

Child Care Fact Sheet for Parents

How do I qualify for childcare?

- You need to be an active participant in Welfare-to-Work (WTW) and in need of child care.

How do I get a child care referral?

- Contact your WTW Worker at the CalWORKs bureau and make an appointment to see him/her. Once the referral is complete, your worker will make a Stage One Referral and give you a copy to show to your provider.

What qualifies as an activity?

- Your WTW worker will determine whether your activity is approved. Once you are in an approved activity, a child care referral can be sent.

Will I have a separate Child Care Worker?

- Yes. Your Child Care Worker will be assigned to you once your Child Care Referral is sent. Any questions regarding child care eligibility or changes to information need to be addressed with the Child Care Worker.

Can I choose more than one child care provider to provide care for my child(ren)?

- Yes. You can contact Stage One for further information at (916) 874-6000.

Can I submit the CCP 2145 Request for Reimbursements even though my provider is in the process of being approved?

- Yes. However, the CCP 2145's cannot be processed for payment until the child care application is approved with an active child, eligible parent, and approved provider.

What is the difference between Stage 1 and Stage 2 child care?

- Stage 1 Child Care is a subsidized program through Sacramento County. Eligible families, who receive CalWORKs and are in WTW approved activities start with Stage 1 and if in a stable activity, will be referred to Stage 2 to transition. Stage 2 Child Action is a permanent program through Child Action Inc.

How will I know what stage of child care I am in?

- Contact the Child Care Unit at 916-874-6000. If you have just been referred by your WTW Worker, you are in Stage 1 Child Care through Sacramento County. Enrollment through Stage 2 Child Action occurs either by transitioning from Stage 1 through an enrollment process.

Can I get reimbursed from the county directly if I paid the provider out-of-pocket?

- No. Reimbursement can only be paid to the approved provider. If you already paid out of pocket for child care you must make arrangements with your provider. The County is not responsible to reimburse those costs.

Can I get child care assistance while I search for work?

- No. You must be currently participating in a WTW approved activity to qualify for child care.

Can a parent be an approved provider?

- No. Parents and legal guardians cannot be child care providers. Also, a provider cannot be a member of your cash aid assistance unit.

How can I choose a provider?

- If you have a provider in mind you can give their contact information to your WTW Worker. If they aren't enrolled to receive payments, they can start the enrollment process.
- If you need help looking for a provider you can contact Child Action, Inc. (CAI) at (916) 369-0511 or at one of these websites:
 - <https://wp.childaction.org/>
 - http://docs.childaction.org/booklets/HighQualityChildCareBook_EN.pdf
 - <https://secure.dss.ca.gov/CareFacilitySearch/Search/ChildCare>

What if my provider is not approved?

- You will need to find a new provider and contact the Child Care Processing Unit with the new provider information.
<http://www.dha.saccounty.net/benefits/ChildcareServices/Documents/ChoosingYourChildsCare.pdf#search=becoming%20a%20provider>
- The unapproved provider will not be issued payment at any time regardless of the relationship between the provider and the children.
http://docs.childaction.org/booklets/subsidy/ProviderBooklet_printable%20with%20links.pdf

I have sent my CCP 2145 Request for Reimbursement timesheets. What comes next?

- Once you submit your CCP 214, it is reviewed by the Child Care Unit. The Child Care Unit then sends it to the Fiscal Unit who also reviews it and forwards to the Department of Finance for payment. This process can take up to 45 days for payment to be issued.

Do I have to transition to Stage 2?

- Children must transition to Stage 2, Child Action, Inc. when:
 - A) Parent(s) is in a stable activity such as employment or education and/or,
 - B) Parent(s) is timing out of CalWORKs and/or
 - C) Parent(s) is over income for the CalWORKs program.You will be notified before this occurs.