



California Department of Education (CDE)
Early Education and Support Division (EESD)



March 2010

Agenda

- Eligibility for Child Care and Development Contracts
- Fiscal Recommendations
- Program Implementation
- Resources



Who is Eligible to Apply: For All Contract Types

- Current CDE contractors with a “clear” status

OR

- New contractors



Licensing Requirements: For All Contract Types

- Licensed, or eligible, at time application is submitted
 - *California Code of Regulations, Title 22 (22 CCR), Social Security, Division 12, Child Care Facilities Licensing Regulations (22 CCR)*
- License exempt
 - Health & Safety Regulations: 22 CCR, Community Care Licensing Regulations



Funding Requirements

General Child Care and Development (CCTR)

- Minimum Days of Operation (MDO): 250 days
- CCTR Standard Reimbursement Rate (SRR): \$40.20

California State Preschool Program (CSPP)

- MDO: Full Day - 250 days; SRR: \$40.45
Part Day - 175 days; SRR: \$25.06

California Migrant Program (CMIG)

- MDO: Unique to the contract
- SRR: \$40.20



Start-Up Allowance: For All Contract Types

- *Education Code (EC) Section 8275 & 5 CCR Section 18034*
- Up to 15 percent of the annual contract amount
 - This is **not** additional funding
- Types of expenses
 - Staff employment/orientation
 - Facility and program set-up
 - Rental agreement/deposits
 - Materials and supplies
 - Initial insurance premium
 - Recruitment of families



Subcontracting: For All Contract Types

- Must declare intent to subcontract in application
- Provide subcontractor information
- EESD to review subcontractor's eligibility
- Primary contractor responsible for fiscal and programmatic compliance
- CDE is not responsible for contracts with subcontractors



Site Name: _____

FULL-DAY/FULL-YEAR CSPP Worksheet A-1
To Determine Adjusted Certified Enrollment
(Complete worksheet for each full-day site)

Please complete this worksheet for each site. Indicate the number of CDE-certified children you expect to enroll per day in each category. Multiply the total of each category by the adjustment factor shown. Add the total adjusted enrollment of all categories to determine a total adjusted certified enrollment per day. (Note: If you will be serving noncertified children in the program, also complete the worksheet on Page 7 for adjusted noncertified enrollment.) Children must meet CSPP eligibility requirements. Please reference California *Education Code* sections 8266.1 and 8265.5(b)(4)-(b)(7), (c)-(e).

Three and Four Year Olds

Full-time-plus (10.5 hours and over)	_____	x 1.18 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.00 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.75 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

Exceptional Needs

Full-time-plus (10.5 hours and over)	_____	x 1.416 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.2 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.90 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

Limited and Non-English Proficient

Full-time-plus (10.5 hours and over)	_____	x 1.298 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.10 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.825 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

CPS or At Risk of Abuse or Neglect

Full-time-plus (10.5 hours and over)	_____	x 1.298 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.10 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 0.825 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

Severely Disabled

Full-time-plus (10.5 hours and over)	_____	x 1.77 =	_____
Full-time (6.5 hours to under 10.5 hours)	_____	x 1.50 =	_____
Three-quarters-time (4 hours to under 6.5 hours)	_____	x 1.125 =	_____
One-half-time (under 4 hours)	_____	x 0.6172 =	_____

TOTAL Adjusted Certified enrollment per day =
Enter this amount in Section VII, Line 1.

FULL-DAY/FULL-YEAR CSPP Worksheet A-2
To Determine Adjusted Noncertified Enrollment
 (Total for all sites)

Complete this worksheet ONLY if you will be serving noncertified children in your program. Summarize all noncertified enrollment onto one worksheet. Site specific information is not necessary. Indicate the number of noncertified children you expect to enroll per day in each category. Multiply the total of each category by the adjustment factor shown. Add the total adjusted enrollment of all categories to determine a total adjusted certified enrollment per day. Children must meet CSPP eligibility requirements. Please reference California *Education Code* sections 8266.1 and 8265.5(b)(4)-(b)(7), (c)-(e).

Three and Four Year Olds

Full-time-plus (10.5 hours and over) _____ x 1.18 = _____
 Full-time (6.5 hours to under 10.5 hours) _____ x 1.00 = _____
 Three-quarters-time (4 hours to under 6.5 hours) _____ x 0.75 = _____
 One-half-time (under 4 hours) _____ x 0.6172 = _____

Exceptional Needs

Full-time-plus (10.5 hours and over) _____ x 1.416 = _____
 Full-time (6.5 hours to under 10.5 hours) _____ x 1.20 = _____
 Three-quarters-time (4 hours to under 6.5 hours) _____ x 0.90 = _____
 One-half-time (under 4 hours) _____ x 0.6172 = _____

Limited and Non-English Proficient

Full-time-plus (10.5 hours and over) _____ x 1.298 = _____
 Full-time (6.5 hours to under 10.5 hours) _____ x 1.10 = _____
 Three-quarters-time (4 hours to under 6.5 hours) _____ x 0.825 = _____
 One-half-time (under 4 hours) _____ x 0.6172 = _____

CPS or At Risk of Abuse or Neglect

Full-time-plus (10.5 hours and over) _____ x 1.298 = _____
 Full-time (6.5 hours to under 10.5 hours) _____ x 1.10 = _____
 Three-quarters-time (4 hours to under 6.5 hours) _____ x 0.825 = _____
 One-half-time (under 4 hours) _____ x 0.6172 = _____

Severely Disabled

Full-time-plus (10.5 hours and over) _____ x 1.77 = _____
 Full-time (6.5 hours to under 10.5 hours) _____ x 1.50 = _____
 Three-quarters-time (4 hours to under 6.5 hours) _____ x 1.125 = _____
 One-half-time (under 4 hours) _____ x 0.6172 = _____

TOTAL Adjusted Noncertified enrollment per day =

Enter this amount in FULL-DAY Program Budget, Form A, Column B, Line 2(a).

FULL-DAY/FULL-YEAR Projected Annual Program Budget Form A (Page 1 of 2)

The applicant agency must completely fill out the budget information requested in Columns A-D for all funding requested in this application. The budget information will be reviewed to determine the fiscal soundness of your program. Prepare an annual budget showing ALL costs necessary to operate the Full-day program for a year of at least 246 days. If the program will serve both CDE-certified and noncertified children, be sure to include all costs for the noncertified children in these calculations.

Column A Proposed Budget Plan	Column B Calculation to Determine Percentage Of Certified Enrollment
<p>DEFINITIONS: <i>“Certificated”</i> salaries are those paid to employees with a child development permit, teaching credential, or other appropriate certificate. <i>“Services contracts”</i> could include janitorial, consultant, auditor, etc. <i>“Other Operating”</i> expenses include telephone, utilities, etc. <i>“Indirect cost”</i> can only be charged for an item that would normally fall under categories 1000-5000 but is not listed in these line items because it cannot be separately identified. Indirect costs may not exceed 8 percent of the total of the first five categories (School districts and county offices of education shall use the CDE approved rate if it is less than eight percent.)</p>	<p>Complete the calculations below to determine the enrollment percentage for the CDE-certified portion of this program and budget.</p> <p>1) Certified Enrollment (this application)</p> <p>Total Adjusted Certified Enrollment (From Section VIII: Full-Day Summary) _____ (a)</p> <p>2) Noncertified Enrollment (this application)</p> <p>Total Adjusted Noncertified Enrollment: (From Full-Day CSPP Worksheet A-2) _____ (a)</p> <p>Times Days of Operation (246 days minimum) _____ (b)</p> <p>Equals “Total Adjusted Noncertified Enrollment” = _____ (c)</p> <p>3) Total Enrollment</p> <p>Total Adjusted Certified Enrollment (1a) + Total Adjusted Noncertified Enrollment (2c) = _____ (a)</p> <p>4) Percentage of Total Certified Enrollment</p> <p>Divide the “Total Adjusted Certified Enrollment” (1a) by the “Total Enrollment” (3a) (certified plus noncertified)</p> <p style="text-align: center;"> _____ ÷ _____ = _____ % Total Adjusted Certified Enrollment (1a) Total Enrollment (3a) Percent of Total Certified Enrollment </p>
1) Certificated Salaries (1000) \$	
2) Classified Salaries (2000) \$	
3) Employee Benefits (3000) \$	
4) Books and Supplies (4000) \$	
5) Services and Other Operating Expenses (5000) (Total of a, b, c, d, e, and f listed below) \$	
a. Rent/Lease \$	
b. Service Contracts: \$	
c. Nutrition: \$	
d. Travel: \$	
e. Other: _____ \$	
f. Other: _____ \$	
6) New Equipment (6400) Annual, other than Start-Up \$	5) Proration of Budget for Certified Enrollment
7) Equipment Replacement (6500) Annual, other than Start-Up \$	BUDGET TOTAL (Column A, #11) \$ (a)
8) Depreciation or Use Allowance \$	Minus nutrition costs paid for by federal/state nutrition programs - \$
9) Indirect Cost \$	
10) Other \$	
11) BUDGET TOTAL \$	Subtotal \$

Total Administrative costs included above (includes "Indirect"). (Total Administrative costs, including "Indirect," are limited to 15 percent of the total contract.)	\$	Times (Percent of Total Certified Enrollment, Column B(4))	x	%(b)
		Equals Certified budget portion		= \$ (c)

Complete Annual Income Section (Columns C and D) on Next Page

FULL-DAY/FULL-YEAR Projected Annual Program Budget (Page 2 of 2)			Form A	
Column C State Contract Income Needed			Column D Other Income Needed	
1.) Total Adjusted Certified Enrollment (from Column B, line 1(a))			Budget TOTAL (from Column A, line 11)	\$
Times maximum rate	x	\$36.10	Minus lesser of 1 or 2 (from Column C, line 3)	- \$
Equals maximum reimbursement	=	\$	Equals other income needed	= \$
2.) Certified budget portion (from Column B, line 5c)		\$	This is the other income needed to run your program in addition to the amount requested by this State Child Development contract. Please show the sources for all additional income:	
3.) The lesser of 1 or 2		\$	Nutrition Program:	\$
State Child Development contract income needed is the lesser of 1 or 2: This lesser amount should be the amount requested on Section II of this application.			Parent Fees (noncertified children):	\$
			Donations and Grants:	\$
			Fund-raising:	\$
			Other (specify):	\$
			Other (specify):	\$
			TOTAL Other Income	\$

BUDGET NOTES: Use this space to help clarify the proposed budget. Include in your explanation the source of donations, grants, fund-raising, and other income sources.

Fiscal Recommendations

- Every agency is advised to have at least three months operating capital available and/or a line of credit with their financial institution. Your agency must be prepared to access an alternative cash-flow source in the event an apportionment is delayed.
- It is recommended that more than one person at your agency be properly trained to prepare and submit the attendance and fiscal reports.



Reimbursement Limits

Lesser of:

- Maximum Reimbursable Amount (MRA)
- Net Reimbursable Costs
- Service Level Earnings



Important Dates

- CalWORKs reports are due by the 20th of each month
- Quarterly reports are due by the 20th of October, January, April and July
- CalWORKs Stage 2 & 3 revised June final reports are due by September 30th
- Revised June final reports for Local Educational Agencies are due by February 13th
- Revised June final reports for Community Colleges are due by March 1st
- Audit – (Private Contractors) due on the 15th day of the 5th month following the end of the contractor's operating year
- Continued Funding Applications are due by December 1st



Scoring Rubric

Program Narrative Component #1: Agency Philosophy and Introduction (Not Scored)
Program Narrative Component #2: Children and Families (Not Scored)

Program Narrative Component #3: Program Administration (total points possible = 60)																		
Component Description	Learning Activity and Program Design			Recruitment and Retention of Staff			Staff Development			Administrative Responsibilities			Fiscal Accountability			Facilities Management		
	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
A. A maximum of two points may be awarded for each complete goal statement. (max. of 2 pts. per goal = 12 pts. possible)	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
B. A maximum of two points may be awarded for each complete and measurable objective. (max. of 2 pts. per objective = 36 pts. possible)	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
C. A maximum of ten points may be awarded for describing the process for assessing the agency's progress in meeting its goals and objectives. (max. of 2 pts. per goal = 12 pts. possible)	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
SUB-TOTALS																		
Total																		

Program Narrative Component #4: Meeting the Developmental Needs of Children (total points possible = 70)					
A. The narrative rationale describes and incorporates program learning activity areas and clearly establishes their purpose in program delivery for the children being served. (max. of 3 pts. per learning activity area = 24 pts. possible)					
				Subtotals¹	
Self & Social Development		Comments:			
0	1				
Language and Literacy Development		Comments:			
0	1				
English Language Development		Comments:			
0	1				
Cognitive Development		Comments:			
0	1				
Mathematical Development		Comments:			
0	1				
Physical Development		Comments:			
0	1				
Health		Comments:			
0	1				

DRDP Program Self Evaluation				Comments:	
0	1	2	3		
Total					

Program Narrative Component #4 B. Weekly Activities Plan (Form G): (max. of 5 pts. for each element listed below = 30 pts. possible)				Comments:	Subtotals¹
(1) Over the course of the week, all activities are developmentally appropriate for the children being served.	0	3	5		
(2) Over the course of the week, activities clearly address individual abilities.	0	3	5		
(3) Over the course of the week, activities clearly address cultural and linguistic differences of the children being served.	0	3	5		
(4) Over the course of the week, activities clearly address nutrition, cultural customs and diversity of food.	0	3	5		
(5) Over the course of the week, activities document program variety.	0	3	5		
(6) The Activities Plan establishes learning objectives that are incorporated in the activities throughout the week.	0	3	5		
Total					

Program Narrative Component #4 C. Weekly Menu Plan (Form H): (max. of 3 pts. for each element listed below = 6 pts. possible)				Comments:		Subtotals¹	
(1) Describe location, social atmosphere, staff interactions with and support to children with during snack and meal times.	0	2	3				
(1) The Weekly Menu Planning Worksheet incorporates a wide variety of options that are high in nutrient value and includes food choices for snacks and/or meals.	0	2	3				
Total							

Program Narrative Component #4 D. The combined written narrative and activities plan demonstrates a comprehensive, integrated, and experienced based program. (10 pts. possible)	Poor (< 42 pts.)	Good (42-46 pts.)	Excellent (47- 54 + pts.)	Subtotals¹
Note: Point ranges represented in this score component refer to total points received in Program Narrative Component # 4, Items A, B, and C which represent 60 pts. (4 A + 4 B + 4 C = _____)	0	5	10	

Program Narrative Component #5: Parent and Community Partnerships (total points possible = 20)				Comments			Subtotals¹	
A. The plan includes a comprehensive approach to assess parent interest, needs, and community resources. (4 pts. possible)	(1) Includes approach to assess parent interests and needs		(2) Includes approach to assess community resources					
	0	1	2	0	1			2
B. The plan describes effective approaches to develop and maintain linkages between home, providers, and community. (4 pts. possible)	(1) Includes linkages between home and providers		(2) Includes linkages between providers and community					
	0	1	2	0	1			2

C. The plan includes the development of strategic partnerships with parents, providers, the community, and the local school districts. The plan establishes an ongoing interaction between the providers and the local kindergarten to ensure information on kindergarten readiness is provided to parents, and establishes joint kindergarten & provider visits for orientation. (12 pts. possible)	(1) Includes strategic partnerships with parents, providers, community, and local school districts.				(2) Establishes ongoing interaction between providers & kindergarten, provides kindergarten readiness information to parents, and establishes joint kindergarten & provider visits for orientation					

Total Points Possible = 150 (105 points or higher required to be eligible for funding) Awarded	Total Points	
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¹ A score of zero (0 points) will be given for any Program Narrative Component that is not addressed in this application.

Initial Steps To Program Implementation

- Conduct a parent orientation
- Initiate a Parent Advisory Committee (PAC)
- Implement program development
- Include component areas of family literacy, health, nutrition and social services
- Implement an annual self-study plan



Initial Steps To Program Implementation

- Secure facility/ies
- License facility/ies
- Purchase equipment and supplies
- Recruit and hire staff
- Conduct a staff orientation
- Develop community liaison activities
- Advertise child care vacancies



Helpful Informational Websites

- Funding Availability Sign-up (Email Notification)
www.cde.ca.gov/fg/fo/af/
- California Education Code
www.leginfo.ca.gov/calaw.html
- California Code of Regulations, Title 5
www.cde.ca.gov/sp/cd/lr
- Funding Terms and Conditions
www.cde.ca.gov/fg/aa/cd
- California School Accounting Manual
<http://www.cde.ca.gov/fg/ac/sa/index.asp>
- Guide for Auditing Child Development, Nutrition, and Adult Basic Education Programs
<http://www.cde.ca.gov/fg/au/pm/>
- Indirect Cost Rates for LEAs
<http://www.cde.ca.gov/fg/ac/ic>
- Regional Market Rate Ceilings
<http://www3.cde.ca.gov/rcscc/>



Contacts Within CDE

- Audits & Investigations
(916) 322-2288
www.cde.ca.gov/fg/au/
- Consultant Directory
(916) 322-6233
www.cde.ca.gov/sp/cd/ci/assignments.asp
- Contracts Analyst List
(916) 322-3050
www.cde.ca.gov/fg/aa/cd/directory13.asp
- Fiscal Analyst Directory
(916) 323-4564
<http://www.cde.ca.gov/fg/aa/cd/faad.asp>
- Child Development Management Information Systems (801 report)
(916) 445-1907
cdmis@cde.ca.gov

