKs Stage 2 or 3 or Alternative Payment program types. Out-of-state providers can only be reported when the child receives services only through the CalWORKs Stage 2 or 3 or Alternative Payment programs from that provider.

Solution: Confirm that you have entered the Provider FIPS Code correctly. Confirm that you have entered the Provider Zip Code correctly. Use the “Zip/FIPS Lookup” function available on the Main Menu of the CDMIS website to verify the information.

#### FAQs about the Federal Information Processing Standards (FIPS) Code

* **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. You can download a file containing California’s FIPS Codes on the United States Census Bureau 2010 FIPS Code Files for Counties web page.

We have created a Zip/FIPS Lookup utility that is available on the main menu in our data collection system. All you need to do is enter a zip code and the utility will display the FIPS Code you should use.

### Provider Zip Code

The Provider Zip Code is the zip code of the location where the child receives services.

#### Where to Find It

This information is part of the provider's address. For Alternative Payment programs, it should be in the provider's file; and for center-based programs, it may be 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 month/year (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 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 File Transfer], [801A Web Input], [801B]

**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 File Transfer], [801A Web Input], [801B]***

**Problem:** You have entered an incomplete Provider Zip Code or letters instead of numbers.

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

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

**Problem:** You have entered a Provider Zip Code that does not exist in the county indicated by the Provider FIPS Code.

**Solution:** Confirm that you have entered the Provider FIPS Code correctly. Confirm that you have entered the Provider Zip Code correctly. Use the “Zip/FIPS Lookup” function available on the Main Menu of the CDMIS website to verify the information.

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

**Problem:**

**801A File Transfer:**

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

**801A Web Input:** Duplicate provider information has been entered for the same child. This means you are trying to add a Type of Care for a Provider FEIN/SSN that already exist for this child.

**Solution:**

**801A File Transfer:** Delete one of the duplicate rows in the electronic file or correct the information in the row with the error to reflect the family, child, and provider information. If the child received care from one provider during the month, but changed programs (i.e., from CSPP to CCTR) during the month, report both program codes for that same provider in the same row under Program Code 1 and Program Code 2.

**801A Web Input:** The information provided under the Provider FEIN/SSN and Type of Care has been entered twice. Verify information under each type of care displaying the error. Correct the information as necessary. If the child received care from one provider during the month, but changed programs (i.e., from CSPP to CCTR) during the month, report both program codes for that same provider under Program Code 1 and Program Code 2.

* Child care 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 File Transfer], [801A Web Input]

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 CalWORKs Stage 2 or 3 or Alternative Payment program types. Out-of-state providers can only be reported when the child receives services only through the CalWORKs Stage 2 or 3 or Alternative Payment programs from that provider.

Solution: Confirm that you have entered the Provider FIPS Code correctly. Confirm that you have entered the Provider Zip Code correctly. Use the “Zip/FIPS Lookup” function available on the Main Menu of the CDMIS website to verify the information.

#### FAQs about the Provider Zip Code

* **The United States Postal Service (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.

* **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?**

Our system uses the zip codes provided by the United States Postal Service. They are updated once each month. The zip code provided to you may be incorrect or you are typing it incorrectly. To verify a zip code, go to the United States Postal Service website. You may also have entered the FIPS Code incorrectly. (See "Provider Federal Information Processing Standards (FIPS) Code" in this document for more details.)

* **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 operated by the same provider, and the centers are located in different zip codes, you would report this child as having two providers in the month, 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, you would report this child as having two providers in the month, each with the zip code associated with the specific center during that specific report month. Then, in next month’s report, you would only include the provider information that reflects the new zip code.

### Quality Rating and Improvement System (QRIS) Participation

The QRIS Participation is an indicator of the type of quality child care available to children and families (if any).

The Quality Rating and Improvement System (QRIS)is a method for rating the quality of child care for a child receiving subsidized care.

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 Quality Rating and Improvement System (QRIS). A QRIS is a set of ratings graduated by level of quality and 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, built 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 your Program Director to determine whether your agency is participating in a QRIS. If your agency is operating in a local QRIS but you do not participate or are not eligible, the information is still required. If your agency is participating, the QRIS certification will reflect your rating. To determine if there is a QRIS operating in your area, go to the CDE RTT-ELC Regional Consortia web page at <http://www.cde.ca.gov/sp/cd/rt/rttelccontactlist.asp> to view currently participating organizations and their contact information. To determine if there is a California State Preschool Program (CSPP) QRIS operating in your area, go to the CDE CSPP QRIS Block Grant Contacts web page at <http://www.cde.ca.gov/sp/cd/op/csppqrisbgcontacts.asp> to view the lead agencies/co-leads and their contact information.

#### Rules and Guidelines

* This information is required.
* Please select one answer from the list of choices below. The number preceding each answer (0, 1, 7, or 8) is the code that must be entered in the upload file.
	+ 0 - No. Provider is eligible but does not participate in QRIS.
	+ 1 - Yes. Provider does participate in a QRIS.
	+ 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.

#### Error Messages and Solutions

* **The QRIS Participation is required. *[801A File Transfer], [801A Web Input]***

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

**Solution:** Review upload file or review CDD-801A Web Input/Edit screen to ensure this information has been provided.

* **“QRIS Participation” must be a valid one digit participation code: 0, 1, 7, or 8. *[801A File Transfer]***

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

**Solution:** Confirm the upload file contains one of the choices listed above.

* **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 Web Input] [801A File Transfer], [801B]***

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

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

#### FAQs about QRIS Participation

* **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 family child care home. Exceptions to the licensing requirement are tribal-approved child care programs and military installation child care programs, who have volunteered to participate in the local QRIS. For more information on QRIS eligibility, go to the CDE RTT-ELC Regional Consortia web page at <http://www.cde.ca.gov/sp/cd/rt/rttelccontactlist.asp> or the CDE CSPP QRIS Block Grant Contacts web page at <http://www.cde.ca.gov/sp/cd/op/csppqrisbgcontacts.asp> to view contact information for the QRIS operating in your area.

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

Depending on whether there is an operating QRIS in the provider’s area, you would choose as follows:

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** is 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 child care program. Any child care program can get accredited. Child care centers, family child care homes, school-age child care 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 status. For more information, a list of accrediting associations and their website addresses has been 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 child care 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 (includes General Child Care and Development, Family Child Care Home Education Networks, General Migrant, Handicapped, and California State Preschool programs), contact your Program Director to determine whether your agency is accredited by an accrediting association. For agencies operating alternative payment programs (includes Alternative Payment, CalWORKs Stage 2 and 3, and Migrant Alternative Payment programs), contact the service provider to determine if they are accredited. Documentation of accreditation is typically provided in the form of an accreditation certificate provided by the accrediting association.

#### Rules and Guidelines

* The information 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 – NA. Information Currently Unavailable

#### Error Messages and Solutions

* **The Accreditation Status is required. *[801A File Transfer], [801A Web Input], [801B]***

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

**Solution:** Confirm that you have entered one of the choices from the "Rule and Guidelines" listed above.

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

**Problem:** The Accreditation Status in the transfer file is not one of the valid choices listed under the Rules and Guidelines.

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

#### FAQs about Accreditation Status

* **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 national accreditation association, you would enter a "1" in the appropriate field within your 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 a certificate that verifies status upon receiving official accreditation.

### Type of Care

The Type of Care code describes the setting (licensed or license-exempt category) in which the ELCD-subsidized services were provided to the child in the report month. Children may have more than one Type of Care in a report month.

#### Where to Find It

On the ELCD-9600 form, look in box 9, “Type of Care Code” in Section IV, “Data on Children.”

#### Rules and Guidelines

* This information is required.
* *[CDD-801B only]* If the child had more than one ELCD-subsidized Type of Care in the report month, information on each type that is subject to CDD-801B reporting must be reported. Click here to see the list of Program Codes that must be reported.
* *[CDD-801A only]* If the child had more than one ELCD-subsidized Type of Care in the report month, information on each type must be reported.
* A provider can have more than one Type of Care in one report month. (For example, a relative takes care of the child in her own home [07] and in the child’s home [05] on different days in the same month.)
* *[CDD-801A only]* If a child receives care from one provider (same Provider FEIN/SSN and Type of Care combination) but at two locations that have two different zip codes, report this as if the child has two providers during the month. All the information would be the same except for the Provider Zip Code.
* Remember to change the Services Date if the Type of Care changed from the **prior** reporting month or changed **during** the month.
* There are only eight choices:
	+ 02 – Licensed family child care home
	+ 03 – Licensed large family child care home
	+ 04 – Licensed center-based care
	+ 05 – License-exempt in child’s home by a relative
	+ 06 – License-exempt in child’s home by a nonrelative
	+ 07 – License-exempt outside the child’s home by a relative
	+ 08 – License-exempt outside the child’s home by a nonrelative
	+ 11 – License-exempt center-based care

#### Error Messages and Solutions

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

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

**Solution:** Enter a valid Type of Care code.

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

**Problem:** You have entered a Type of Care, but you did not enter all of the following three elements: Child First Name, Child Last Name, and Child Date of Birth.

**Solution:** You must enter the Child First Name, Child Last Name, and Child Date of Birth. If the Type of Care information was completed in error, change the answer back to “Select from list.”

* **The Type of Care is required. *[801A File Transfer], [801A Web Input], [801B]***

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

**Solution:** Enter a valid Type of Care code.

* **The Type of Care is not valid for the Program Code selected. *[801A File Transfer], [801A Web Input], [801B]***

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

**Solution:** Confirm that you have selected the correct Program Code and/or Type of Care. The following combinations are available:

* + C2AP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ C3AP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ CAPP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ CCTR can be used with 02, 03, 04, and 11
	+ CFCC can be used with 02 and 03
	+ CHAN can be used with 04 and 11
	+ CMAP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ CMIG can be used with 02, 03, 04, and 11
	+ CSPP can be used with 04
* **One or more duplicate records for this family. *[801A File Transfer]*, or This Provider/Type of Child Care already exists for this child’s services. *[801A Web Input*]**

**Problem:**

**801A File Transfer:**

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

**801A Web Input:** Duplicate provider information has been entered for the same child. This means you are trying to add a Type of Care for a Provider FEIN/SSN that already exist for this child.

**Solution:**

**801A File Transfer:** Delete one of the duplicate rows in the electronic file or correct the information in the row with the error to reflect the family, child, and provider information. If the child received care from one provider during the month, but changed programs (i.e., from CSPP to CCTR) during the month, report both program codes for that same provider in the same row under Program Code 1 and Program Code 2.

**801A Web Input:** The information provided under the Provider FEIN/SSN and Type of Care has been entered twice. Verify information under each type of care displaying the error. Correct the information as necessary. If the child received care from one provider during the month, but changed programs (i.e., from CSPP to CCTR) during the month, report both program codes for that same provider under Program Code 1 and Program Code 2.

### Program Code(s)

The Program Code refers to the type of ELCD contract. Program codes are four-character designations. They are part of your agency’s contract number. An agency with more than one contract will have a different program code for each type of contract. The current program codes are C2AP, C3AP, CAPP, CCTR, CFCC, CHAN, CMAP, CMIG, and CSPP.

**Note:**

CDD-801A only: The data entry screen allows you to list up to three different Program Codes, if necessary. Enter more than one program code only if the child’s care from the same provider is paid for by **more than one** program code **during the report month**.

CDD-801B only: Only the following program codes are included in the CDD-801B reports: C2AP, C3AP, CAPP, CCTR, CFCC, CMAP, and CSPP (only those children receiving more than part-day CSPP services).

#### Where to Find It

On the ELCD-9600 form, look in box 8, “Program Code” in Section IV, “Data on Children.”

#### Rules and Guidelines

* Report only program codes for which your agency has a contract directly with the ELCD.
* Program Code 1 must contain a valid four-character program code. Program Code 1 should be the program code for the funding source that paid for the greatest amount of services in the month.
* If the child’s ELCD-subsidized services in the report month are paid by more than one program code from your agency, then you would report those under Program Code 2 and, if applicable, Program Code 3. A maximum of three different program codes may be selected for a Type of Care.
* If the program code changed from the **prior** report month or changed **during** the month, change the Services Date to the date when the change became effective.
* All program codes that paid for ELCD-subsidized services during the report month must be reported.

#### Error Messages and Solutions

* Program Code 1 is required. [801A File Transfer], or Program Code 1 must be completed. [801A Web Input], [801B]

Problem: All three fields for Program Codes are blank (801A File Transfer) or set to “Select from List.” (801A Web Input)

Solution: Enter a program code under Program Code 1.

* Invalid Program Code. [801A File Transfer]

Problem: One (or more) of the Program Codes is not in the list of valid codes.

Solution: Confirm that all Program Codes are valid.

* This is not a valid Program Code for your agency. [801A File Transfer], [801A Web Input], [801B]

Problem: Your agency does not have a contract for the Program Code provided.

Solution: Verify that you have entered the correct Program Code for this child’s services.

* The same Program Code cannot be listed more than once for a setting. [801A File Transfer], [801A Web Input], [801B}

Problem: You have entered the same Program Code more than once for a setting.

Solution: Change the duplicate Program Code in Program Code 2 and/or Program Code 3 back to “Select from list.”

* Program Code 2 cannot be completed if Program Code 1 is blank. [801A File Transfer], [801A Web Input], [801B], or Program Code 3 cannot be completed if Program Code 1 or 2 is blank. [801A File Transfer], [801A Web Input], [801B]

Problem: You have skipped one of the Program Code fields.

Solution: Change the information so Program Code 1 contains a program code and change the others to “Select from list” if no other program codes funded this child’s care at this provider.

* **Program Code 1 is required when “State Subsidized Monthly Payment for This Child Care” and “Total Hours of Care This Month” are provided. *[801B]***

**Problem:** You have completed the State Subsidized Monthly Payment and the Total Hours of Care but did not select a Program Code.

**Solution:** Select a Program Code. If you added an additional provider/type of care section mistake, delete it.

* **Program Code 1 (or Program Code 2 or Program Code 3) is marked as “No Service” for this reporting period. *[801A File Transfer], [801A Web Input]***

**Problem:** The Program Code you reported is marked as “No Services” on the Sub-agency/No Services page.

**Solution:** Someone at your agency has indicated this program did not operate at all during the report month. If you agency did operate this program during that report month, the agency super user must go to the Main Manu of the CDMIS website, select the function, “Sub-agency/No Services” and click the “Submit” button. Remove the check mark from the box for the related program and month and fiscal year and click the “Save No Service Periods’ button. This will allow you to submit your report for this program.

* The Child Date of Birth indicates the child is too young or too old for the program type. [801A File Transfer], [801A Web Input], [801B]

Problem: The Child Date of Birth and Program Code(s) you entered for this child indicate the child is not eligible for services under the program selected based on their age.

Solution: Verify that 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 IEP indicating these services are authorized, you must enter a “Y” in the “Child Has IEP” field to report an over-aged child.

Note: One of the purposes for the “Child Has IEP” question is to allow agencies to report children who exceed the upper-age limit of 12 years old for the following programs: C2AP, C3AP, CAPP, CCTR, CFCC, CMIG, and CMAP. Having an IEP does not apply to children receiving services in the CSPP program nor will it allow agencies to report children receiving services in a licensed center-based setting in the CCTR program when they are only age-eligible for the CSPP program.

In addition, children who will turn five-years old on or before September 1st of the school year they are receiving services (these children are eligible for kindergarten pursuant EC Section 48000[a]) and were enrolled and receiving services in CSPP program on June 30th may continue to receive services in the CSPP program through the summer until the beginning of the academic year they are eligible to start kindergarten, but no later than September 30th.

* Preschool age children cannot receive services in CCTR programs in a licensed center. [801A File Transfer], [801A Web Input], [801B]

Problem: Preschool-age children (children who turn three or four years old on or before September 1st of the fiscal year they are receiving services) may only receive services in the CCTR program under the following conditions:

* For three and four year old children (as defined above) services are provided in a licensed family child care home setting, or
* For children not yet 3 years old but who will be by September 1st, they may remain in a CCTR toddler program until the day before their third birthday, or
* For children turning five (5) years old September 2nd through December 2nd and enrolled in a transitional kindergarten program and whose family needs before or after school services, can be enrolled in a CCTR or Alternative Payment program. See Management Bulletin 12-15 for complete information.

Other than these three conditions, children who turn 3 or 4 years old on or before September 1st of the fiscal year they are receiving services cannot be reported in the CCTR program.

Solution: Verity the child's date of birth, program code(s) for this child, and the setting the child received services in the report month.

#### FAQs about Program Codes

* **Why are there three blanks for Program Codes on the report?**

Most children receive ELCD-subsidized services under one program code. In those cases, you would enter the information under Program Code 1 and leave Program Code 2 and Program Code 3 set to “Select from list.”

Some children received ELCD-subsidized services from more than one contract (e.g., CCTR and CFCC). When you enter the data about those children, you would complete both Program Code 1 and Program Code 2. Program Code 1 should be the program where the majority of the services were provided during the month. If they were equal, you can enter either one in either spot.

* **I entered a program code and received an error message that says the Program Code is not valid. The family file shows this program code, but your system won’t allow me to save it. What do I do?**

You may have an old program code in the family file. Program codes may be changed or eliminated at the beginning of a fiscal year due to a variety of reasons. Check with your agency’s program director to find out what the correct code should be for this child. You can also check with your assigned ELCD consultant to find out what contracts your agency has with the ELCD in order to determine what code you should be reporting.

You may also find that the child’s services are not being paid by the contracts your agency has directly with the ELCD. For example, you may be serving a family whose care is paid by a voucher from another agency. If this is the case, you should not report this family as being served by your agency. You should report only families and children whose services are paid by contracts your agency has directly with the ELCD.

* **Our agency has CMIG and CCTR contracts with ELCD. The CMIG program closes in mid-November each year and reopens the last week in April. How do we notify you that we will not submit the CDD-801A report for the CMIG program from December through March because we do not provide any services during those months under that program?**

If one of the programs your agency has will not provide any services during an entire month, you can report this on the Sub-agency/No Services page. This page is available on the Main Menu of the CDMIS website and can only be viewed and updated by the agency super user. Under the “No Service Periods” section, place a check mark in the appropriate boxes and click the “Save No Service Periods” button. This indicates your program is closed for that month.

* **On my CDD-801B report, one of the children listed shows they received services from the CCTR program. This child actually received services from the CHAN program, and we realize this was reported incorrectly on our CDD-801A. We have corrected the CDD-801A reports for this child, but, since the child was selected for the CDD-801B, how do we report for this child in the CDD-801B report? (CDD-801B only)**

Because this child was originally reported in the CDD-801A monthly report with a qualifying program code, the child was included in the CDD-801B selection process. However, you have identified that this child was actually in a program that should NOT have been included in the CDD-801B selection process. Since this child should not have been included, you must exclude this child. Instructions for doing this can be found on the CDD-801B Edit Family Information page within the CDMIS system. If this is the only child receiving subsidized care in the family, you must exclude the family instead of the child. Those instructions can also be found on the same page.

### Services Date

The Services Date is the date on which a child begins receiving services:

* + At a specific provider (the person or entity that physically provides the services)
	+ For a specific Type of Care
	+ Subsidized by a particular program type (contract prefix)

When any of the three items noted above changes, the Services Date must reflect the effective date of the change. This date is used to calculate the CDD-800 Annual Aggregate report. This report is a required federal report.

#### Where to Find It

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

#### Rules and Guidelines

* This information 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.
* If there is a change in the provider, the Type of Care, or the Program Code, enter the date on which the change became effective.
* The Services Date must be on or after the Child Start Date.
* The Services Date must be during or before the report month/year.
* Change the Services Date when the provider’s FEIN/SSN changed from the **prior** reporting month or changed **during** the reporting month. 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** reporting month or changed **during** the reporting month. Use the effective date of the change as the new Services Date.
* Change the Services Date when the Program Code changed from the **prior** reporting month or changed **during** the reporting month. Use the effective date of the change as the new Services Date.

**Example 1:** Janet Jones has received subsidized child care at Happy Day Care Center since April 1, 2008, three days a week after school. On April 15, 2009, she also began receiving subsidized services from Deanna's Family Day Care Home five days a week before school started. In the April 2009 report month, you would report 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, 2008. The Services Date for Deanna's Family Day Care Home would be April 15, 2009.

**Example 2:** George Jones began receiving subsidized child care at Happy Day Care Center on February 15, 2009. George's last day at Happy Day Care Center was April 11, 2009, and the next day, April 12, 2009, he began receiving subsidized care at Deanna's Family Day Care Home. You would report two provider FEINs for this child in the April 2009 report month, 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, 2009. The Services Date for Deanna's Family Day Care Home would be April 12, 2009. In the May 2009 report month, you would only report one Provider FEIN/SSN for George, which would be Deanna's Family Day Care Home.

**Example 3:** Ben Kim has always received subsidized child care at Happy Day Care Center under the CCTR program. On April 10, 2009, the funding for his care changed from CCTR to CMIG. During April 2009, your agency's records showed that the majority of care was provided by the CMIG contract. For the April 2009 report month, you would change the Services Date to April 10, 2009. In addition, you would list select CMIG for Program Code 1 because CMIG paid for the greatest amount of services in the month, and you would select CCTR for Program Code 2.

**Example 4:** For families who were served by your agency under CalWORKs Stage 3 (C3AP) in December 2010 and were determined eligible for CalWORKs Diversion services effective January 1, 2011, the January 2011 CDD-801A report would reflect changes to both the Services Date and the Program Code. For example:

Sally Smith was receiving services from your agency in CalWORKs Stage 3 (C3AP) program in December 2010 and was determined eligible for CalWORKs Diversion services effective January 1, 2011. For the December 2010 report month, there is no change in reporting this family. In the January 2011 report month, change the Services Date to January 1, 2011, and change the Program Code to C2AP to reflect the services now being received in the CalWORKs Stage 2 program.

**Example 5:** For families who were served by your agency under CalWORKs Stage 3 (C3AP) in December 2010, were determined eligible for CalWORKs Diversion services to begin December 2010, and were transferred to CalWORKs Stage 2 (C2AP) immediately, the December 2010 CDD-801-A report would reflect a change in the Services Date in both Program Code 1 and Program Code 2 and the January 2011 CDD-801A report would reflect a change in Program Code 1. Program Code 2 would be blank. For example:

Jenny Jones received services from your agency in CalWORKs Stage 3 in December 2010 and the determination of her eligibility for CalWORKs Diversion services was made on December 15, 2010. If your agency chose to transfer Jenny to the CalWORKs Stage 2 (C2AP) program at the time the eligibility for Diversion services was determined, the December 2010 CDD-801A report for this family would reflect a change in the Services Date to December 15, 2010. Program Code 1 and Program Code 2 should reflect services from both C2AP and C3AP (the program listed under Program Code 1 should list the program with the most services in that month). For the January 2011 report month, Program Code 1 should reflect C2AP as the only services Jenny received.

**Example 6:** For families who were served by your agency under CalWORKs Stage 2 (C2AP) in December 2010 and exhausted their 24 months of eligibility after December 31, 2011, and were determined eligible for CalWORKs Diversion services, no changes in the Program Code or Services Date are necessary. For example:

Beth Bertolluci is receiving services from your agency in CalWORKs Stage 2 (C2AP) and exhausted her 24 months of eligibility after December 31, 2010. Beth has been determined eligible for CalWORKs Diversion services, which will begin January 1, 2011. Because the program funding Beth's services did not change, no changes in the Program Code or Services Date are necessary because the family continues to receive services in the C2AP program.

**Example 7:** For families who were receiving CalWORKs Stage 3 (C3AP) services from another agency in December 2010, were determined eligible for CalWORKs Diversion services after December 31, 2010, and transferred to your agency in January 2011, these families would be considered new families. For example:

Leif Erickson was receiving CalWORKs Stage 3 (C3AP) services from another agency until December 31, 2010. Leif is determined eligible for CalWORKs Diversion services and comes to your agency for services under C2AP in January 2011. Leif would be considered a new family and the Family Start Date would be the first day Leif began receiving services from your agency.

#### Error Messages and Solutions

* The Services Date is required. [801A File Transfer]

Problem: The Services Date is blank.

Solution: Enter the Services Date.

* Invalid Services Date. [801A File Transfer], [801A Web Input]

Problem: The Services Date you entered is invalid or missing.

Solution: Enter a valid date.

* The Services Month is required. [801A File Transfer]

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 File Transfer]

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 File Transfer]

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 File Transfer], [801A Web Input]

Problem: The Services Date is after the report month, indicating that the setting is being reported in a month that hasn’t yet started.

Solution: Confirm that you have entered the Services Date correctly.

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

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

Solution: Confirm that you have entered the setting (or child) start date correctly.

#### FAQs about the Services Date

* **I don’t know the Services Date. What should I do?**

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

| **If You Are 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 against your ELCD contract for reimbursement. For other programs this is usually the first day that your 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 month or changed during the month you are now reporting. | Change the Services Date when the Provider FEIN/SSN changed from the **prior** reporting month or changed **during** the reporting month. Use the effective date of the change as the new Services Date. |
| A child whose Type of Care changed from the previous report month or changed during the month you are now reporting. | Change the Services Date when the Type of Care changed from the **prior** reporting month or changed **during** the reporting month. Use the effective date of the change as the new Services Date. |
| A child whose ELCD contract funding source (Program Code) changed from the previous report month or changed during the month you are now reporting. | Change the Services Date when the Program Code changed from the **prior** reporting month or changed **during** the reporting month. Use the effective date of the change as the new Services Date. |
| A child who changed centers or classrooms, but they are receiving services from the same provider, in the same type of care, and the same program code. | **Do not** change the Services Date. |

* **I have a child who has changed centers during the month. Both centers are operated by the same provider but they have different zip codes. Nothing else changed for this child except the zip code of the provider. Do I change the Services Date because of the change in service location?**

Yes. Because only the zip code changed for this provider, the Services Date should be changed based on the date the child began receiving services at the new location.

## CDD-801B Data Definitions

The following data definitions pertain to the CDD-801B report only.

### CPS Override

The CPS Override box is used to indicate the family is a CPS referral and allows the agency to leave the Monthly Family Income field blank.

#### Where to Find It

On the ELCD-9600 form, look at the space under Section II, “Family Eligibility and Reason for Needing Services: A. Family Eligibility Status, Protective Services” box.

#### Rules and Guidelines

* This information is necessary only for CPS-referred families in which family income is not collected. It allows the Monthly Family Income field to be blank.
* Do not use the CPS Override if Monthly Family Income is known.

#### FAQs about the CPS Override

* **What if we do collect Monthly Family Income for a particular CPS case? Do we check this box?**

No. You do not have to check the box when you report income for a CPS case. However, you should still indicate CPS as the Reason for Receiving Child Development Services.

### Is the Head-of-Household Single?

The “Is the Head-of-Household Single?” information indicates one of the following:

* Only one person living in the household is legally and/or financially responsible for the child or children receiving child development services, **or**
* The family is a foster case (family of one).

#### Where to Find It

On the ELCD-9600 form, look in the box “If you are a single parent/caretaker, check this box” in the title area of Section I-A, “Family Identification.”

***Special instructions for foster children:*** On the ELCD-9600 form, confirm that the box labeled “Foster Parent” is checked under the “Relationship to Child” area of Section V, “Certification and Signature of Parent/Caretaker.”

#### Rules and Guidelines

* This information is required
* There are only three choices:
	+ **Yes** – Only one person is legally and/or financially responsible for the child or children receiving child development services.
	+ **No** – More than one person is legally and/or financially responsible for the child or children receiving child development services.
	+ **Child is head-of-household – family of one per regulations** – The child (or children) is (are) in foster care. This family consists of only the eligible children receiving services.

#### Error Messages and Solutions

* The information for “Is the Head-of-Household Single?” is required. [801B]

Problem: No selection has been made from the “Is the Head-of-Household Single?” dropdown list. This field must have information selected.

Solution: Select the correct “Is the Head-of-Household Single?” information (Yes, No, or Child is head-of-household).

#### FAQs about Is the Head-of-Household Single?

* **The "Head-of-Household" is a foster child. How do I answer the question, "Is the Head-of-Household Single?"**

Select "Child is head-of-household – Family of one per regulations" from the dropdown box.

### Monthly Child Care Family Fee

The Monthly Child Care Family Fee is the monthly dollar amount the family was required to pay during the report month for subsidized child development services. This fee is based on the Child Development Family Fee Schedule in effect during the report month.

#### Where to Find It

On the ELCD-9600 form, look in the space labeled "Flat Monthly Rate" in Section VI "Family Fee."

On the CDE Notice of Action (CD-7617 form), look in the space labeled "Monthly Family Fee.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month/year (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 is required.
* The maximum length of this field is four numbers.
* Enter numbers only; do not enter a dollar sign ($) or decimal point.
* Enter whole dollars only. Do not enter cents.
* This fee must be zero (0) if the family income is less than 40 percent of the state median income level.
* The monthly child care family fee should not exceed the full-time fee for the family size and income provided.
* If the family paid another agency for child care services during the month and as a result their fee to your agency was reduced to zero (0), see instructions for “Reduced Fee.”

#### Error Messages and Solutions

* A valid Monthly Child Care Family Fee must contain only whole numbers. [801B]

Problem: You have entered a Monthly Child Care Family Fee that contains symbols, letters, or has not been rounded to the nearest whole dollar. A valid Monthly Family Child Care Fee contains only whole numbers. The system will not save entries that contain letters, symbols, or decimal points.

Solution: Confirm that you have entered the Monthly Child Care Family Fee correctly (whole number with no decimal point or dollar sign).

* The Monthly Child Care Family Fee is required. [801B]

Problem: The Monthly Child Care Family Fee is required. This field must have information even if the family does not pay a fee. If the family does not pay a fee, enter a zero (0).

Solution: Enter the Monthly Child Care Family Fee.

* **Family Fee cannot exceed the full time monthly fee on the family fee schedule for the family size and income provided. *[801B]***

Problem: The Monthly Child Care Family Fee you entered is too high. It exceeds the full-time fee for this family based on the family size and monthly family income provided.

Solution: Confirm that you have entered the correct amount, that you have entered the Family Size correctly, and that you have entered the Monthly Family Income correctly.

* **The “Monthly Child Care Family Fee” cannot be zero unless the “Reduced Fee” box is checked to indicate the family’s fee was reduced because they paid an amount to another agency for child care services this month, or the “Reason for Receiving Child Development Services” is “A – Child Protective Services.” *[801B]***

**Problem:** You entered zero (0) for the “Monthly Child Care Family Fee.” Based on the family size and income provided, a fee was required unless the “Reason for Receiving Child Development Services” is “A – Child Protective Services,” or that family paid another agency an amount at least equal to what the required family fee would have been in the report month.

**Solution:** Confirm that you have entered the Monthly Child Care Fee correctly and that the “Reduced Fee” box has been checked if appropriate.

#### FAQs about the Monthly Child Care Family Fee

* **If there is a family co-pay, should I include it when I enter the Monthly Child Care Family Fee?**

No.

* **One family in the agency was supposed to pay $100 for the report month, but the family paid the agency only $45. What amount do I enter?**

If the required family fee was $100, then you should enter $100 into the system. You must report the required family fee, whether or not it was actually paid.

* **The family fee is "0." Should I leave the space blank or enter a "0"?**

You must enter a "0."

### Reduced Fee

The Reduced Fee check box is used to indicate that the family paid a reduced fee during the month. It allows the agency to enter less than what the required monthly fee would have been for this family because the family paid another agency for child care services during the month, and therefore their family fee was reduced by the amount paid to the other agency.

#### Where to Find It

Your agency should have a receipt in the family file if the family paid another agency for child care services in the month.

#### Rules and Guidelines

* This information is necessary only for families whose fee was reduced by your agency because the family paid another agency for child care services in the month.
* Do not use the Reduced Fee checkbox if the family paid the full family fee.

#### FAQs about the Reduced Fee

* **What if we do collect the full family fee from the family? Do we check this box?**

No. You do not have to check the box if the family paid the full family fee calculated based on the Family Fee Schedule.

### Month and Year Child Care Assistance Began

The Month and Year Child Care Assistance Began is the month and year in which the family began receiving subsidized child development services through your agency.

#### Where to Find It

Information for this field is obtained from the Family Start Date that you provided in the CDD-801A report for this family. You will not need to enter or change it unless it is incorrect.

#### Rules and Guidelines

* If the information provided on the CDD-801B screen is correct, no action is necessary.
* If the information is incorrect, make the necessary correction. You will also need to make the same correction to the corresponding CDD-801A for this family.

#### Error Messages and Solutions

* Both the Month and Year are required for “Month and Year Child Care Assistance Began.” [801B]

Problem: The Month and/or Year have not been selected from the dropdown list. Both fields must have information selected.

Solution: Select the Month and /or Year Child Care Assistance Began for this family.

* The “Month and Year Child Care Assistance Began” cannot be after the report month. [801B]

Problem: The Month and Year Child Care Assistance Began is after the report month.

Solution: Confirm that you have entered information correctly for Month and Year Child Care Assistance Began.

#### FAQs about the Month and Year Child Care Assistance Began

* **The Month and Year Child Care Assistance Began is incorrect. What should I do?**

Check the “Initial Subsidized Service Date” on the ELCD-9600 for this family. Check your attendance records to determine the correct date. If changes are needed, correct the information on the CDD-801B report and also remember to correct the family information on the corresponding CDD-801A report.

### Family Income Sources

The Family Income Sources describe the source(s) of the family income whether or not they were used to determine eligibility. Exception: If this is a Child Protective Services case and income was not used to determine eligibility, select “No” as the response to all six of the listed income sources.

**Note:** The Family Income Sources listed here, together with the response to “TANF/CalWORKs Cash Aid Recipient,” will capture all income sources for the family.

#### Where to Find It

On the ELCD-9600 form, look in box B, “Family Income Sources” in Section III, “Family Adjusted Gross Monthly Income and Size.”

#### Rules and Guidelines

* This information is required for **each** income source listed.
* There are six income sources:
	1. Employment
	2. State-only alien and two-parent programs for CalWORKs recipients
	3. Housing voucher
	4. Food stamps
	5. Other federal cash assistance (e.g., SSI, Social Security)
	6. Other income source; **Note:** Include child support payments in this category.

**Note:** Do not include federal TANF/CalWORKs cash assistance here since this already was entered under a different question.

* For each of these sources, there are only three choices:
	+ **Yes** – The family received income from this source.
	+ **No** – The family did not receive any income from this source.
	+ **Unavailable** – This choice is only available if this is a CPS case where income was not used to determine eligibility.

#### Error Messages and Solutions

* **The Family Income Sources are required. (Yes, No, or Unavailable for each source) *[801B]***

**Problem:** At least one Family Income Source has not had a response (Yes, No, or Unavailable) selected from the dropdown list. This field must have information.

**Solution:** For each Family Income Source, select a response (Yes, No, or Unavailable).

* **“Monthly Family Income” must be zero because countable income has not been identified. *[801B]***

**Problem:** The Monthly Family Income is more than $0, but you have not identified any income sources for the family.

**Solution:** Confirm that you have entered the Monthly Family Income correctly and that you have answered the income sources questions correctly.

* **“Monthly Family Income” cannot be zero because countable income has been identified. *[801B]***

**Problem:** The Monthly Family Income is zero (0), but you have indicated that the family receives income from at least one Family Income Source.

**Solution:** Confirm that you have entered the Monthly Family Income correctly and the Family Income Source(s) correctly.

* **Family Income Sources cannot be “Unavailable” unless “Reason for Receiving Child Development Services” is “A – Child Protective Services.” *[801B]***

**Problem:** One or more of the “Family Income Sources” has been answered “Unavailable” but the “Reason for Receiving Child Development Services” is not “A – Child Protective Services.”

**Solution:** Confirm that your answer for “Reason for Receiving Child Development Services” is correct and that you have answered all “Family Income Sources” correctly.

#### FAQs about the Family Income Sources

* **Our agency provides services to a family whose mother is in training, and she receives child support from a previous marriage and the current husband is working. Which family income source do I enter?**

You would enter all income sources: "yes" for "employment" and "yes" for "other income sources."

### Provider Address

The Provider Address is the actual street address where child care services were provided.

#### Where to Find It

This information should be in the family 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 month/year (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 that reflects the child care provider's current street address.

#### Rules and Guidelines

* This information is required.
* The street address is new information being collected effective with the October 2013 CDD-801B report.
* Post Office Box information is not allowed.
* The address must be the physical street address (i.e., 123 Short Street, 84113 North Green Avenue, etc.).
* Do not abbreviate any part of the street name.
* If a child received services from the same provider but at more than one address during the month, report two providers for this child so both addresses can be reported.

#### Error Messages and Solutions

* **The Provider Address is required. *[801B]***

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

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

* **The Provider Address is not valid. *[801B]***

**Problem:** You have entered unacceptable information for the Provider Address.

**Solution:** Confirm that you have not entered any form of a Post Office Box and the provider address is at least 10 characters long.

#### FAQs about the Provider Address

* **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?**

Our system requires the physical street address for each child's child care provider. Confirm you have entered the actual street address of the site or home where the child care services were provided during the report month.

* **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?**

For children receiving services at two different centers operated by the same provider, you would report two providers for this child. All the provider information would be the same except each would reflect a different street address (and possibly a different zip code).

### Provider City

The Provider City is the city associated with the street address where child care services were provided.

#### Where to Find It

This information should be in the family 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 month/year (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 that reflects the child care provider's city.

#### Rules and Guidelines

* This information is required.
* Do not abbreviate any part of the city name.

#### Error Messages and Solutions

* **The Provider City is required. *[801B]***

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

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

* **Provider City does not exist in the Zip Code provided. *[801B]***

**Problem:** You have entered a city name that is not associated with the Provider Zip Code.

**Solution:** Confirm the spelling of the city name, and the zip code and city name by looking up the provider's address on the United States Postal Service website using the "Look up a Zip Code" tool.

#### FAQs about the Provider City

* **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?**

For children receiving services at two different centers operated by the same provider, you would report two providers for this child. All the provider information would be the same except each would reflect a different city (and possibly a different zip code).

### State Subsidized Monthly Payment for This Child Care

For **CalWORKs Stage 2 and Stage 3 (C2AP and C3AP), Alternative Payment (CAPP), Migrant Alternative Payment (CMAP), and Family Child Care Home Education Networks (CFCC) contracts**, the State Subsidized Monthly Payment for This Child Care is the amount the provider is paid for child development services provided in the report month.

For **General Child Care and Development (CCTR), Handicapped (CHAN), Migrant (CMIG), and California State Preschool Program (CSPP) contracts**, the State Subsidized Monthly Payment for This Child Care is the amount claimed (i.e., the amount reimbursed under your CDE contract) from CDE for child development services provided in the report month. This amount includes any adjustments applicable to this child (e.g., for infants, exceptional needs, severely disabled, etc.). This amount does not include the family fee or administrative costs.

#### Where to Find It

For **C2AP, C3AP, CAPP, CMAP, and CFCC contracts**, provider payment information is typically found in the agency’s payment records for the report month. Each agency has its own method of keeping this information. Check with the person in your agency who is responsible for issuing payments to providers. See examples for **C2AP, C3AP, CAPP, CMAP, and CFCC contracts** below. Choose the example depending on whether there is a family fee and if so, how it is collected by the contractor.

For **CCTR, CHAN, CMIG, and CSPP contracts**, the amount claimed is dependent upon any adjustment factors that may be applicable to this particular child in this particular report period. Typically, the agency’s attendance records will indicate how the Standard Reimbursement Rate being claimed has been adjusted either for time-base (half-time, three-quarter time, full-time, or full-time plus) and/or for unique characteristics of the child (infant, severely disabled, limited and non-English proficient, etc.). It is possible for adjustment factors to vary from month to month for a given child, or even within a single month. Check with the person in your agency who is responsible for attendance reporting and for submitting the Attendance and Fiscal Reports to identify the correct information for this particular child and report period. See examples for **CCTR, CHAN, CMIG, and CSPP contracts** below.

#### Rules and Guidelines

* This information is required.
* Enter only numbers; do not enter a dollar sign ($) or decimal point.
* Zero is not acceptable since this would indicate that no subsidy was paid for the services provided in the report month.
* Round to the nearest whole dollar. Do not enter cents.
* Amounts for C2AP, C3AP, CAPP, CMAP, and CFCC contracts services must be consistent with the Regional Market Rates ceilings in effect for the report month.
* Amounts for CCTR, CHAN, CMIG, and CSPP contracts services must be consistent with the contractor’s Standard Reimbursement Rate in effect for the report month.

For **C2AP, C3AP, CAPP, CMAP, and CFCC contracts:** Enter the total dollar amount that the provider was authorized for services provided to the child in the report month. This amount will include the family fee if the parent paid it directly to the provider and it was kept by the provider.

* **Example 1:** Family Fee Collected by Contractor: The provider’s charge for child care is $200 for the report month. The family fee is $15 and is collected by the contractor. The contractor reimburses the provider $200 for the cost of care. The State Subsidized Monthly Payment for This Child Care is $200.
* **Example 2:** Family Fee Collected and Kept by Provider: The provider’s charge for child care is $200 for the report month. The family fee is $15. The $15 family fee is paid by the parent directly to the provider and kept by the provider. The contractor reimburses the provider $185. The State Subsidized Monthly Payment for This Child Care is $200. Because the family pays the family fee to the provider directly (and it is kept by the provider), the amount reported is still $200 because the contractor is reimbursing the provider the balance remaining for that child’s care.
* **Example 3:** Family Fee Collected by Provider and Submitted to Contractor: The provider’s charge for child care is $200 for the report month. The family fee is $15. The $15 family fee is paid by the parent directly to the provider, who then turns it over to the contractor. The contractor reimburses the provider $200 for the cost of care. The State Subsidized Monthly Payment for This Child Care is $200.
* **Example 4:** No Family Fee: The provider’s charge for child care is $200 for the report month. The family does not pay a family fee because of their family size and income. The contractor reimburses the provider $200 for the cost of care. The State Subsidized Monthly Payment for This Child Care is $200.

For **CCTR, CHAN, CMIG, and CSPP contracts:**Enter the dollar amount reimbursed from the CDE for the child in the report month. Include any adjustments, such as for infants, toddlers, or any other adjustment factors applicable to this particular child. Do not include administrative costs as they are claimed separately on the Administrative Costs line item of the Attendance and Fiscal Reports. Do not include (do not add it to the total and do not subtract it from the total) the family fee or family co-payment in the calculation of this amount.

The ELCD has provided the Cost Calculator as a tool to assist you in calculating the State Subsidized Monthly Payment. The calculator is located at the bottom of the CDD-801B report. Below are instructions on how to calculate the State Subsidized Monthly Payment (Cost of Care) using the Cost Calculator tool:

1. Click the button “Cost Calculator 801B State Subsidized Cost of Care.” The CDD-801B State Subsidized Cost of Care calculator screen will open in a new window.
2. Select the Program Code in which the child is receiving services
3. Select the Fiscal Form. For CSPP, it would be the forms containing 8501 in the form name. For CCTR and CMIG programs, it would be the forms with 9500 in the form name.
4. Next select the Adjustment Category.
5. Next select the number of days the child attended in the sample month.
6. Next enter your agency’s Administrative Cost Percentage. Enter 0% up to 15%. (0, 1, 2, 3, 4, etc., up to 15)
7. Finally, click the “Calculate” button to get the result. Enter the result in the CDD-801B report as the response to the question “State Subsidized Monthly Payment.”

To start a new calculation, click the “Clear” button.

Below are examples of how to manually calculate the cost of care.

* **Example 1:** The contractor's daily rate for their CCTR contract is $38.29. They served a six-year-old child for 22 days in the report month. The contractor claims 15 percent administrative costs. The adjustment factor for a child three years and older receiving full-time care in CCTR is 1.0. The adjusted cost is $716.02 ($38.29 per day x 85% (100% - 15% administrative cost) x 1.0 x 22 days). This amount is rounded to the nearest dollar. The total reported amount is $716.
* **Example 2:** The contractor's daily rate for their CCTR contract is $38.29. They served a toddler for 22 days in the report month. The contractor claims 15 percent administrative costs. The adjustment factor for a full-time toddler in the CCTR program is 1.4. The adjusted cost is $1,002.43 ($38.29 per day x 85% x 1.4 x 22 days). This amount is rounded to the nearest dollar. The total reported amount is $1002.
* **Example 3:** The contractor's daily rate for their CSPP contract is $38.53. They served a three-year-old child for 15 days in the report month. For 10 days in the month, the child received full-time care. The adjustment factor for three or four year old receiving full-time care in CSPP is 1.0. The adjusted cost is $327.51 ($38.53/day x 85% x 1.0 x 10 days). For five days in the month, the child received half-time care. The adjustment factor for three and four year olds in half-time care is 0.6195. The adjusted cost is 101.45 ($38.53 x 85% x 0.6195 x 5 days). The total reported amount rounded to the nearest whole dollar ($327.51 + $101.45) is $429.

#### Error Messages and Solutions

* The “State Subsidized Monthly Payment for This Child Care” is required. [801B]

Problem: The “State Subsidized Monthly Payment for This Child Care” information is blank under the Program Code listed in the error message.

Solution: Enter the “State Subsidized Monthly Payment for This Child Care” for the listed Program Code in whole dollars without decimal points. Refer to the examples above for help in calculating this amount. If this provider did not provide subsidized services to the child during the report month, exclude this Type of Care from the CDD-801B report.

* The “State Subsidized Monthly Payment for This Child Care” can contain only whole numbers. [801B]

Problem: The “State Subsidized Monthly Payment for This Child Care” under the Program Code listed in the error message has a decimal point. This payment should be rounded to the nearest whole dollar. The system will not save entries with both dollars and cents provided.

Solution: Confirm that you have entered the “State Subsidized Monthly Payment for This Child Care” correctly with only whole dollar amounts listed.

* The “State Subsidized Monthly Payment for This Child Care” must be greater than zero. [801B]

Problem: You have entered zero under the “State Subsidized Monthly Payment for This Child Care.”

Solution: The amount entered for “State Subsidized Monthly Payment for This Child Care” cannot be zero because that would indicate no services were provided to this child by this provider. Verify the amount using the examples provided under “Rules and Guidelines” and correct the information.

* The “State Subsidized Monthly Payment for This Child Care” cannot be less than the minimum hourly rate available based on the “Total Hours of Care.” [801B]

Problem: The total cost of care in the “State Subsidized Monthly Payment for This Child Care” field(s) for the listed child is less the minimum hourly cost of care for subsidized child care.

Solution: Confirm that you have entered the “State Subsidized Monthly Payment for This Child Care” correctly. Use the examples provided above to help you calculate the amount and/or double check your records for this child’s care.

* The “State Subsidized Monthly Payment for This Child Care” exceeds the maximum hourly rate available based on the “Total Hours of Care.” [801B]

Problem: The total cost of care in the “State Subsidized Monthly Payment for This Child Care” field(s) for the listed child is more than the maximum hourly cost of care available for subsidized child care.

Solution: Confirm that you have entered the “State Subsidized Monthly Payment for This Child Care” correctly. Use the examples provided above to help you calculate the amount and/or double check your records for this child’s care.

#### FAQs about the State Subsidized Monthly Payment for This Child Care

* **We have a child who received subsidized care for the month listed, but the provider never billed us. How should I answer this question?**

Enter the estimated payment that was authorized (based on the examples provided above) for the report month and year that would be paid to the provider when the bill is received.

* **We have a child who was enrolled and therefore listed on the CDD-801A report but never received child care for the report month because the parent was not able to find a provider. What should we do?**

If that child did not actually receive child care for the report month, then you must exclude the child. Select "Child did not receive child care in report month" from the list, then click the "Exclude" button. If this is the only child receiving care in the family, you must exclude the family, not the child.

* **In my center-based program, I don’t understand what the adjustment factors are or where to find them.**

Adjustment factors are applied on a child-by-child basis in accordance with regulations. A child may have no adjustment factors applied or may have one adjustment factor depending on their characteristics as certified on the ELCD-9600 form as well as the number of hours per day they are receiving service. A child may also have more than one adjustment factor in a report period if their hours of service were not the same each day during the report month. You will need to consult with the person in your agency responsible for preparing the Attendance and Fiscal Reports in order to determine whether any adjustment factors should be applied for this particular child in this particular month.

### Total Hours of Care This Month

The Total Hours of Care This Month is the total number of hours of child care for which payment was required for this Type of Care for the specified contract (Program Code) during the report month.

#### Where to Find It

On the ELCD-9600 form, look in box 10, “Hours of Care per Day” in Section IV, “Data on Children”

**Important:** The ELCD-9600 form records the weekly hours of child care. To calculate the monthly hours for a child receiving care based on certified hours or a child who has the same schedule each week, multiplying the weekly hours by 4.33; round the result to the nearest whole number

**Or**, on the CDE Notice of Action (CD-7617 form), look in the box “Enter Approved Hours of Enrollment” in Section 4, “Approved Child Care Services.”

**Note:** Check **to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report month**/year (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 and the hours of care have changed, enter the updated information.

**Important:** The CD-7617 form records the **weekly** hours of child care. To calculate the monthly hours for a child receiving care based on certified hours or a child who has the same schedule each week, multiplying the weekly hours by 4.33; round the result to the nearest whole number.

Example of calculating monthly hours: Pat is in child care at the LMN Day Care Center for 30 hours each week. Pat’s total monthly hours are 129.90 (30 hours x 4.33). This amount is rounded to the nearest hour. The total reported amount is 130.

#### Rules and Guidelines

* This information is required.
* **Important:** Enter thehours of care for the reporting **month**; do not enter weekly hours.
* This total is not hours of enrollment if no payment was required. (For example, if the family was newly enrolled, but the child was not yet attending child care, the hours would be zero and this child care would be excluded from the CDD-801B report.)
* Round to the nearest hour. Do not enter partial hours or minutes.
* The hours of care must be greater than zero. If there are no hours for this child’s services, the information must be excluded. See the CDD-801B Step-by-Step Instructions for information on how to exclude a family, child, or type of care from a report.
* Count all hours during the month, including those where the child did not attend, but were excused and therefore reimbursable under the contract's funding terms and conditions.
* To calculate the hours of care we define a variable schedule as Actual Clock Hours. Examples of this could be a timesheet or a sign-in sign-out sheet. We define a regular schedule based on certified hours of need as Authorized Clock Hours. An example could be contracted hours or approved hours.

#### Error Messages and Solutions

* The Total Hours of Care This Month is required. [801B]

Problem: The Total Hours of Care This Month is blank.

Solution: Enter the Total Hours of Care This Month.

* The Total Hours of Care This Month must be greater than zero. [801B]

Problem: The Total Hours of Care This Month entered is zero.

Solution: Enter the Total Hours of Care This Month.

* The Total Hours of Care This Month can contain only whole numbers. [801B]

Problem: The Total Hours of Care This Month for the Program Code has a decimal point or letters. The number of hours should be rounded to the nearest whole hour.

Solution: Confirm that you have entered the Total Hours of Care This Month rounded to the nearest whole hour.

* The Total Hours of Care This Month for [child’s name] exceeds the maximum hours a child can receive in a month. [801B]

Problem: The hours of care for this child’s care is more than 713 hours (23 hours a day x 31 days in the month), which exceeds the maximum number of hours of care a child can receive in a month.

Solution: Review the child’s file to determine the correct hours of care for this child’s care and enter the corrected amount.

* The Total Hours of Care This Month for [child’s name] exceeds the maximum hours a child can receive in a month for all types of care listed. [801B]

Problem: More than one provider is listed for this child and the total hours of care from these providers adds up to more than 713 hours (23 hours a day x 31 days in the month), which exceeds the maximum number of hours of care a child can receive in a month.

Solution: Review the child’s file to determine the correct hours of care for this child’s care and enter the corrected amount.

#### FAQs about the Total Hours of Care This Month

* **I have a child who is enrolled for 75 hours per month, but for this particular month, was only here for eight (8) hours on one day. Should I enter 75 hours or 8 hours for total hours of care?**

We want the hours of care that the state reimbursed or was required to reimburse (if payment has not yet been made) for that child's care for the report month. For center-based contractors, if during this specific month the child’s schedule was different and only 8 hours was reimbursed, then the answer is 8. If it was an AP situation and the actual billed hours from the provider were 8, then enter 8. Or it could be an AP situation where your agency was required to pay the provider for 75 hours. In that case, enter 75 hours.

* **I have a child who is enrolled for 180 hours per month, but for this particular month, did not receive any services at all. Should I report them or exclude them from the report?**

If the child did not receive any services in the sampled month, they must be excluded from the report. If this is the only child listed for the family, you must exclude the family from the report. If there are other children listed for this family who did receive services that month, you need to exclude only the one child.