

Case Number: \_\_\_\_\_  
Case Name: \_\_\_\_\_

# Stage One Child Care

## WHAT YOU NEED TO KNOW BEFORE USING CHILD CARE

### Am I eligible?

**If you get cash aid and are Welfare-to-Work eligible, 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 child care services. 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?

You may request full-time child care (30 hours or more per week) or part-time care (less than 30 hours per week). In two parent families, child care will only be paid when both parents are not available to care for their child(ren).

### How do I get approved for child care?

**Step 1:** Request child care services from your CalWORKs worker.

**Step 2:** Your worker will send a child care referral to the Department of Human Assistance (DHA) Child Care Processing Unit (CCPU).



**Step 3:** You will be sent a Stage One Child Care packet to complete. This packet must be returned within 15 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.

**Step 4:** Once your Child Care worker gets your packet, you will be called for a phone interview. Allow 30-45 minutes for this call. After your phone interview 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.

### What if 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 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 may or may not be a relative (aunt, uncle, or grandparent by blood, marriage, or legal order), and who cares only for your children and their children in their home. 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 fingerprinting and background check.



### Important TrustLine Information - What is TrustLine?

TrustLine is a mandatory background check that is required of all child care providers who are not licensed and are not related to the child as an aunt, uncle or grandparent. TrustLine is managed by the State and the California Child Care Resource and Referral Network, not DHA.

### How long will it take for my provider to be registered with TrustLine?

The TrustLine process can take as little as a few weeks to as long as a year or more depending on the circumstances. If it takes more than 120 calendar days for your provider to receive TrustLine clearance, we can only pay for the first 120 calendar days of child care provided.

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**My provider completed the fingerprinting and TrustLine application. Can my provider be paid for care while we wait for confirmation?**

No. DHA’s CCPU can make no payments to your provider until the application is processed and we receive confirmation that your provider is TrustLine approved and registered.

**When should I tell my worker I need care?**

As soon as possible! Child care approval can only be made up to 30 days back from the date you requested child care. If you wait to tell your worker, we may not be able to cover all of the child care you used.

**What if my provider has been convicted of a crime?**

Provider may be denied TrustLine for the conviction of violent crimes, crimes against children, or other convictions. Questions about TrustLine approval or denial should be directed to TrustLine at [trustline.org](http://trustline.org) or 800-822-8490. DHA cannot answer questions about TrustLine denials, as denial reasons are confidential.

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

We will make Stage One Child Care payments after:

- You are referred for Stage One Child Care services.
- You complete the Child Care packet, mail it back to CCPU by the due date, and you your phone interview.
- Your provider turns in all document and finishes their orientation and enrollment. This includes clearing TrustLine, if required.



Once you and your provider complete your information and submit any information requested by the due dates, **your provider will get a payment when 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 must pay the difference between what we can pay and what your provider may 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 increases in your need for child care including additional hours or travel time.
- Any 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, or any change in child care providers.



Once you are on Stage One Child Care and have begun to submit 2145 forms to CCPU for payment, your case will be transferred to Stage Two Child Care with Child Action, Inc. You are required to cooperate with Child Action, Inc. when transferred to Stage Two Child Care services.

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.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date