

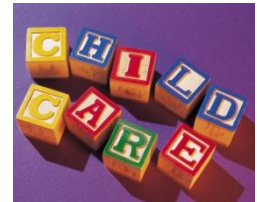
Stage One Child Care

WHAT YOU NEED TO KNOW BEFORE USING CHILD CARE

Am I eligible?

If you get cash aid and are working or going to a county approved activity, you may be eligible for free child care on our Stage One Child Care program!

To get child care approved, you must tell your CalWORKs worker as soon as you need it. Child care can only be approved for 30 days from the date you request it, so it is important that you talk to your worker as soon as you know you need it. Remember, every day that you use child care and do not report it to DHA, you could be spending \$30-40 that we could be paying!



How many hours am I eligible for?

Your CalWORKs worker will decide how many hours of child care you can be approved for based on your work or county approved activity. In two parent families, both parents must be in one or more approved activities and child care will only be approved when both parents are not available to care for their child(ren).

How do I get approved for child care?

After you request child care, your CalWORKs worker will send a referral to the Department of Human Assistance (DHA) Child Care Processing Unit (CCPU). You will be sent a Stage One Child Care Client Assessment packet to complete. This packet must be returned within 10 calendar days from when it is mailed. If you need help filling out the packet, call your Child Care worker in CCPU at (916) 874-6000.



Once your Child Care worker gets your packet, you will be called for a phone assessment. Allow 30-45 minutes for this call. After your phone assessment is done, all verifications that are needed from you have been given to DHA, and the child care provider you pick has done their enrollment, you will be mailed your Child Care Certificate with the hours you are approved for.

I still need a child care provider!

If you do not have a provider, you can pick who you want to watch your children. You must have a provider before child care is approved. We cannot approve your child care or complete a phone assessment without one.

You can pick:

- A licensed center or family child care home. These child care providers are licensed by the State of California and have training on first aid, CPR, nutrition, and early childhood education. Some are even open nights and weekends if you need these hours. **If you need help finding a licensed center or family child care home, call the Resource and Referral line at (916) 369-0191.**
- An eligible licensed-exempt provider. This is someone who cares only for your children and their children, or who is a relative (aunt, uncle, or grandparent by blood, marriage, or legal order). Your provider must:
 - Have a valid California ID, Social Security Card, be a legal US resident, and complete a TB test.
 - If listed as a relative, turn in legal proof of relationship at enrollment. If no proof of relationship can be turned in, the provider must pass a Trustline background check.
 - Pass their Trustline fingerprinting and background check if not a relative or cannot prove relationship.



When will my provider get paid for the care they provided?

We will make Stage One Child Care payments when:

- You are working or going to a county approve activity.
- You complete the Client Assessment packet, mail it back to CCPU by the due date, and you finish your phone assessment.
- Your provider finishes their orientation and enrollment.



You and your provider must complete your appointments and submit any information requested by the due dates you are given. **Your provider will not get a payment until after:**

- Their enrollment is finished, including going to an orientation and turning in all documents, AND
- Your provider has cleared Trustline (if required), AND
- A complete Request for Reimbursement-2145 form is received by DHA. Once approved for Stage One Child Care, all 2145 forms must be submitted within three (3) months after care takes place. Any forms received after three (3) months will not be paid.

How much will you pay my provider?



DHA can only pay your provider up to the limit set by the State of California called the Regional Market Rate (RMR). The amount we will pay is based on the type of provider you have, your approved amount of hours, and the age of your child. You may have to pay the amount between what we can pay and what they charge. Make sure you talk to your provider about this before you start using child care.

What do I have to do after I am approved for Stage One Child Care?

You are responsible to report any changes that can change your child care to your Child Care worker within five (5) calendar days. The changes you must report include, but are not limited to:

- Any changes in your need for child care, like:
 - If your child starts attending an after school program or their school hours change.
 - If you need more or less travel time. For example: It used to take you 45 minutes to get to work on the bus but you now have a car and it only takes you 10 minutes.
- Any changes in your activity, like:
 - A change in your activity or schedule, such as dropping classes or a change in your work shift.
 - Attending mental health or alcohol/drug services, or a change in your appointment times.
 - Stopping or starting Job Club, school, or work.
- A change in your family size. This includes getting married, having a baby, a child leaving the home, or another adult moving into or out of the home.
- Any change in your address or phone number.
- Any change in child care providers.



Not reporting the above changes may:

- Cause an overpayment in child care payments that you will be responsible to pay.
- Result in a drop in child care hours.
- Result in DHA ending your child care approval.
- Be determined by the county to be fraud, resulting in criminal prosecution to the full extent of the law.



I have read and understand the above information. I declare under penalty of perjury under the laws of the United States of America and the State of California that the information I have provided is true, correct, and complete. Any fraud of government funds will result in criminal prosecution to the full extent of the law. I understand that I will be held responsible to repay any overpayment made on my behalf if I use unauthorized care.

Client Signature

Date