

# Early Learning and Care2020–21 Program Instrument

**California Department of Education**

**June 2020**

Please note: Evidence requests followed by “Hard copy only” in parenthesis are applicable only to Federal Program Monitoring (FPM) reviews conducted onsite. Evidence requests not followed by “Hard copy only” in parenthesis are applicable to FPM reviews conducted both onsite and online.

## I. Involvement

### ELC 01: Parent Involvement and Education

1. General Child Care and Development Program (CCTR), California State Preschool Program (CSPP), California State Migrant Child Care and Development Program (CMIG), California Programs for Special Needs Children (CHAN), Family Child Care Home Education Networks (CFCC) — There is a parent involvement and education component, including the sharing of program goals and structure with families. The program ensures that effective, two-way, comprehensive communication between staff and parents is carried out on a regular basis throughout the program year. (California *Education Code* [*EC*] sections 8202, 8203, 8240[c], 8245[b][3] and [b][9]; *California Code of Regulations*, Title 5 [5 *CCR*] Section 18275.

#### Evidence Requests

##### Completed Parent/Teacher Conferences (Hard copy only)

Abbreviation: PrntTchCnf

Description: Parent/teacher conference forms regarding the child’s progress will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 01

##### Open Door Policy Statement

Abbreviation: OpnDrPlcyStmnt

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

Item Instructions:

Related Items: ELC 01

##### Parent Advisory Committee

Abbreviation: PrntAdvCom

Description: Evidence from parent Advisory Committee that advises the contractor on issues related to services to families and children.

Item Instructions:

Related Items: ELC 01

##### Parent Orientation Materials

Abbreviation: PrntOrtnMtrls

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

Item Instructions:

Related Items: ELC 01

##### Parenting Education and Parent Involvement

Abbreviation: PrntEdPrntInv

Description: Evidence of parent education and involvement.

Item Instructions:

Related Items: ELC 01

##### Schedule of Parent-Teacher Conferences (Hard copy only)

Abbreviation: PrntTchCnfSchd

Description: Completed parent/teacher conference forms will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 01, ELC 08

## II. Governance and Administration

### ELC 02: Family Eligibility Requirements

1. CCTR, CSPP, CMIG, CHAN, CFCC, California Alternative Payment Program (CAPP), California Migrant Alternative Payment Program (CMAP), California Work Opportunity and Responsibility to Kids (CalWORKs) Stage 2, Alternative Payment (C2AP), CalWORKs Stage 3, and Alternative Payment (C3AP) — Families with children enrolled in the program have met the eligibility requirements of that contract, 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 8263(h), the eligibility duration is for no less than 12 months for the initial certification and recertification. For part-day CSPP, eligibility is determined once per contract period.
(*EC* sections 8201[a], 8208[i][ad][ai][aj], 8231, 8235, 8236, 8237, 8239, 8246[a], 8250, 8263, 8263.1, 8263.4, 8353, 8354; 5 CCR sections 18078, 18081–18085, 18089, 18090, 18093, 18096, 18100, 18103, 18107, 18131, 18133, 18191, 18211, 18212, 18221, 18222, 18405–18408, and 18420–18423)

#### Evidence Requests

##### Application for Services (CD 9600) and Information Verification (Hard copy only)

Abbreviation: CD9600

Description: Evidence of certified family eligibility files will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 02, ELC 03

##### Records of Eligibility, Residency, and Family Size (Hard copy only)

Abbreviation: ElgbltyRcrds

Description: Family eligibility files including birth records for each child under 18 years old counted in the family size (hard copy only).

Item Instructions:

Related Items: ELC 02

##### Records of Verification of Eligibility Information (Hard copy only)

Abbreviation: VrfctnElgblty

Description: Family eligibility files will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 02

##### Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: ELC 02: Current information given to parents regarding eligibility for services. Usually found in a Parent Handbook or other materials given to a parent.

Related Items: ELC 02, ELC 03, ELC 04, ELC 07, ELC 15

### ELC 03: Child Need Requirement Verification

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP — With the exception of families enrolled in a part-day CSPP, families with children enrolled in a contract have met the need requirements. Certified hours of child care correspond to the need of the parent/caretaker, as documented by the contractor. For all contracts with a need for service requirement, the contractor verifies the need of each family at the initial certification and recertification or at the voluntary request of the family to increase or decrease the hours of need status.
(*EC* sections 8235, 8239, 8250, 8263, 8263.1, 8353, 8354; 5 *CCR* sections 18078, 18081, 18083, 18084, 18085.5-18088, 18090, 18091, 18092, 18103, 18191, 18406[c] and [d], and 18421[b] and [c])

#### Evidence Requests

##### Application for Services (CD 9600) and Information Verification (Hard copy only)

Abbreviation: CD9600

Description: Evidence of certified family eligibility files will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 02, ELC 03

##### Documentation of Need for Service (Hard copy only)

Abbreviation: NdSvcDcmt

Description: Evidence of need for service documentation in the eligibility file will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 03

##### Records of Verification of Need for Service (Hard copy only)

Abbreviation: VrfctnNeedSrvc

Description: Evidence of verification for need of services (hard copy only).

Item Instructions:

Related Items: ELC 03

##### Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: ELC 03: Current information given to parents needing full-time services for the need verification. Usually found in a Parent Handbook or other materials given to a parent.

Related Items: ELC 02, ELC 03, ELC 04, ELC 07, ELC 15

### ELC 04: Recording and Reporting Attendance

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP — The program has adopted policies and procedures that are consistent with statutes and regulations on excused and unexcused absences. Documentation of recording and reporting attendance records are consistent with certified hours of enrollment that are established for the child/parent/guardian.
	1. CAPP, CMAP, C2AP, C3AP — Provider reimbursement is based on:
		1. Not paying more than the regional market rate.
		2. For variable schedules and licensed exempt provider reimbursement is the actual days and hours of attendance up to the maximum certified hours for the month.
		(*EC* sections 8208[e], 8221.5, 8246[h]; 5 *CCR* sections 18065, 18066, 18067, 18068)

#### Evidence Requests

##### Attendance Policy for Excused and Unexcused Absences

Abbreviation: AbsncAtndncPlcy

Description: Current attendance policies used to track and determine excused and unexcused absences.

Item Instructions:

Related Items: ELC 04

##### Attendance Registry Records (Hard copy only)

Abbreviation: AtndncRgstry

Description: Evidence of attendance record keeping will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 04

##### Sign-In/Sign-Out Records (Hard copy only)

Abbreviation: SISO

Description: Completed sign-in/sign-out records will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 04

##### Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: ELC 04: Current attendance policies used to track and determine excused and unexcused absences.

Related Items: ELC 02, ELC 03, ELC 04, ELC 07, ELC 15

### ELC 05: Correct Fee Assessed

1. CCTR, CSPP, CMIG, CFCC, CAPP, CMAP, C2AP, C3AP — Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule issued by the California Department of Education with the exception of families/children certified in a part-day/part-year CSPP program, cash aide, CPS/At-risk with referral, and CHAN.
(*EC* sections 8246[c], 8250[d][3], 8263[g] and [h]; 5 *CCR* sections 18078[g], and 18108–18116)

#### Evidence Requests

##### Family Data File (Hard copy only)

Abbreviation: FmlyDtFl

Description: Family fee assessment will be reviewed onsite in the eligibility files (hard copy only).

Item Instructions:

Related Items: ELC 05

##### Family Fee Collection Policies and Procedures

Abbreviation: FmlyFClctnPlcsPrcdrs

Description: Upload the Parent Fee Policy.

Item Instructions:

Related Items: ELC 05

##### Receipts of Fee Collection (Hard copy only)

Abbreviation: RcptFee

Description: Copies of the receipts provided to parents for payment of family fees will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 05

### ELC 06: Inventory Records

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP, CRRP — The local agency maintains an inventory record for each piece of equipment, with an acquisition cost of more than $500 per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:
	* 1. Type
		2. Model
		3. Serial number
		4. Funding source
		5. Acquisition date
		6. Cost
		7. Location
		8. Current condition
	1. Transfer, replacement, or disposition of obsolete or unusable equipment
	(*EC* Section 35168; 5 *CCR* sections 3946 and18025; Funding Terms and Conditions for Child Care and Development Programs for Fiscal Year 2020–21 [hereafter, “FTCs”], Section III.F.)
	2. The contractor has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records.
	(FTCs, Section III.F; see also, 45 Code of Federal Regulations [CFR] Section 75.320[d][2] and 2 CFR Section 200.313[d][2])
	3. The contractor has adopted procedures regarding the procurement of goods and services that prohibit conflicts of interest and ensure competition.
	(Management Bulletin 13-05; FTCs, Section II.O; 5 CCR sections 18027 and 18040; see also, 45 CFR Section 75.327; 2 CFR Section 200.319[c])

#### Evidence Requests

##### Equipment Inventory Records

Abbreviation: EqpmntInvntyRcrds

Description: Historical inventory list of all equipment purchased for $500 or more per Education Department General Administrative Regulations (EDGAR)/EC requirements and a record of last physical check of items. If no purchases were made, indicate that in a comment.

Item Instructions: ELC 06: Copy of the current inventory and documentation of the most recent physical check of the inventory.

Related Items: AE 02, AE 09, ELC 06, EXLP 08, EXLP 11, CTE 02, EL 06, HE 08, ME 06, CE 14, NorD 04

##### Written Procedures for Competitive Procurement

Abbreviation: WrtnPrcdrsCmptvPrcrmnt

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

Item Instructions:

Related Items: ELC 06

### ELC 07: Alternative Payment Policies and Consumer Education

1. CAPP, CMAP, C2AP, C3AP — The provider and eligible parents are given information regarding alternative payment policies, procedures, and regulations. The contractor sets forth the basis of provider participation, scheduled provider payments, informed parental choice, and the rights and responsibilities of parents.
(*EC* sections 8222, 8225, 8226, 8266.5, 8357; 5 *CCR* sections 18074, 18074.1, 18074.2, 18075–18076.3, 18220.6, 18221-18224, 18226, 18228, and 18230, 18231; 45 CFR Section 98.30)

#### Evidence Requests

##### Grievance Procedures

Abbreviation: GrvncPrcdrs

Description: Provide evidence of the contractor’s parent and provider written grievance procedures.

Item Instructions:

Related Items: ELC 07

##### Policies and Procedures for Provider Participation and Written Materials for Providers

Abbreviation: PrvdrPlcsPrcdrs

Description: Current information given to providers regarding alternative payment policies, procedures, and regulations. Usually found in a handbook or other materials given to providers.

Item Instructions:

Related Items: ELC 07

##### Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: ELC 07: Current information given to parents regarding alternative payment policies, procedures, and regulations. Usually found in a Parent Handbook or other materials given to a parent.

Related Items: ELC 02, ELC 03, ELC 04, ELC 07, ELC 15

## IV. Standards, Assessment, and Accountability

### ELC 08: Desired Results Profile and Data

1. CCTR, CSPP, CMIG, CHAN, CFCC — The program maintains the Desired Results Developmental Profile – 2015 (DRDP – 2015) and Desired Results parent survey data for children and families. The program uses the information to plan and conduct age and developmentally appropriate activities and to monitor family involvement and satisfaction.
(*EC* sections 8203[a][b][c], 8203.5[b], 8240[a], 8245, 8246; 5 *CCR* sections 18270.5, 18272, 18273, and 18279–18281)

#### Evidence Requests

##### Activity Plans

Abbreviation: ActvtyPlns

Description: Provide evidence of the classroom summarization to plan developmentally appropriate activity plans.

Item Instructions:

Related Items: ELC 08

##### Annual Program Self-Evaluation

Abbreviation: AnlPrgrmSlfEvltn

Description: Provide the most recent Program Action Plan.

Item Instructions:

Related Items: ELC 08, ELC 09

##### Child Portfolios (Hard copy only)

Abbreviation: ChldPrtfls

Description: Child portfolios will be reviewed onsite (hard copy).

Item Instructions: ELC 08: Portfolios with work samples will support the child’s DRDP rating.

Related Items: ELC 08

##### Completed Desired Results Development Profiles (Hard copy only)

Abbreviation: CmpltdDRDPs

Description: Evidence that the DRDPs were conducted for all children enrolled within the required timelines. DRDPs will be reviewed onsite (hard copy only or DRDP online).

Item Instructions:

Related Items: ELC 08, ELC 09

##### Desired Results Development Profile (DRDP) Classroom Summary of Findings

Abbreviation: DRDPSmryFndgs

Description: DRDP summary of findings for each Classroom and Family Child Care Home Network for current year.

Item Instructions:

Related Items: ELC 08, ELC 09

##### Schedule of Parent-Teacher Conferences (Hard copy only)

Abbreviation: PrntTchCnfSchd

Description: Completed parent/teacher conference forms will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 01, ELC 08

### ELC 09: Annual Evaluation Plan

1. CCTR, CSPP, CMIG, CHAN, CFCC, CRRP, CAPP, CMAP, C2AP, C3AP — The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement. (*EC* sections 8203, 8203.5, 8261; 5 *CCR* Section 18279)

#### Evidence Requests

##### Annual Program Self-Evaluation

Abbreviation: AnlPrgrmSlfEvltn

Description: Provide the most recent Program Action Plan.

Item Instructions: ELC 09: Provide all evidence of the data collected that was used in developing the Program Action Plan for all contract types.

Related Items: ELC 08, ELC 09

##### Completed Desired Results Development Profiles (Hard copy only)

Abbreviation: CmpltdDRDPs

Description: Evidence that the DRDPs were conducted for all children enrolled within the required timelines. DRDPs will be reviewed onsite (hard copy only or DRDP online).

Item Instructions:

Related Items: ELC 08, ELC 09

##### Completed Environment Rating Scale and Summary Report for Classroom

Abbreviation: ERSSmryRprt

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

Item Instructions:

Related Items: ELC 09, ELC 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 Network for current year.

Item Instructions:

Related Items: ELC 08, ELC 09

##### Environment Rating Scale Summary of Findings

Abbreviation: ERSSmryFndgs

Description: Provide the ERS summary of findings for each classroom and/or family child care homes.

Item Instructions:

Related Items: ELC 09, ELC 18

##### Parent Survey Summary of Findings

Abbreviation: PrntSrvySOF

Description: Provide evidence of the completed most recent parent survey forms and the summary of the results of the survey for all contract types.

Item Instructions:

Related Items: ELC 09

### ELC 10: Site Licensure and License Exempt

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP — Each site, exempt provider, or family child care home, if required by law, has a current license issued by the authorized licensing agency unless the site is exempt from licensure.
(*EC* sections 8203[a] and 8245[a]; 5 *CCR* Section 18020; Health & Safety Code Section 1596.792; 22 *CCR* sections 101158 [a][8] and 101218.1, 45 CFR sections 98.16 and 98.41)

#### Evidence Requests

##### Current License and Current Receipt for Fee

Abbreviation: LcnsRcpt

Description: Provide current license and current receipt for fee.

Item Instructions:

Related Items: ELC 10

##### Licensing Citations (If any)

Abbreviation: LcnsngCtns

Description: Provide a copy of any licensing citations that the contractor has received. Provide clearance notification for each licensing citation, if applicable.

Item Instructions:

Related Items: ELC 10

##### Monitoring and Inspection Reports

Abbreviation: MntgIspRpts

Description: Provide evidence of posted monitoring and inspection reports.

Item Instructions:

Related Items: ELC 10

##### Proof of License Exempt Status

Abbreviation: PrfLcnsExmptSts

Description: Provide evidence of license exempt status.

Item Instructions:

Related Items: ELC 10

## V. Staffing and Professional Development

### ELC 11: Staff Development Program

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP — The program has developed and implemented a staff development component. (*EC* sections 8240[g] and 8245[b][6], 8360; 5 *CCR* Section 18274)

#### Evidence Requests

##### Professional Development Records

Abbreviation: PrfsnlDvlpmntRcrds

Description: Documentation of completed professional development relevant to the program which may include, but is not limited to agendas, calendars, certificates, sign-in sheets, minutes, and training materials.

Item Instructions: ELC 11: Copy of the Staff Development Program and sign-in sheet for the staff development sessions completed. Provide agendas and participant sign in and out sheets for attendance at staff development sessions.

Related Items: AE 04, HE 03, HE 12, CTE 04, ELC 11

##### Written Job Descriptions

Abbreviation: JobDscrptns

Description: Provide written job descriptions.

Item Instructions:

Related Items: ELC 11

##### Orientation Plan for New Employees

Abbreviation: OrientnPlan

Description: Provide the plan for orientation for new employees.

Item Instructions:

Related Items: ELC 11

##### Performance Evaluation Procedure

Abbreviation: PerEvaProcdr

Description: Provide performance evaluation procedure for employees.

Item Instructions:

Related Items: ELC 11

##### Internal Communication System for Staff

Abbreviation: IntComSys

Description: Provide internal communication system(s).

Item Instructions:

Related Items: ELC 11

### ELC 12: Qualified Staff and Director

1. CCTR, CSPP, CMIG, CHAN, CFCC —Program staff is qualified for the position held. Each program operating two or more sites or family child care homes 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[g], 8208[v], [aa], and [af], 8244, 8264.5, 8264.7, and 8360–8361; 5 *CCR* Section 18295)

#### Evidence Requests

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

Abbreviation: PrsnlRstr

Description: Provide Personnel Rosters per classroom.

Item Instructions:

Related Items: ELC 12

##### Copies of Permits, Credentials, or Certificates (Hard copy only)

Abbreviation: PrmtsCrdntlsCrts

Description: Provide copies of current permits, credentials, or certificates for each teacher, site supervisor, and program director, or waiver issued will be reviewed onsite (hard copy only).

Item Instructions: ELC 12: Reviewer will review onsite for each teacher, site supervisor, and program director, or waiver issued (hard copy only).

Related Items: ELC 12

### ELC 13: Staff-Child Ratios

1. CCTR, CFCC, CSPP, CMIG, CHAN — The applicable staff-child ratios are met for each age group and program.
	1. CSPP contractors operating family child care home networks must meet Title 5 ratios.
	(*EC* sections 8203[a], 8264.7, and 8264.8; 5 *CCR* sections 18013[d], 18135, 18290)

#### Evidence Requests

##### Completed Staff-Child Ratio Schedule (Form CD-3705)

Abbreviation: SCRS

Description: Classroom observation will be completed by the reviewer.

Item Instructions:

Related Items: ELC 13

## VI. Opportunity and Equal Educational Access

### ELC 14: Family Selection

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP — Families with children enrolled in the programs are selected according to the priorities of that program.
(*EC* sections 8231, 8235[c], 8236, 8263, and 8263.2–4; 5 *CCR* sections 18105–18107, 18131, 18133, 18182, and 18192)

#### Evidence Requests

##### Records of Contractor’s Use of Waiting List or Centralized Eligibility List (Hard copy only)

Abbreviation: CntrlzdElgbltyLst

Description: Eligibility files for most recent enrolled family will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 14

### ELC 15: Compliance with Due Process

1. CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, CMAP, C2AP, C3AP — 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 a notice of action where appropriate; and (3) establishing procedures for parental appeal of any contractor’s decision contained in the notice of action.
(*EC* Section 8263; 5 *CCR* sections 18094, 18095, 18118–18122, 18400[k] and [l], 18418, 18419, 18433, 18434)

#### Evidence Requests

##### Current Blank Notice of Action

Abbreviation: NoA

Description: Completed Notice of Action will be reviewed in the eligibility files onsite.

Item Instructions:

Related Items: ELC 15

##### Parent Appeal Procedures

Abbreviation: PrntAplPcdr

Description: Policy informing parents of their appeal rights. Information in the Parent Handbook or other materials.

Item Instructions:

Related Items: ELC 15

##### Recently Completed Notice of Action and Parent Appeal (Hard copy only)

Abbreviation: NoAPrntApl

Description: If applicable, provide the most recent local parent appeal; will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 15

##### Written Materials for Parents

Abbreviation: WrtnMtrlsPrnts

Description: Documents from the current year.

Item Instructions: ELC 15: Policy informing parents of their appeal rights. Information can be found in the Parent Handbook or other materials.

Related Items: ELC 02, ELC 03, ELC 04, ELC 07, ELC 15

### ELC 16: Refrain from Religious Instruction

1. CCTR, CSPP, CMIG, CHAN, CFCC — The program refrains from religious instruction and worship. (*EC* Section 8269; 5 *CCR* Section 18017)

#### 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: ELC 16

### ELC 17: Services Responsive to Family Needs

1. CRRP — The contractor provides services that are responsive to the diverse cultural, linguistic, and socio-economic needs of the geographic area of service. (*EC* sections 8202, 8212, 8213, and 8214)
	1. CRRP — The contractor has developed written referral policies that are available to parents and providers on request and has implemented the written complaint procedures.
	(*EC* Section 8216; 5 *CCR* sections 18244 and 18247) (CRRP, CAPP, C2AP, C3AP)
	2. CRRP — The contractor has developed and implemented procedures to provide all families with informed parental choice and has a comprehensive list of local providers and programs for offering choice.
	(5 *CCR* Section 18245; 45 CFR sections 98.30 and 98.33)

#### Evidence Requests

##### California Resource and Referral Program (CRRP) Contractor Written Referral Policy

Abbreviation: CntrctrRfrlPlcy

Description: Provide CRRP contractor written referral policy.

Item Instructions:

Related Items: ELC 17

##### Data Collected for Parental Preferences for Provider/Programs

Abbreviation: PrntlPrfrncsData

Description: Examples from database or information systems of data collected for parental preferences for provider/programs.

Item Instructions:

Related Items: ELC 17

##### Licensing Citations Log (Hard copy only)

Abbreviation: LcnsngCtnsLog

Description: Copy of the California Child Care Resource & Referral Network (R&R) record keeping of licensing citations issued to providers in the R&R services delivery area will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 17

##### Process Used to Inform Parents of Types of Providers and Choices Available

Abbreviation: PrcsInfrmPrntsChcs

Description: Talking points or recording used to inform parents of provider types and choices available to parents.

Item Instructions:

Related Items: ELC 17

##### R&R Written Materials

Abbreviation: RRWrtnMtrls

Description: Provide a sample of the written materials available to parents, providers and public.

Item Instructions:

Related Items: ELC 17

##### Telephone Referral Log (If applicable)

Abbreviation: TelRfrlLog

Description: Provide evidence of a telephone referral log (if applicable).

Item Instructions:

Related Items: ELC 17

##### Verification of Operating Hours

Abbreviation: VrfctnOprtngHrs

Description: Provide operating hours of R & R services.

Item Instructions:

Related Items: ELC 17

##### Written Complaint Policies and Procedures

Abbreviation: WrtnCmplntPlcsPrcdrs

Description: Provide evidence of the procedures used to inform parents and providers of the contractor's complaint policy.

Item Instructions:

Related Items: ELC 17

## VII. Teaching and Learning

### ELC 18: Environment Rating Scale

1. CCTR, CSPP, CMIG, CHAN, CFCC — 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, 8203.5[a], 8245, and 8246[d] and [f]; 5 *CCR* Section 18281)

#### Evidence Requests

##### Completed Environment Rating Scale and Summary Report for Classroom

Abbreviation: ERSSmryRprt

Description: Provide the summary report of the completed Environment Rating Scale (ERS) for each classroom.

Item Instructions:

Related Items: ELC 09, ELC 18

##### Environment Rating Scale Summary of Findings

Abbreviation: ERSSmryFndgs

Description: Provide the ERS summary of findings for each classroom and/or family child care homes.

Item Instructions:

Related Items: ELC 09, ELC 18

### ELC 19: Nutritional Needs

1. CCTR, CSPP, CMIG, CHAN, CFCC — The program provides for the nutritional needs of children in attendance.
(*EC* sections 8203[l], 8204, 8240[f], 8245[b][5], and 8246[g]; 5 *CCR* sections 18111, 18278)

#### Evidence Requests

##### Current Month Menu

Abbreviation: MenuCrntMnth

Description: Provide the current month’s menu.

Item Instructions:

Related Items: ELC 19

##### List of Any Children with Food Allergies (Hard copy only)

Abbreviation: LstChldrnFdAlrgs

Description: Hard copy of the children with food allergies will be reviewed onsite (hard copy only).

Item Instructions:

Related Items: ELC 19

##### Written Policies for Provision of Meals/Snacks

Abbreviation: MlsSnck

Description: Provide a copy of the written policies/procedures for provision of meals/snacks.

Item Instructions:

Related Items: ELC 19

### ELC 20: Health and Social Services

1. CCTR, CSPP, CMIG, CHAN, CFCC — The program includes identification of the child and 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[l][m][n], 8208[q], and 8240[d][e]; 5 *CCR* Section 18276, 18277)

#### Evidence Requests

##### 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: ELC 20

##### 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: ELC 20

Please note: Evidence requests followed by “Hard copy only” in parenthesis are applicable only to Federal Program Monitoring (FPM) reviews conducted onsite. Evidence requests not followed by “Hard copy only” in parenthesis are applicable to FPM reviews conducted both onsite and online.