



# Early Education Division

## 2026–27 Program Instrument

California Department of Education  
California State Preschool Program  
July 2026

### 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.

See California *Education Code (EC)* sections, 8207.1, 8208, 8210, 8211, 8213, 8214, 8217, and *California Code of Regulations, Title 5, (5 CCR)* sections 17732, 17743–17744, 17746–17749.

#### Evidence Requests

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

Abbreviation: WtlingLst

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

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

##### Confidentiality of Records

Abbreviation: CnfentialtRcds

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

## 2026–27 Early Education Program Instrument

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

### EED 02: Family Eligibility Requirements

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

See *EC* sections 48000(h-l), 60910, 8205, 8207, 8207.1, 8208-8209, 8210, 8211, 8213, 8213.5, 8217, 8223, 8224, 8232, 8241.5, 8273, 8283, 8281.5, and 8289, and 5 *CCR* sections 17700, 17729, 17730, 17743, 17745, 17746-17747, 17749–17762, 17770(a), 17771, 17773–17774.5, 17782–17783, and 17822.

### Evidence Requests

#### Application for Services

Abbreviation: AppSrvs

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

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

#### Records of Family Size

Abbreviation: ElgbltyRcrds

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

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

## 2026–27 Early Education Program Instrument

### Reporting, Data Submission and Monitoring

- Abbreviation: RtpDatSubMtrg
- Description: The contractor shall submit statistical, cost and program data as requested by the California Department of Education (CDE), known as the 801-A Reports or California Preschool Data Collection System (CAPSDAC) Monthly Data Submissions.
- Item Instructions: Provide documentation showing that the 801 A reports or CAPSDAC Monthly Submissions reconcile to the certified services reflected in family files.

### Records of Verification of Eligibility Information

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

### Dual Language Learners

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

## EED 03: Child Need Requirement Verification for Full-day California State Preschool Program

## 2026–27 Early Education Program Instrument

Families with children enrolled in full-day services have met the need requirements, if applicable. The certified schedule must correspond to the need of the parent or caretaker, as documented by the contractor at the initial certification and recertification, or at the voluntary request of the family to adjust service hours, provided those hours remain within legally authorized parameters.

See *EC* sections 8205, 8207.1, 8208, 8209, 8223, and 8247, and 5 *CCR* sections 17751, 17752, 17753–17754, 17756–17758, 17763–17769, 17771–17773, and 17782–17783.

### Evidence Requests

#### Application for Services

Abbreviation: AppServes

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

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

#### Documentation and Verification of Need for Service

Abbreviation: DcuVerNdSer

Description: The family data file shall include evidence that a need criteria has been documented and verified for one or more of the following: employment, self-employment, employment in the home or licensed family childcare home, seeking employment, educational programs, vocational training, parent incapacitation, homelessness, seeking permanent housing, CPS, identified At-risk, and No Need, where appropriate.

Item Instructions: Provide family data files that include documentation of the family's need for services for full-day CSPP.

### EED 04: Correct Fee Assessed

## 2026–27 Early Education Program Instrument

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 and children certified in a part-day or part-year CSPP program, families receiving CalWORKs cash aid, and CPS or At-risk families with referral for up to 12 months. Additional payments, in cash or in kind, as a condition of participation shall not be required or collected, with the exception of field trips and diapers if the program's board and parents have approved.

See *EC* sections 8208, 8223(a)(3), and 8252–8254, and 5 *CCR* sections 17733–17740, 17756, 17759, 17761, and 17762.

### Evidence Requests

#### Family Fees Assessment Records

Abbreviation: FmlyFeeAssRec

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

Item Instructions: Provide documentation of the contractor's assessment of family fees.

#### Receipts of Fee Collection

Abbreviation: RcptFeeCol

Description: The contractor must issue families receipts for payment of family fees. The receipts shall show the amount paid, the date of payment, the rate of payment and the period of service purchased.

Item Instructions: Provide copies of the receipts provided to parents for payment of family fees.

#### No Additional Fees or Cost

Abbreviation: NoAdtFeeCst

Description: Additional payments, in cash or in kind, as a condition of participation are not required or collected, except in cases of board approved field trips or diapers.

Item Instructions: If families pay additional fees or costs for field trips or diapers, provide documentation that those fees or costs have been approved by the board.

## EED 05: Compliance with Due Process

The contractor complies with the due process requirements that are consistent with statutes and regulations, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a NOA where appropriate; (3) following procedures for parental appeal of any contractor's decision contained in the NOA; and (4) following procedures for suspension, expulsion, and unenrolling a child due to behavior.

See *EC* sections 8207, 8207.1, 8208, 8214, 8243, 8489, and 8489.1, and 5 *CCR* sections 17705, 17731, and 17781–17786.

### Evidence Requests

#### Current Notice of Action

Abbreviation: NOA

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

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

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

Abbreviation: NoAPrtApl

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

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

## EED 06: Recording and Reporting Attendance

The program has adopted policies and procedures that are consistent with statutes and regulations regarding excused absences. Documentation of recording and reporting attendance records is consistent with the approved certified schedule that are established for the child, parent, or guardian.

See *EC* sections 8207, 8223.5, 8234, and 8247, 5 *CCR* sections 1781–17819.5.

## 2026–27 Early Education Program Instrument

### Evidence Requests

#### Attendance Registry Records

Abbreviation: AtndncRgstry

Description: The contractor maintains accurate attendance records.

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

#### Sign-In and Sign-Out Records

Abbreviation: SISO

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

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

#### Timely Payments to Family Childcare Providers

Abbreviation: TimPayFamChdPro

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

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

## II. Family Engagement and Strengthening

### EED 07: Parent Engagement and Strengthening

There is a parent engagement and strengthening component through which the program ensures effective, two-way, comprehensive communication between

## 2026–27 Early Education Program Instrument

staff and parents throughout the program year, including the sharing of information of the child’s progress.

See *EC* sections 8201-8203, 8207, and 8231, and 5 *CCR* Section 17705.

### Evidence Requests

#### Parent Orientation Materials

- Abbreviation: PrntOrtnMtrls
- Description: The contractor offers a parent orientation.
- Item Instructions: Provide documentation of parent attendance, sign-in sheets, meeting minutes or handouts.

#### Completed Parent-Teacher Conferences

- Description: The contractor completes a minimum of two parent-teacher conferences each program year.
- Item Instructions: Provide documentation of parent-teacher conferences that are individualized for each child in the program. This may include completed parent-teacher conference forms, such as the child’s developmental progress or comparable form.

#### Parent Meetings

- Abbreviation: PrntMtgs
- Description: The contractor conducts parent meetings with staff.
- Item Instructions: Provide documentation for parent meetings with staff, such as sign-in sheets, agendas, handouts, and so forth.

#### Open Door Policy Statement

- Abbreviation: OpnDrPlcyStmnt
- Description: Parents are provided with a statement regarding an Open-Door Policy that encourages the parents’ participation in classroom activities.
- Item Instructions: Provide a copy of the open-door policy statement. This statement is usually found in the Parent Handbook or other written materials given to a parent and observed during the review.

#### Parent Advisory Committee

- Abbreviation: PrntAdvCom

## 2026–27 Early Education Program Instrument

- Description: There is a Parent Advisory Committee (PAC) that advises the contractor on issues related to services to families and children.
- Item Instructions: Provide documentation of PAC meetings, such as agendas, minutes of meetings that include evidence that parents had opportunities to advise the contractor on issues related to services and participant attendance (sign-in sheet or virtual meeting attendance lists).

### **EED 08: Health and Social Services**

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

#### **Evidence Requests**

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

- Abbreviation: CmpHltSocSviNds
- Description: The contractor has a process for identifying the health and social service needs of the family and the child(ren).
- Item Instructions: Provide written procedures or protocols that includes: (1) Identification of the child or family’s need for health and social services, (2) referrals to appropriate agencies in the community based on the identified needs, and (3) follow-up procedures to ensure that the needs have been met.

### **EED 09: Community Involvement**

The program includes a community involvement component that promotes the solicitation, collaboration, and facilitation of services and goods to the families being served while providing information about the services offered to the community.

See *EC* sections 8203, 8207, and 8231, and 5 *CCR* sections 17707 and 17770.

#### **Evidence Requests**

##### **Facilitating Relationships Between the Parent, Local Educational Agency, Special Education Local Plan Area, or Regional Center**

## 2026–27 Early Education Program Instrument

- Abbreviation: FctRlaBtwPtnLeaSlpRegCtr
- Description: The contractor makes an effort to facilitate relationships between parents and local educational agencies (LEAs), Special Education Local Plan Areas (SELPAs), or regional centers, as applicable.
- Item Instructions: Provide documentation of the contractor’s efforts to facilitate relationships between parents and LEAs ,SELPAs, family empowerment centers, family resources centers or regional centers. Documentation may include referrals, emails, meeting agendas, and so forth.

### Soliciting Support from Community

- Abbreviation: SlcSupCom
- Description: The contractor solicits support from the community, such as donation of goods and services.
- Item Instructions: Provide documentation of solicitation efforts within the community.

### Information to the Community Regarding Services Provided

- Abbreviation: InfComRegSerPro
- Description: The contractor provides information to the community regarding services offered by the program.
- Item Instructions: Provide documentation which may include but is not limited to flyers, social media links, web pages, and so forth that identify how information about the services offered by the program is being shared with the community.

## III. Program Quality

### EED 10: Site Licensure

Each site has a current license issued by the authorized licensing agency.

See *Health and Safety Code* sections 1596.792 and 1596.7925; 22 *CCR* Section 101151; *EC* sections, 8228, 8231, and 8237; and 5 *CCR* sections 17775 and 17792.

### Evidence Requests

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

## 2026–27 Early Education Program Instrument

- Abbreviation: LcnsRcpt
- Description: There are current facility license(s), including for all providers affiliated with a FCCHEN, Community Care Licensing waivers and current receipt for payment of fee of all sites, locations, and family childcare homes, as applicable.
- Item Instructions: Provide copies of all facility and family childcare home licenses, licensing waivers, if applicable, and current receipts for payment of licensing fees.

### Licensing Citations (if applicable)

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

### Monitoring and Inspection Reports

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

## EED 11: Local Educational Agencies Operating California State Preschool Programs Exempt from Licensing Regulations

LEAs operating part-day or full-day CSPP classrooms that are exempt shall continue to meet all legal and contractual requirements of the CSPP, which include adequate standards of Program Quality.

See *Health and Safety Code* sections 1596.792 and 1596.7925; 22 *CCR* Section 101151; *EC* Section 8231; and 5 *CCR* sections 17775–17780.

## 2026–27 Early Education Program Instrument

### Evidence Requests

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

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

#### Outdoor Space

- Abbreviation: OutSpc
- Description: Outdoor space has adequate shade to protect children from harmful sun exposure, and playground equipment is age-appropriate and securely anchored to the ground as applicable.
- Item Instructions: The reviewer will conduct observation of outdoor play space.

#### Restroom Facilities

- Abbreviation: ResFac
- Description: Children’s restroom facilities are self-contained within the classroom or preschool complex and are accessible during the entire school day with one toilet and one sink for every 15 preschool children and conveniences as needed to accommodate children with exceptional needs or developmental delays.
- Item Instructions: The reviewer will conduct observation of children’s restroom facilities.

#### Drinking Water

- Abbreviation: DrkWtr
- Description: Clean and safe drinking water is accessible and readily available throughout the day by way of a drinking fountain, water cooler with cups, or a similar water-dispensing device.
- Item Instructions: The reviewer will conduct observation of clean and safe drinking water.

## EED 12: Staff-Child Ratios

The applicable staff-child ratios are met for each age group.

See *EC* sections 8231, 8240, and 8241; and 5 *CCR* sections 17713–17715, 17775, and 17776.

### Evidence Request

#### Teacher-Child and Adult-Child Ratio

Abbreviation: TchChiAduChiRat

Description: Teacher-child and adult-child ratios are adhered to for each classroom and each family childcare home affiliated with a FCCHEN.

Item Instructions: Provide a current classroom roster and staffing schedule showing the teacher-child and adult-child ratio for the reviewed date(s). The reviewer will also observe classrooms and FCCHEN homes to further verify compliance.

## EED 13: Classroom Assessment Scoring System Second Edition and Classroom Assessment Scoring System Environment

Contractors are required to use the Classroom Assessment Scoring System (CLASS) Second Edition Pre-K-3rd and CLASS Environment tools to observe CSPP classrooms. CLASS shall be implemented with a graduated phase-in approach beginning in 2024–25.

See *EC* sections 8207, 8231, and 48000; and 5 *CCR* sections 17700, 17709, 17710.5, 17710.6, 17711, and 17742.

### Evidence Requests

#### Classroom Assessment Scoring System Observations

Abbreviation: ClaObs

Description: The contractor ensures a CLASS Observation is completed for 30 percent of the CSPP classrooms.

Item Instructions: Provide evidence that CLASS Second Edition and CLASS Environment observations were completed in the percentage required by current CDE monitoring guidance and that results were uploaded to myTeachstone.

## 2026–27 Early Education Program Instrument

### Classroom Assessment Scoring System Environment Tool

- Abbreviation: ClaEnvTol
- Description: The contractor ensures that a CLASS Environment Observation is completed for 30 percent of the CSPP classrooms.
- Item Instructions: Provide evidence to show 30 percent of classrooms have completed a CLASS Environment Observation and scores were uploaded into the myTeachstone database as required beginning in the 2025–26 program year.

### EED 14: Additional Environment Requirements

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

See 5 CCR sections 17711.1 and 17777.

### Evidence Requests

#### Napping Provisions

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

#### Daily Schedules

- Abbreviation: DaySched
- Description: Schedules provide a balance of structure and flexible activities. Every day the schedule must include a variety of play activities that are child-directed, educator-facilitated, and educator-directed. There must be both gross motor and less active play opportunities that include at least one indoor and one outdoor play period, safety and weather permitting.

## 2026–27 Early Education Program Instrument

Item Instructions: The reviewer will conduct a classroom observation to ensure that daily schedules meet requirements. Provide a copy of the classroom’s daily schedules.

### Written Handwashing Procedures

Abbreviation: WrtHndWash

Description: Post written and visual handwashing procedures in a place that is visible to children and adults. Children and adults must follow handwashing procedures.

Item Instructions: Provide a copy of written handwashing procedures. The reviewer will observe to ensure that written and visual handwashing procedures are posted in a place visible to children and adults, and that procedures are followed.

### Written and Visual Toileting Procedures

Abbreviation: WrtVisTltgPro

Description: Post non-punitive written and visual, developmentally- and age-appropriate toileting procedures that are visible to children and adults.

Item Instructions: The reviewer will conduct a classroom observation to ensure that the toileting procedures are posted and being followed.

### Written and Visual Diapering Procedures

Abbreviation: WrtVisDpgp

Description: Post non-punitive written and visual, developmentally- and age-appropriate diapering procedures that are visible to children and adults.

Item Instructions: The reviewer will conduct a classroom observation to ensure that the diapering procedures are posted and are being followed during diapering, as applicable.

### Staff Storage Space

Abbreviation: StSp

Description: Provide storage spaces with security provisions where staff can store their personal belongings.

Item Instructions: The reviewer will conduct an observation to ensure that requirements are met.

## 2026–27 Early Education Program Instrument

### Staff Work and Break Space

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

### EED 15: Nutrition

The program provides meals that are nutritious and are culturally and developmentally appropriate for the children in attendance and shall meet the nutritional requirements specified by the federal Child and Adult Care Food Program or the United States Department of Agriculture (USDA) Child Nutrition Programs.

See *EC* sections 8203, 8204, 8207, and 8231, and 5 *CCR* sections 17708 and 17736.

### Evidence Requests

#### Current Month Menu

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

#### List of Any Children with Food Allergies

- Abbreviation: LstChldrnFdAlrgs
- Description: Accommodations are made for all children with food allergies.
- Item Instructions: Provide the location of the posted list of children with food allergies for all sites. The reviewer will conduct a meal or snack time observation to ensure that a child with allergies does not eat a

## 2026–27 Early Education Program Instrument

snack that contains the food or ingredient to which the child is allergic.

### EED 16: Developmental Profile

The program maintains age-appropriate Desired Results Developmental Profiles (DRDP) (2025) to monitor the progress of the child’s learning. The program uses DRDP data to plan and conduct age- and developmentally-appropriate activities.

See *EC* sections 8203, 8203.5, and 8207, and 5 *CCR* sections 17700(v–x), 17702, 17703, 17709, and 17731.

### Evidence Requests

#### Completed Desired Results Development Profiles

- Abbreviation: CmpltdDRDPs
- Description: The DRDP 2025 is conducted for all children, including those receiving services in a FCCHEN, within the required timelines.
- Item Instructions: Provide copies from the current program year of the completed DRDPs for each child enrolled in the program. Provide evidence that the DRDP 2025 was completed by the contractor, in consultation with the provider and parents, for all children receiving services in a FCCHEN.

#### Activity Plans

- Abbreviation: ActvtyPlns
- Description: The program uses information derived from data collected in the DRDP 2025 to plan and implement age- and developmentally-appropriate activities that support individual, classroom, and program goals.
- Item Instructions: Provide copies of current activity plans for each classroom or family childcare home affiliated with a FCCHEN that includes use of individual and group data collected through the DRDP 2025. The reviewer will conduct classroom or family childcare home observations to ensure current activity plans are being utilized.

#### Developmental Profile

- Abbreviation: DevProf
- Description: Observations are conducted and utilized to complete the DRDP.

## 2026–27 Early Education Program Instrument

Item Instructions: Provide completed DRDP 2025s with a variety of work samples and anecdotal observation notes that support the child’s DRDP 2025 rating.

### Desired Results Development Profile Classroom Summary of Findings

Abbreviation: DRDPClaSmryFndgs

Description: A DRDP 2025 summary of findings is completed for each classroom and each family childcare home affiliated with a FCCHEN for the current program year.

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

### EED 17: Parent Survey

The program annually distributes a parent survey to parents and analyzes the results to plan and conduct activities to help parents support their child's learning and development and to meet the family's needs. The survey is utilized as part of the annual self-evaluation process.

See *EC* sections 8203, 8207, and 8231, and 5 *CCR* sections 17700(w, as), 17709, and 17710.

### Evidence Requests

#### Parent Survey

Abbreviation: ParSurv

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

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

### EED 18: Staff Qualifications

Program staff are qualified for the position held. Each program operating two or more sites or a FCCHEN has a qualified program director. Each program with

## 2026–27 Early Education Program Instrument

more than one site has a qualified site supervisor at each site. Each site has qualified teachers.

See *EC* sections 8203; 8205, 8231, 8231.5, 8240, 8295, 8298 and 8301.1, and 5 *CCR* sections 17717–17721.

### Evidence Requests

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

Abbreviation: PrsnlRstr

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

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

#### Copies of Permits, Credentials, or Certificates

Abbreviation: PrmtsCrdntlsCrts

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

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

### EED 19: Staff Professional Development Program

The program has developed and implemented a staff development component.

See *EC* sections 8203, 8205, 8207, 8231–8295, and 8298, and 5 *CCR* sections 17700 (bg), and 17704.

### Evidence Request

#### Identification of Staff Development and Training Needs

Abbreviation: IdenofStaDevTrnNds

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

## 2026–27 Early Education Program Instrument

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

### Written Job Descriptions

Abbreviation: WrtJobDscptns

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

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

### Orientation Plan for New Employees

Abbreviation: OrntPlan

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

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

### Annual Written Performance Evaluation

Abbreviation: AnnWrtPerfEva

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

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

### Records of Implemented Staff Trainings and Professional Development

Abbreviation: ReclmpStfTraPrfDev

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

Item Instructions: Provide agendas, materials, certificate and participant sign-in and out sheets for all staff funded by the CSPP contract. For the two approved, optional staff professional development days, training topics must be consistent with the CDE’s current guidance and any applicable statutory or regulatory requirements.

## EED 20: Prohibition Against Religious Instruction or Worship

The program refrains from religious instruction and worship.

See *EC* sections 8231, 8242, and 8247, and 5 *CCR* Section 17789.

## 2026–27 Early Education Program Instrument

### Evidence Requests

#### Refrain From Religious Instruction and Worship

Abbreviation: RfrFrmRegInsWor

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

Item Instructions: Provide copies of the parent handbook, program philosophy, or other written materials that include the program's statement that it does not provide religious instruction or worship. Classroom and family childcare home observations may be conducted by the reviewer.

### IV. Administrative

#### EED 21: Inventory Records

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

The record describes the acquisition by:

- (a) Description
- (b) Serial number or other identification number
- (c) Funding Source
- (d) Acquisition date
- (e) Cost
- (f) Location, use and condition
- (g) Any ultimate disposition date including date of disposal and sale price if applicable
- (h) 5 *CCR* Section 17796; Contract Terms and Conditions (CT&Cs) for the CSPP for Fiscal Year 2026–27, Section III (E)(2); 2 *Code of Federal Regulations* sections 200.1, 200.302, 200.313(d)(1) and 200.313(d)(2); and the California School Accounting Manual.

The contractor has adopted procedures for managing equipment, purchased in whole or in part with early education contract funds until disposition of the item. In addition to 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; and (2) adequate maintenance procedures to keep the property in good condition, per Section III (E) of the CSPP CT&C.

## 2026–27 Early Education Program Instrument

### Evidence Requests

#### Asset and Equipment Inventory Records

Abbreviation: AsstEqpmntInvntRcrds

Description: Asset and equipment records must be maintained for all equipment and all non-disposable items with an estimated useful life of more than one year that include a description as set forth by the CT&C.

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

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

#### Written Procedures for Competitive Procurement

Abbreviation: WrtnPrcComPro

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

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

### EED 22: Program Self-Evaluation Process

The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement.

See 5 CCR sections 17700, 17702, 17709, and 17794.

### Evidence Request

#### Annual Program Self-Evaluation

Abbreviation: AnlPrgmSlfEvltln

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

Item Instructions: Provide all evidence of the data collected that was used in developing the program self-evaluation.

## 2026–27 Early Education Program Instrument

### Written List of Tasks

- Abbreviation: WrtLtsTsk
- Description: There is a written list of tasks needed to modify the program to address all areas identified as in need of improvement.
- Item Instructions: Provide a copy of the written list of tasks needed to modify the program from the most recently completed program self-evaluation.

### Ongoing Monitoring

- Abbreviation: OngMntrg
- Description: The contractor has developed procedures for the ongoing monitoring of the program areas identified as satisfactory, and a plan for areas identified as requiring modifications are addressed in a timely and effective manner.
- Item Instructions: Provide a copy of the written procedures for ongoing monitoring and timely and effective modifications from the most recent program self-evaluation.

### EED 23: Written Information

The Program has developed written policies and procedures. Written information shall be provided to families and providers. The written policies and procedures may not conflict with law, regulations, and terms of the contract.

See 5 CCR sections 17701, 17705, 17708, 17734–17740, 17750–17755, 17761–17774, 17781–17786, and 17818–17819.5.

### Evidence Requests

#### Philosophical Statement

- Abbreviation: PhilStamt
- Description: The contractor has a written philosophical statement, which includes goals and objectives that address equity, diversity, inclusion, cultural and linguistic responsiveness, as approved by the governing body of each contractor.
- Item Instructions: Provide documentation from the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

## 2026–27 Early Education Program Instrument

### Family Eligibility Requirements

Abbreviation: FmlyElgRqrt

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

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

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

Abbreviation: ChdNedVerFulDySer

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

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

### Correct Fee Assessed

Abbreviation: CrtFeeAses

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

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

### Compliance with Due Process

Abbreviation: CpmDuePro

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

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

## 2026–27 Early Education Program Instrument

### Recording and Reporting Attendance

- Abbreviation: RcdRptAttd
- Description: The contractor has current written attendance policies regarding excused absences.
- Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### Nutrition

- Abbreviation: Ntrtn
- Description: The contractor has written policies and procedures for the provision of meals and snacks at no additional cost, and meals and snacks are culturally and developmentally appropriate.
- Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

### Provision of Non-Discrimination

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

### Equal Access-American Disabilities Act

- Abbreviation: EqIAccAmeDisAct
- Description: The contractor has written policies or a statement of Equal Access-Americans with Disabilities Act.
- Item Instructions: Provide documentation for the current program year. Information is usually found in a Parent Handbook or other written information given to a parent.

## 2026–27 Early Education Program Instrument

### Uniform Complaint Procedures

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

### Board Approved Policies

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

### Written Information for Family Childcare Providers

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

## V. Fiscal/Audits

### EED 24: Fiscal Reporting

The program has submitted fiscal attendance and accounting reports to the CDE consistent with the laws for state or federal fiscal reporting and accounting, including the set-aside for enrollment of children with disabilities.

See *EC* sections, 8208, 8231, 8232, 8247, and 8336, and 5 *CCR* Section 17821.

### Evidence Requests

#### Child Development Fund

Abbreviation: CDFnd

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

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

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

Abbreviations: SetAsiChIDisExeNds

Description: The contractor sets aside 5 percent of funded enrollment to serve children with disabilities. Children with Individualized Education Programs or Individualized Family Service Plans are enrolled to meet the 5 percent funded enrollment set aside.

Item Instructions: Provide documentation or evidence that the contractor has set aside 5 percent of funded enrollment to serve children with disabilities.

Provide documentation that shows children with disabilities are enrolled and the set-aside funded enrollment is being met for the current year.

### EED 25: Annual Fiscal Audit

The program has submitted to the CDE's Audits and Investigations Unit an acceptable financial and compliance audit.

See *EC* sections 8231, 8232, 8335, and 8336, and 5 *CCR* Section 17823.

## 2026–27 Early Education Program Instrument

### Evidence Requests

#### Annual Fiscal Audit

Abbreviation: AnIFsciAdt

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

Item Instructions: If applicable, the reviewer will follow up on any findings identified in the audit report.