



2023–24 Program Instrument
California Department of Education
California State Preschool Program (CSPP)
July 2023

I. Family Files

EED 01: Family Selection

Families with children enrolled in the California State Preschool Program (CSPP) are selected according to the priorities for that program, whether full-day or part-day. The California Department of Education (CDE), California *Education Code (EC)* sections, 8208, 8210, 8211, and 8217, *California Code of Regulations, Title 5, (5 CCR)* 17743-17744, 17746-17747, 17748, 17820 and 17822.

Evidence Requests

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

Abbreviation: Wting Lst

Description: If applicable, make accessible or provide a copy of the most current eligibility waiting list.

Item Instructions:

Related Items: EED 01

EED 02: Family Eligibility Requirements

Families with children enrolled in the program have met eligibility requirements, and the required documentation is complete. A family data file has been established for each family, including a completed application for services, and supporting documentation. Except as otherwise specified in *EC* Section 8208 or pursuant to participation in an applicable approved plan adopted in a pilot county, the eligibility duration meets legal requirements applicable for the type of program and program year.

EC 8205, 8208-8209, 8210, 8211, 8213, 8213.5, 8217, 8223, 8224, 8232, 8273, 8283 and 8289; 5 *CCR* 17700, 17729, 17730, 17743, 17745, 17749-17762, 17770, 17771, 17773, 17774, and 17782-17783

Evidence Requests

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Application for Services (CD 9600)

Abbreviation: CD9600
Description: Evidence of a completed CD 9600, Notice of Action and supporting documentation.
Item Instructions:
Related Items: EED 02, EED 03

Records of Family Size

Abbreviation: ElgbltyRcrds
Description: Copies of birth records for each child under 18 years old counted in the family size.
Item Instructions:
Related Items: EED 02

Records of Verification of Eligibility Information

Abbreviation: VrfctnElgblty
Description: Family eligibility files and supporting documentation for one of the eligibility criteria (At risk/Child Protective Service (CPS), Current Aid Recipient, Homelessness, Income, Children with Disabilities (Exceptional Needs), a Means-Tested Government Programs, and Neighborhood Schools Eligibility for Federal Reduced-Price Meals (FRPM) status will be reviewed.
Item Instructions: Ensure there is supporting documentation for enrollment of children in each of the eligibility categories as set forth in EC and 5 CCR.
Related Items: EED 02

Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts
Description: Documents from the current year.
Item Instructions: Information given to parents at or near the time the child is enrolled regarding eligibility for services. Usually found in a Parent Handbook or other materials given to a parent.
Related Items: EED 02, EED 03, EED 04, EED 05, EED 06

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

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Families with children enrolled in full-day services have met the need requirements if applicable. Certified hours of child care must correspond to the need of the parent/caretaker, as documented by the contractor at the initial certification and recertification or at the voluntary request of the family to increase or decrease the hours of need for service or hours must be within the parameters as otherwise provided by law.

EC 8205, 8208, 8209, , 8223, and 8247; 5 CCR 17700, 17751-17754, 17756-17758, 17763-17769, 17771-17773 and 17782-17783.

Evidence Requests

Application for Services (CD 9600)

Abbreviation: CD9600, Notice of Action (NOA)

Description: Evidence of completed CD 9600, Notice of Action, and supporting documentation.

Item Instructions:

Related Items: EED 02, EED 03, EED 05

Documentation and Verification of Need for Service

Abbreviation: NdSvcDcmt

Description: Family eligibility files, CD9600, NOA, and supporting documentation verifying a need for services.

Item Instructions: Need criteria, where applicable, has been documented and verified for one or more of the following: employment, self-employment, employment in the home or licensed family childcare home, seeking employment, educational programs, vocational training, parent incapacitation, homelessness, seeking permanent housing, CPS, and/or identified or At-Risk, and No Need where appropriate.

Related Items: EED 03

Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: Information given to parents at or near the time the child is enrolled regarding the need verification requirement for full-day services. Usually found in a Parent Handbook or other materials given to a parent.

Related Items: EED 02, EED 03, EED 04, EED 05, EED 06

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EED 04: Correct Fee Assessed

Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule issued by the CDE with the exception of families/children certified in a part-day/part-year CSPP program, families receiving CalWORKs cash aid, and CPS/At-risk families with referral for up to 24 months. Additional payments, in cash or in kind, as a condition of participation shall not be required or collected unless board and/or parent approved.

EC 82088223(a)(3) and 8252-8254; 5 CCR 17700, 17705, 17733–17740, 17756, and 17762.

Evidence Requests

Family Fees Assessment Records

Abbreviation: FmlyFeeAssRec

Description: Contractor's Assessment of Family Fees.

Item Instructions: Contractor shall maintain a record of each family's fee assessment, the effective date(s) of each fee increase or decrease, the dates and amounts of family fees collected and any amounts which are delinquent in the family data file.

Related Items: EED 04

Receipts of Fee Collection

Abbreviation: RcptFee

Description: Copies of the receipts provided to parents for payment of family fees.

Item: The receipts shall show the amount paid, the date of payment, the rate of payment and the period of service purchased.

Related Items: EED 04

Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: Information given to parents regarding the policies and procedures for collection of family fees, repayment plans, delinquent fees, and additional fees as appropriate. Usually found in a Parent Handbook or other materials given to a parent.

Related Items: EED 02, EED 03, EED 04, EED 05, EED 06

EED 05: Compliance with Due Process

The contractor complies with the program's due process requirements, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing an NOA where appropriate; and (3) establishing procedures for parental appeal of any contractor's decision contained in the notice of action.

EC Section 8207, 8208; 5 CCR 17705, 17781–17786.

Evidence Requests

Current Notice of Action

Abbreviation: NOA
Description: Completed NOA will be reviewed.
Item Instructions:
Related Items: EED 05

Recently Completed Notice of Action and Parent Appeal

Abbreviation: NoAPrntApl
Description: If applicable, provide the most recent NOA and corresponding parent appeal.
Item Instructions:
Related Items: EED 05

Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts
Description: Documents from the current year.
Item Instructions: Policy informing parents of their appeal rights and procedures. Information is usually found in a Parent Handbook or other materials given to a parent.
Related Items: EED 02, EED 03, EED 04, EED 05, EED 06

EED 06: Recording and Reporting Attendance

The program has adopted policies and procedures that are consistent with statutes and regulations on excused absences including best interest days and abandonment of care. Documentation of recording and reporting attendance

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records are consistent with certified hours of enrollment that are established for the child/parent/guardian. *EC* Section 8205, and 8207;5 *CCR* 17818–17822

Evidence Requests

Attendance Registry Records

Abbreviation: AtndncRgstry
Description: Evidence of attendance record keeping.
Item Instructions: Documentation of reporting attendance is consistent with certified hours of care as documented on the CD 9600 and NOA.
Related Items: EED 06

Sign-In/Sign-Out Records

Abbreviation: SISO
Description: Completed Signature of Parent or Authorized Representative for sign-in/sign-out records.
Item Instructions: Documentation of parents and authorized representatives are adhering to sign-in/sign out policies correctly.
Related Items: EED 06

Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts
Description: Documents from the current year.
Item Instructions: Current attendance policies set forth rules for excused, best interest days and abandonment of care. Information is usually found in a Parent Handbook or other materials given to a parent.
Related Items: EED 02, EED 03, EED 04, EED 05, EED 06

II. Family Engagement and Strengthening

EED 07: Parent Engagement and Strengthening

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

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Evidence Requests

Completed Parent/Teacher Conferences

Abbreviation: PrntTchCnf

Description: Completed parent/teacher conference forms (Child's Developmental Progress or comparable form) regarding the child's progress.

Item Instructions:

Related Items: EED 07

Open Door Policy Statement

Abbreviation: OpnDrPlcyStmnt

Description: Copy of the statement provided to parents regarding an Open-Door Policy.

Item Instructions: Usually found in a Parent Handbook or other materials given to a parent.

Related Items: EED 07

Parent Advisory Committee

Abbreviation: PrntAdvCom

Description: Documentation of a Parent Advisory Committee that advises the contractor on issues related to services to families and children.

Item Instructions: Documentation of PAC agenda and/or minutes of meetings and participant attendance (sign-in sheets).

Related Items: EED 07

Parent Orientation Materials

Abbreviation: PrntOrtnMtrls

Description: Documentation of parent orientation and materials given to parents.

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

Related Items: EED 07

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Parenting Education and Parent Involvement

Abbreviation: PrntEdPrntInv
Description: Evidence of parent education and involvement.
Item Instructions: Documentation such as parent bulletin board, newsletter, and parent survey.
Related Items: EED 07

Parent Meetings

Abbreviation: PrntMtgs
Description: Evidence of parent meetings with staff.
Item Instructions: Documentation such as sign-in sheets, agendas, or handouts of parents' meetings with staff.
Related Items: EED 07

Schedule of Parent-Teacher Conferences

Abbreviation: PrntTchCnfSchd
Description: Completed parent/teacher conference schedule.
Item Instructions:
Related Items: EED 07, EED 13

EED 08: Health and Social Services

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

Evidence Requests

Process for Identification of Health and Social Service Needs

Abbreviation: IdntfctnHssNds
Description: Evidence of the process used for identification of any health and social services needed by the family or for the child(ren).
Item Instructions:
Related Items: EED 08

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Referral and Follow-up Procedures for Health and Social Service Needs

Abbreviation: FlwUpHssNds

Description: Evidence of any referrals completed for services needed. Evidence of the follow-up procedures to ensure needs are being addressed.

Item Instructions:

Related Items: EED 08

III. Program Quality

EED 09: Site Licensure and License Exempt

Each site has a current license issued by the authorized licensing agency or has appropriate classroom license exemptions.

Health and Safety Code Sections 1596.792 and 1596.7925; 22 *CCR* Section 101151 *EC* sections 8205, 8228, 8231 and 8237; 5 *CCR* 17775

Evidence Requests

Current License and Current Receipt for Fee (if applicable)

Abbreviation: LcnsRcpt

Description: Provide current license and current receipt for payment of fee.

Item Instructions:

Related Items: EED 09

Licensing Citations (If any)

Abbreviation: LcnsngCtns

Description: Copy of any licensing citations that the contractor has received and if applicable, the clearance of any licensing citations.

Item Instructions:

Related Items: EED 09

Monitoring and Inspection Reports (if applicable)

Abbreviation: MntglspRpts

Description: Provide evidence of posted monitoring and inspection licensing reports.

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Item Instructions:

Related Items: EED 09

Proof of Classroom License Exemption Status (if applicable)

Abbreviation: PrfLcnsClssExmptSts

Description: Provide evidence of classroom license exempt status.

Item Instructions: Provide a copy of the approved Certificate of Classroom Exemption of Title 22.

Related Items: EED 09

EED 10: Staff-Child Ratios

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

Evidence Requests

Completed Staff-Child Ratio Schedule

Abbreviation: SCRS

Description: Provide evidence of a completed CD 3705 form or comparable form. Classroom observation will be completed by the reviewer.

Item Instructions: Provide a copy of the classroom roster with the staff-child ratio.

Related Items: EED 10

EED 11: Environment Rating Scales

The program shall complete an environment rating scale to measure program quality for the appropriate age group and setting and shall achieve a rating of "Good," defined as scoring at least an average of 5.0 on each subscale of the environment rating scale. *EC* sections 8203, 8207 and 8231; 5 *CCR* 17700 (ac) (1-2), 17702-17705,1 and 7709-17711.

Evidence Requests

Environment Rating Scale Summary of Findings

Abbreviation: ERSSmryFndgsvir

Description: Provide the completed Environment Rating Scale summary of findings for each classroom.

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Item Instructions: Provide all evidence of the data collected that was used in developing the Program Action Plan. Classroom observation will be completed by the reviewer.

Related Items: EED 11, EED18

EED 12: Nutrition

The program provides for the nutritional needs of children in attendance that are culturally and developmentally appropriate.

EC sections 8203, 8204, 8207, and 8231; 5 CCR 17708 and 17736

Evidence Requests

Current Month Menu

Abbreviation: MenuCrntMnth

Description: Provide the menu for the current month for all sites.

Item Instructions:

Related Items: EED 12

List of Any Children with Food Allergies

Abbreviation: LstChldrnFdAlrgs

Description: Provide a list of the children with food allergies and accommodation provided for all sites, as applicable.

Item Instructions:

Related Items: EED 12

Written Policies for Provision of Meals/Snacks

Abbreviation: MlsSnck

Description: Provide a copy of the written policies/procedures for provision of meals/snacks at no additional cost. Information is usually found in a Parent Handbook or other materials given to a parent.

Item Instructions:

Related Items: EED 12

EED 13: Developmental Profile

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The program maintains age-appropriate Desired Results Developmental Profiles -2015 (DRDP 2015) to monitor the progress of the child's learning. The program uses DRDP data to plan and conduct age and developmentally appropriate activities. The program maintains parent survey data and monitors family involvement and satisfaction.

EC sections 8203 and 8203.5, 8207; 5 CCR 17700(v-x), 17702,17703, 17709, 17731.

Evidence Requests Completed Desired Results Development Profiles

Abbreviation: CmpltdDRDPs

Description: Evidence that the DRDPs were conducted for all children enrolled within the required timelines.

Item Instructions:

Related Items: EED 13, EED 18

Activity Plans

Abbreviation: ActvtyPlns

Description: Provide evidence of how the program uses information derived from data collected in the Desired Results Developmental Profiles to plan activities that support individual, classroom, and program goals.

Item Instructions:

Related Items: EED 13

Annual Program Self-Evaluation

Abbreviation: AnlPrgrmSlfEvltln

Description: Provide the most recent Annual Program Self-evaluation or Program Action Plan.

Item Instructions:

Related Items: EED 13, EED 18

Child Portfolios

Abbreviation: ChldPrftls

Description: Provide selected child portfolios.

Item Instructions: Portfolios with work samples that support the child's DRDP rating.

Related Items: EED 13

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Desired Results Development Profile (DRDP) Classroom Summary of Findings

Abbreviation: DRDPSmryFndgs
Description: DRDP summary of findings for each classroom and Family Child Care Home Networks (FCCHEN) for current year.
Item Instructions:
Related Items: EED 13, EED 18

Schedule of Parent-Teacher Conferences

Abbreviation: PrntTchCnfSchd
Description: Completed parent/teacher conference (Child's Developmental Progress or comparable forms) regarding the child's progress.
Item Instructions:
Related Items: EED 07, EED 13

EED 14: Staff Qualifications

Program staff is qualified for the position held. Each program operating two or more sites or Family Child Care Home Networks (FCCHEN) has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers. *EC* sections 8203; 8205, 8231, 8240, 8295 and 8298; 5 *CCR* 17717-17721.

Evidence Requests

Contractor's Current Classroom Personnel Roster by Position Held

Abbreviation: PrsnlRstr
Description: Provide Personnel Rosters per classroom.
Item Instructions:
Related Items: EED 14

Copies of Permits, Credentials, or Certificates

Abbreviation: PrmtsCrdntlsCrts
Description: Provide copies of current permits, credentials, or certificates for each teacher, site supervisor, and program director, or waiver issued.

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Item Instructions: Reviewer will review each teacher, site supervisor, and program director, or waiver issued.

Related Items: EED 14

EED 15: Staff Professional Development Program

The program has developed and implemented a staff development component.
EC sections 8203, 8205, 8207, 8231 8251, 8295, 8298; 5 CCR 17700 (bg), 17704

Evidence Requests

Identification of Staff Development and Training Needs

Abbreviation: IdenofTraNeofStaf

Description: Documentation of identification of training needs for staff that improves the quality, diversity, stability, and retention of staff that are linked to the Desired Results System.

Item Instructions: Evidence of contractor soliciting for training needs of staff.

Item Instructions:

Related Items: EED 15

Written Job Descriptions

Abbreviation: JobDscrptns

Description: Provide current written job descriptions.

Item Instructions:

Related Items: EED 15

Orientation Plan for New Employees

Abbreviation: OrntPlan

Description: Provide orientation plan for staff with an internal communication system to carry out their assigned duties.

Item instructions: Copy of the copy of orientation materials or orientation agendas for employees.

Related Items: EED 15

Annual Written Performance Evaluation

Abbreviation: AnnPerfWriEva

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Description: Provide samples of annual performance evaluations for staff.
Item instructions: Copies of samples of staff annual performance evaluations.
Related Items: EED 15

Records of Implemented Staff Trainings and Professional Development

Abbreviation: StfDvlpmntRcrdsTra
Description: Provide agendas, materials, and participant sign in and out sheets for staff.
Item Instructions: Evidence of attendance for staff development trainings and professional development records.
Related Items: EED 15

EED 16: Prohibition Against Religious Instruction or Worship

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

Evidence Requests

Postings or Information that the Program Refrains from Religious Instruction and Worship

Abbreviation: PstngPrgmRfrnRlgsInstn
Description: Statement for parents, providers, or public that the program does not provide religious instruction or worship.
Item Instructions:
Related Items: EED 16

IV. Administrative

EED 17: Inventory Records

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

The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number

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- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment

EC Sections 8231, 8232 and 35168; 5 CCR 17796; Contract Terms and Conditions (CT&Cs) for California State Preschool Programs for Fiscal Year 2022–23, Section III(H)(2); 2 CFR Section 200.313(d)(1); California School Accounting Manual

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

CT & C for California State Preschool Programs, Section III. (I) (2).

Evidence Requests

Asset Equipment Inventory Records

Abbreviation: AsstEqmntInvntrRcrds

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

Item Instructions: Copy of the current inventory and documentation of the most recent physical check of the inventory. If no purchases were made, indicate that in a statement.

Related Items: EED 17

Written Procedures for Competitive Procurement

Abbreviation: WrtnPrcdrsCmptvPrcrmnt

Description: Copy of the contractor's procedures for competitive purchases of equipment/services.

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Item Instructions:

Related Items: EED 17

EED 18: Program Self-Evaluation Process

The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement. *EC* sections 8202, 8203.3, and 8207, 8231, 8314; 5 *CCR* 17700(as), (av (aw), 17702, 17709 - 17711, and 17794

Evidence Requests

Annual Program Self-Evaluation

Abbreviation: AnlPrgrmSlfEvltln

Description: Provide the most recent Annual Program Self-Evaluation and/or Program Action Plan.

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

Related Items: EED 13, EED 18

Completed Desired Results Development Profiles

Abbreviation: CmpltdDRDPs

Description: Evidence that the DRDPs were conducted for all children enrolled within the required timelines.

Item Instructions:

Related Items: EED 13, EED 18

Desired Results Development Profile (DRDP) Classroom Summary of Findings

Abbreviation: DRDPsmryFndgs

Description: DRDP summary of findings for each classroom and Family Child Care Home Networks (FCCHEN) for current year.

Item Instructions:

Related Items: EED 13, EED 18

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Environment Rating Scale Summary of Findings

Abbreviation: ERSSmryFndgs
Description: Provide the ERS summary of findings for each classroom and Family Child Care Home Networks (FCCHEN) for current year.
Item Instructions:
Related Items: EED 11, EED 18

Completed Environment Rating Scale and Summary Report for Classroom

Abbreviation: ERSSmryRprt
Description: Provide the summary report of the completed Environment Rating Scale and completed score sheet for each classroom and Family Child Care Home Networks (FCCHEN) for current year.
Item Instructions:
Related Items: EED 18

Parent Survey Summary of Findings

Abbreviation: PrntSrvySOF
Description: Provide evidence of the most recently completed Parent Surveys and a summary of Parent Survey results for the CSPP contract.
Item Instructions:
Related Items: EED 18

V. Fiscal/Audit

EED 19: Fiscal Reporting

The program has submitted fiscal attendance and accounting reports to the CDE consistent with the laws for state or federal fiscal reporting and accounting, including the set-aside for enrollment of children with exceptional needs and dual language learners. EC Sections 8202, 8208, 8231 and 8232, 8247; 5 CCR 17821.

Evidence Requests

Child Development Fund

Abbreviation: CDfnd
Description: Provide evidence that expenditures and claims for reimbursement are substantiated with supporting documentation.

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Item Instructions: Fiscal attendance and accounting reports.

Related Items: EED 19

Set-Aside for Children with Disabilities (Exceptional Needs)

Abbreviation: SetAsiChlExeNeed

Description: Provide documentation to show children with disabilities enrolled are meeting the required set aside for the current year.

Item Instructions:

Related Items: EED 19

Dual Language Learner

Abbreviation: DullLangLear

Description: Provide documentation to show the children who are being identified as DLL.

Item Instructions: A completed Family Language Instrument must be kept and saved in the family data file.

Related Items: EED 19

EED 20: Annual Fiscal Audit

The program has submitted to CDE's Office of External Audits an acceptable financial and compliance audit. EC Sections 8231, 8232, 8335 and 8236, 5 CCR 17823

Evidence Request

Annual Fiscal Audit

Abbreviation: AnlFscIAdt

Description: Provide evidence of the agency's timely submission of an annual Fiscal Audit to the CDE.

Item Instructions: If applicable, follow-up to any findings identified in the audit report.

Related Items: EED 20