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Our Mission

Children’s Council connects families to child care that meets their needs and works with parents, providers, and community partners to make quality child care and early education a reality for all children in our city.

Core Values

Families – We work to support the growth and well-being of all San Francisco families. We know that when parents and their children have the opportunity to achieve their greatest potential, the future of our whole city is brighter.

Education – We believe education is empowerment. We provide parents the information they need to make good decisions regarding child care and early education for their children. We equip early educators with the expert resources they need to be better at what they do and simultaneously improve the quality of care that’s available in San Francisco. We believe all children must have high quality care and early education that meets their unique needs because their long-term success depends on it.

Partnership – We are committed to partnering with parents, early educators, government agencies, and other colleagues in the field because it is critical to accomplishing our goals.

Respect – We recognize that every family faces different challenges and that every family looks, speaks, and lives differently from the next—and we make sure every single family is heard, understood, and supported. We know that the child care and early education profession is a critical lynchpin to the well-being of these families on many levels and we are committed to supporting the success of early educators throughout their career.

Benefits of Early Childhood Education

Children’s Council provides information and resources to help families access quality child care and development programs. Studies have shown that quality early education helps to:

- Foster school readiness and create an easier transition to kindergarten
- Increase vocabulary, language acquisition, and early math and science skills
- Provide positive behavior support for children with challenging behaviors
- Promote health and nutrition awareness
- Identify issues that may interfere with learning, such as hearing, vision, or speech

Children’s Council and Your Child Care Subsidy

Children’s Council of San Francisco is a nonprofit organization authorized to handle government funds for child care subsidies. Children’s Council is bound to state and local government policies and regulations directing the management of subsidized child care programs.

Advocating for a Strong Child Care System

Our work gives us a strong understanding of how the shortage of funding for child care impacts families. We invite you to become an advocate for child care through the local chapter of Parent Voices, which is housed at Children’s Council. Please call 415.276.2900 to learn more.
This chapter describes the basic eligibility requirements and provides an overview of the enrollment process for subsidized child care programs available at Children’s Council.

**Overview of Programs**

### Stage 2 CalWORKs

<table>
<thead>
<tr>
<th><strong>Who it serves</strong></th>
<th>Former CalWORKs recipients up to 24 months after last day of CalWORKs cash aid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who determines Eligibility &amp; Need</strong></td>
<td>The Family Subsidy Specialist at Children’s Council.</td>
</tr>
<tr>
<td><strong>How families are enrolled</strong></td>
<td>Automatic transfer for families exiting Stage 1. The Employment Specialist sends notification of a parent’s cash aid discontinuance to Children’s Council. Walk-in families with verified cash aid termination dates can enroll any time during the 24 month window.</td>
</tr>
<tr>
<td><strong>Provider Limitations</strong></td>
<td>Any Provider</td>
</tr>
<tr>
<td><strong>Age or Time Limits</strong></td>
<td>A maximum of 24 months beginning the month after Stage 1 CalWORKs cash aid stops. The Stage 2 time-limit starts on the first day of services and runs for 24 straight months, regardless of whether parent is participating. Family can stop using care and return without losing eligibility. If family is active at the end of the 24 months there is an automatic transfer to Stage 3. Children under 13.</td>
</tr>
</tbody>
</table>

### Stage 3 CalWORKs

<table>
<thead>
<tr>
<th><strong>Who it serves</strong></th>
<th>Former CalWORKs recipients beyond 24 months after last day of CalWORKs cash aid</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who determines Eligibility &amp; Need</strong></td>
<td>The Family Subsidy Specialist at Children’s Council.</td>
</tr>
<tr>
<td><strong>How families are enrolled</strong></td>
<td>Automatic transfer when family leaves Stage 2. There is no in and out of the Stage 3 program; Families must reapply through Early Learning SF if service is terminated.</td>
</tr>
<tr>
<td><strong>Provider Limitations</strong></td>
<td>Any Provider</td>
</tr>
<tr>
<td><strong>Age or Time Limits</strong></td>
<td>Children under 13</td>
</tr>
</tbody>
</table>

### California Department of Education “CAPP” program

<table>
<thead>
<tr>
<th><strong>Who it serves</strong></th>
<th>Eligible parents who apply through Early Learning SF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Who determines Eligibility &amp; Need</strong></td>
<td>The Family Subsidy Specialist at Children’s Council.</td>
</tr>
<tr>
<td><strong>How families are enrolled</strong></td>
<td>Early Learning SF</td>
</tr>
<tr>
<td><strong>Provider Limitations</strong></td>
<td>Any Provider</td>
</tr>
<tr>
<td><strong>Age or Time Limits</strong></td>
<td>Children under 13</td>
</tr>
</tbody>
</table>
The Application Process for CAPP Funding

Early Learning San Francisco (ELSF)
Families who are not referred directly from HSA through the CalWORKs program should apply for child care subsidies through Early Learning San Francisco. ELSF (formally the SF3C “waitlist”) is a database of families seeking subsidized child care services. It is used on a city-wide basis to enroll eligible families when openings in subsidized child care programs occur. Due to limited state and local funding, subsidized child care slots are limited and placement on ELSF does not guarantee acceptance into a subsidized program.

**ELSF is not a waiting list; it is an eligibility list that allows programs to serve the neediest families first, based on certain program criteria.** How long you will be registered in the ELSF depends on many factors, including available funding, the number of child care openings in a program, and the priorities that programs use to determine need. Such priorities may include:

- Children’s current risk of abuse, neglect or exploitation
- Family income according to state guidelines
- Number of children, and whether any of them are already enrolled in a subsidized program
- Length of time on the eligibility list

Age Limits
At Children’s Council, most subsidized child care programs will serve children from birth until age 13, or until age 21 for children with exceptional special needs (see below).

Limitations on Private School Instruction
Children’s Council is prohibited from subsidizing any hours of private school instruction. Parents with a child or children enrolled in a private school are only eligible for subsidized services before and after the hours of private instruction. Parents of children with special needs that are documented with a current IEP/IFSP (Individual Education Program/Plan) may seek an exception to this policy.

Children with Exceptional Special Needs
In many programs, children who are between 13 and 21 years of age may be eligible to receive child care services if they have documented exceptional needs. The child must need services that require the special attention of adults, and that cannot be provided with modification of the child’s regular school program. Special documentation completed by a legally qualified professional, including a current IEP, is required to receive these services.

Supporting Families
All members of Children’s Council’s staff are committed to providing families with the highest level of support possible. While participating in our program, please feel free to ask your Family Subsidy Specialist for additional resources. We are here to offer ongoing support as needed. Family Subsidy Specialists have access to a wide variety of resources and knowledge and strive to contribute to great outcomes for families and children. The more we know about the families in our programs, the better services we can provide.
SECTION 3: DOCUMENTATION OF INCOME AND NEED ACTIVITY

This chapter reviews the many activities for which child care may be approved, the paperwork you will complete, documents you will submit, and your responsibilities in maintaining your eligibility and need for services.

Establishing Your Eligibility

Prior to receiving child care in Stage 2, Stage 3 or CAPP, you must attend and complete an intake appointment. At the intake appointment, the Family Subsidy Specialist meets with you to review documentation, discuss your child care needs, and explain program policies and procedures. Please note that no services are authorized or payable until all necessary documentation requirements have been certified by a Family Subsidy Specialist, and a Notice of Action has been issued indicating that care may start. Any child care services used before a Notice of Action has been issued will not be paid by Children’s Council under any circumstances.

Documentation required at an intake appointment includes, but is not limited to:

- Proof of current work or training status
- Documentation of family income
- Proof of relationship if child care provider is related to the child in care
- Proof of residency, such as a utility or phone bill
- Proof of identity such as a driver’s license, state identification card, or passport
- Documentation of family members:
  - Proof of age and relationships of all children in the family (not just those receiving child care services), such as birth certificates, court orders verifying custody, foster care paperwork, child support verification and/or medical record

Any other adult counted in the family size must provide the same required documentation to establish his/her eligibility for child care services.

Countable Income

Families qualify as income-eligible based upon their total monthly gross income. Parents are required to provide documentation of gross monthly income, including the earnings of anyone living in the household who is responsible for the care and welfare of the child.

Families are income-eligible if income is below 85% of the State Median Income. See the table below to determine eligibility based on family size and total monthly gross income.

<table>
<thead>
<tr>
<th>Family Size</th>
<th>1-2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Monthly Income*</td>
<td>$5,343</td>
<td>$5,802</td>
<td>$6,719</td>
<td>$7,794</td>
<td>$8,869</td>
<td>$9,070</td>
<td>$9,272</td>
</tr>
</tbody>
</table>

*85% SMI income limits are subject to change
Please see the table below for examples of income sources that are included and excluded when determining a family’s gross monthly income.

<table>
<thead>
<tr>
<th>Countable income</th>
<th>Income sources excluded from the calculation of family income:</th>
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<tbody>
<tr>
<td>• Wages or salaries</td>
<td>• Earnings of a child under 18</td>
</tr>
<tr>
<td>• Overtime, bonuses, tips, commission</td>
<td>• Loans</td>
</tr>
<tr>
<td>• Cash aid</td>
<td>• Earnings of self-employed people that are used for business expenses</td>
</tr>
<tr>
<td>• Profit from self-employment (excluding business expenses) as documented on the Self Employment Verification Form</td>
<td>• Student loans, grants or scholarships intended for educational expenses</td>
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<tr>
<td>• Child support received</td>
<td>• Food stamps</td>
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<tr>
<td>• Spousal support received</td>
<td>• Earned Income Tax Credit</td>
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<tr>
<td>• Student grants or scholarships intended for living expenses</td>
<td>• Adoption assistance</td>
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<tr>
<td>• Survivor benefits received</td>
<td>• Child support paid out by parent on file (documented)</td>
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<td>• Unemployment benefits</td>
<td>• Non-cash gifts</td>
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<td>• Worker’s Compensation</td>
<td>• Insurance or court settlements (excluding lost wages and punitive damages)</td>
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<tr>
<td>• Foster care payment or assistance</td>
<td>• Supplemental Security Income (SSI) or State Supplemental Program (SSP)</td>
</tr>
<tr>
<td>• Disability Insurance payments</td>
<td>• Reimbursement for work related expenses such as uniforms, mileage, food and lodging</td>
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<tr>
<td>• Dividends, interest, or income from investments, real estate, trust, royalties, savings accounts and bonds</td>
<td>• Medical or dental insurance included in gross pay that have no cash value</td>
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<tr>
<td>• Rental income earned for a room within family’s residence</td>
<td>• Disaster relief payments not going towards rent or unemployment</td>
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<td>• Net proceeds from the sale of property</td>
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<td>• Pension annuities</td>
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<td>• Veteran’s benefits</td>
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<tr>
<td>• Cash benefits</td>
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<tr>
<td>• Inheritance</td>
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<tr>
<td>• Earned Income Credit in excess of withholding</td>
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<tr>
<td>• Child SSA Income</td>
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</tbody>
</table>

Income Exceptions
Income requirements may not apply if you are currently receiving cash aid, or families with children receiving CPS services, or families with children at risk of being abused, neglected, or exploited.

Guardianship and Foster family income
In the case of guardianship or foster care, only income earned on behalf of the child is counted. This applies to guardianship and foster arrangements where none of the adults responsible for the child are the child’s parent related by blood, marriage, adoption, or registered domestic partnership. Income received on behalf of the child includes, but is not limited to:

• Public assistance for the child
• Child SSA income
• Child support
• Survivor benefits
• Foster care assistance

Establishing Need for Child Care Services

In addition to meeting other eligibility requirements, parents, guardians and foster parents must be considered “in need of services” while participating in a qualifying activity. Qualifying needs include:

- Employment
- Seeking employment
- Job training/school
- Seeking permanent housing
- Incapacity

Employment

Parents, guardians, and foster parents may receive child care services if they are currently employed. To qualify, parents must submit documentation of their work days and hours. Documentation may include, but is not limited to:

- A release authorizing Children’s Council to contact the employer(s) that includes the employer's name, address, telephone number, and usual business hours
- An Employment Verification Form completed by the employer
- Consecutive original pay stubs from the most recent full calendar month of employment
- Work schedule verifications: Family Subsidy Specialists may secure independent employment verification by calling or mailing information directly to the employers
- If a parent is paid in cash or personal check, and/or is Self Employed, Family Subsidy Specialists may request additional verification of income

Self-Employment

Parents, guardians, and foster parents may receive child care services while self-employed. To qualify, parents must provide a Self Employment Verification form, along with corresponding documentation of all work hours, earnings, and expenses of self-employment. Examples of this documentation include:

- Appointment logs
- Job logs
- App jobs (examples: Caviar, Doordash, Lyft, Uber)
- Lists of clients and their contact information
- Client receipts
- Recent tax return
- Bank statements
- Receipts for business equipment or supplies, gas receipts, etc.
  - App jobs deductions
- Mileage: Total miles x $0.54
- Cellphone: Percent used for business purposes ONLY, not to exceed 50% of total bill (except for phones purchased by the company for the parent)
- Tolls and parking fees

Parents Working at Home
Parents working in their own home (either self-employed or through an employer) must be engaged in employment that does not prevent parents from caring for their children while at work. Before approving care, your Family Subsidy Specialist will work with you to collect the required documentation. Eligibility will depend on child’s age and developmental needs and type of work.

Parents who are Child Care Providers or Assistants
Child care services cannot be authorized for a parent during the time s/he is working as a child care provider in any of the following situations, as they do not prevent the parent from caring for their own child:
- Parent operates a licensed family day care home
- Parent is an exempt provider providing care in his or her own home
- Parent is an exempt provider for a relative
- Parent being reimbursed by Children’s Council subsidy programs as a provider (any type)
- Parent employed as an assistant in the same Small Family Child Care Home where his or her child attends care through a subsidized program

Child care services may be authorized for a parent during the time s/he is employed in the following situations:
- Parent working outside of their home as a nanny, for a family to whom parent is unrelated
- Parent working as an assistant in a large family child care home or center

If a child receiving subsidized child care attends the same Large Family Child Care Home in which the parent is employed as an assistant, the Family Subsidy Specialist will request additional documentation from the employer.

Seeking Employment
Parents, guardians, and foster parents may be approved for child care in order to seek employment. To receive approval for child care services while seeking employment, parents must submit a Seeking Employment form that states their need, their plan to secure employment, and includes the days and hours they plan to search. Limitations for seeking employment include:

- The parent may use child care for up to 32.5 hours per week, and up to five business days (Monday-Friday) per week, for no more than 12 month’s within a family’s 24-month eligibility.

- Family will be placed on Temporary Suspension of Services if 12 month limit has been exhausted, and parent has not documented a new need with Family Subsidy Specialist (see section on Temporary Suspension of Services).
**Job Training/School (Vocational Training)**

Parents, guardians and foster parents may receive subsidized child care in order to attend vocational training leading directly to employment. Following are examples of training courses that would apply if needed to achieve a specific career goal:

- Industrial or vocational training
- Computer/software classes
- Online coursework
- Accredited academic classes
- General Equivalency Diploma (GED)
- English as a Second Language (ESL)

Parents in vocational training must inform their Family Subsidy Specialist of their need for child care while engaged in job training, and must provide verification of training that includes all of the following:

- Specific career goal;
- Printout of class days/times, or Vocational Training Verification form (signed or stamped by school);
- Anticipated completion date of all training to meet the career goal

Child care may be approved for class time, plus needed travel and study time, within limits of program regulations. All child care approved must be on a set weekly schedule.

**Eligibility Period for Job Training/School**

For parents without a bachelor’s degree, Children’s Council will authorize up to six consecutive years of child care services for job training, which begins the first date that a parent receives child care services to attend training. Parents may change schools, take a break from training, and/or take a leave from the program. However, the six years from that original date still run consecutively.

Parents who possess a bachelor’s degree may also pursue additional education if it meets a specific career goal. Subsidized child care programs will provide services while the parent completes up to 24 semester units, as well as the six-year time clock, whichever of these two is exhausted first. If the parent has reached the limitation within their 24-month eligibility, the family can receive subsidized services until the end of the fiscal year in which the limit was reached.

**Progress Requirements**

To remain eligible for child care services, parents attending job training must submit their grades at every recertification. Progress will be considered satisfactory if the grade point average is at least 2.0. In non-graded programs, progress is considered satisfactory if the coursework is considered a 50% pass.

If a parent does not meet their progress requirements, they will receive a “Notice of Unsatisfactory Progress.” After two consecutive failures to obtain satisfactory progress, parents will have their child care services suspended for six months, unless another need is approved.
Incapacitation

Parents who have a medical or psychiatric need that necessitates child care assistance may qualify to receive child care services. Children’s Council must receive a Statement of Incapacity from the parent’s licensed medical or psychiatric professional indicating:

- Days and hours of child care needed
- How the condition significantly limits the parent’s ability to provide care for his/her children

Child care may be approved for no more than 50 hours per week for incapacitation. The completed Statement of Incapacity form must be received at initial certification and all further recertifications for services, even if the incapacity is permanent. The Family Subsidy Specialist will also verify the need for child care directly with the medical or psychiatric professional prior to approving services.

Seeking Permanent Housing

Families who are seeking housing must be living in a space not designed as a regular sleeping accommodation to be eligible for services. This category does not include families temporarily staying with others.

To receive child care services while seeking permanent housing, the following must be submitted:

- A written statement of family’s lack of housing from an emergency shelter or other legal, medical or social agency
- A Seeking Housing form completed by parent that states the need and includes the days and hours they plan to search.

Limitations for seeking housing:

- Parents may use child care for up to five days per week, and up to 32.5 hours per week Monday-Friday.

SECTION 4: CHOOSING CHILD CARE AND ENROLLING WITH A PROVIDER

This chapter provides an overview of how Children’s Council can assist you in choosing a provider that meets your needs. Also included is a summary of requirements for child care providers, including special requirements for non-licensed providers. This section only provides partial highlights of provider responsibilities. For more information, please refer to the Provider Guidelines.

Support for Parent Choice

Children’s Council offers free information and support for all families seeking child care in San Francisco, including Choosing Child Care workshops, and our Inclusion Team, a program that helps families find quality care for children with special needs.
Our Resource and Referral service maintains a comprehensive citywide database of licensed child care providers. No appointment is necessary for one-on-one counseling. To speak with a counselor, you can drop in from 9:00 a.m. to 4:00 p.m., Monday to Friday, or call 415.343.3300. You can also find information online at www.childrenscouncil.org.

**Children’s Council only offers referrals, not recommendations.** We strongly recommend that you take an active role in visiting and working with potential providers, including discussing mutual expectations for:

- Philosophy of care, including guidance and discipline
- Specific needs for your child’s care and development
- Days and times when the child care provider is available for child care
- Provider charges, particularly those not covered by your child care subsidy, called “co-pays”
- Emergency planning and contact information
- Any additional policies specific to your provider

We encourage families to call Community Care Licensing at 650.266.8843 to learn about the licensing complaint process, and to discover if there is a substantiated complaint about an individual child care provider you are considering.

**Types of Child Care Providers**

CalWorks Stage 2, Stage 3 and CAPP Programs

- Licensed child care centers include child centers, nursery schools, and preschool facilities.
- Licensed family child care homes are authorized to provide care in their own home.
- License-exempt providers are often relatives, friends, or neighbors who do not possess a child care license, and who care for children informally, in their own home.
- Before- and after-school programs usually provide care for children from kindergarten through the end of elementary school. Some programs are license-exempt.

In most circumstances, parents may use their subsidy to pay the selected child care provider. However, child care subsidy programs have different policies for types of child care providers that are eligible for subsidy reimbursement. You must be sure that your selected provider can receive payment from the subsidy program in which you are enrolled.

A parent may not use more than one provider per child unless no child care provider is available for the total hours that the parent needs care. There are specific limitations that apply and Children’s Council only authorizes more than one provider for any family on a case-by-case basis.

Parents participating in the subsidy program at Children’s Council may change their primary provider two times within a fiscal year (July 1 – June 30), as research shows that children thrive in familiar, stable child care environments. Additional requests may be granted under select circumstances.
Role and Responsibilities of Providers

Child Care Providers are Not Employees of Children’s Council
The child care provider you select is not an employee of Children’s Council. As a parent, you enter a business relationship with your child care provider.

State Programs

- If child care occurs outside of the parent’s home, the child care provider is considered an independent contractor selected by the parent enrolled in the subsidy program.
- If the care occurs in the child’s home, then the parent is the employer of the child care provider and must meet additional responsibilities that are outlined later in this section.

General Expectations for Providers

Once you have selected a child care provider, he or she should be prepared to do the following:

- Read and understand the Provider Handbook, any forms or paperwork, program policies and procedures.
- Read, sign and submit all necessary paperwork promptly and regularly by given due date.
- Notify Subsidy Provider Coordinator 30 days in advance of any changes in business hours, facility address, license, or other factors of child care services.
- Collect family fees and co-payments, where applicable.
- Charge the same rates for children receiving subsidies as for other children in care.
- Truthfully report all information including days and times of child care provided.
- Conduct business with partners and Children’s Council staff in a professional manner.
- Comply with all applicable child care licensing regulations at all times.
- Maintain an Open-Door Policy: Allow parents to have reasonable access to their children and ability to visit or pick up at all times.
- As an independent contractor selected by the parent, comply with self-employed tax requirements (see Section 7).

Special Requirements for License-Exempt Child Care Providers

In addition to the expectations above, license-exempt providers (family, friends, and neighbors) must:

- Be at least 18 years of age
- Only care for children from one immediate family at a time
  - Grandparents, aunts, and uncles by blood or marriage may care for grandchildren, nieces, and nephews from more than one family (this does not apply to great grandparents, great aunts, great uncles, the child’s siblings, or cousins). Proof of relationship to the children is required.

- Attend a License Exempt Provider Orientation, which is offered regularly at Children’s Council in English, Spanish and Cantonese
  - This presentation will inform your license-exempt child care provider of important provider policies and assist him or her with completing enrollment paperwork.
• Comply with TrustLine background check policies if applicable (see below).

**TrustLine**

**Who Applies for TrustLine Registry?**
TrustLine is a registry of child care providers who have passed a criminal and child abuse background screening. The process begins with an application and fingerprints at Children’s Council.

In the interest of promoting safe child care environments for children, **Children’s Council requires clearance on the Trustline Registry for any license-exempt provider** unless they can provide documentation, such as birth and marriages certificates, that establishes them as the aunt, uncle, or grandparent of the child by blood or marriage.

**Provisional Providers**

_In all Children’s Council programs, any license-exempt child care provider requiring a TrustLine screening will be considered a “provisional provider,” and will not begin to receive reimbursements, until they are registered with TrustLine._

Once a provisional provider is registered with TrustLine, they can in some cases receive a retroactive payment covering care that occurred prior to clearance. This depends on the regulations of the parent’s program as follows:

- If a provider registers with TrustLine within 30 days of being fingerprinted, Children’s Council may be able to approve a retroactive reimbursement beginning on the date of fingerprinting OR the date that the provider’s paperwork is complete, whichever is later.
- If a provider registers with TrustLine more than 30 days AFTER being fingerprinted, reimbursements are effective from the day of TrustLine registration onwards. No retroactive reimbursements shall be made.

Failure to obtain clearance from TrustLine will result in no reimbursement, even if child care services were provided.

**Employment of In-Home Child Care Providers**
A license-exempt provider is considered an employee of the parent and an “in-home” provider if he/she meets any one of the following:

- Is providing child care in the child’s home; or
- Is living in the household with the child

CalWORKs Stage 2 and Stage 3, and CDE funded CAPP programs require us to verify that all parents using an in-home provider are meeting legal responsibilities including:

- Withholding of taxes
- Payment of minimum wage (according to city in which provider is working)
- Meeting tax and employer health benefit requirements
- Other applicable labor laws

**Providers Offering Religious Instruction or Worship**
State funding prohibits subsidies to providers who incorporate religion or worship into their programs. Therefore, providers who incorporate religion or worship into their programs may be ineligible to receive subsidies from Children’s Council.
This section provides an overview of important information to help you maintain enrollment in your subsidized child care program. This includes the types of notices you will receive, updates you will have to complete, the termination process and your appeal rights.

The Notice of Action

You will receive a Notice of Action (NOA) from Children’s Council in the event of an official decision affecting your child care services, including approval, denial, change or termination of services.

Important information to note on the NOA:

Section 1: If you are being enrolled for the first time, box 1.A will be complete.

If you are already enrolled, all Changes and Terminations will be checked in box 1.B.

Note “Effective Date” of Action.

Days and hours of child care approved per day.

Part Time/Full Time Monthly Family Fees shown here.

Calendar indicates if Family Fee will be Full Time or Part Time in each month.

Section 7: Your Family Subsidy Specialist will write additional details regarding the basis for the Approval, Change or Termination.
Recertifications

Promptly review any documents you receive from Children’s Council. Mail is a primary form of communication to parents and providers by Children’s Council staff. If you are due for a recertification, you will receive a written notice with detailed instructions and time frames for responding.

Families enrolled in a child care subsidy program need to complete recertification appointments every 24 months. You will be asked to meet in person with your Family Subsidy Specialist to renew all need and eligibility documentation.

- You will receive a Request for Documentation that includes the date and time for your recertification appointment, as well as a list of documents to bring.
- During a recertification, the Family Subsidy Specialist collects and reviews current information to verify your continuing need and eligibility.
  - This includes updated verification of need activity, income, residence, family members, and parents in the home, even if none of these aspects have changed.
- If you need to reschedule the appointment, call your Family Subsidy Specialist as soon as possible before the appointment. You can reschedule only one time.
- If you miss your appointment and do not call beforehand to reschedule, a Notice of Action for Termination will be issued.
- If you appear for the appointment but do not have all of the documentation requested, you have 30 days from the date you sign the application for child care services (CD9600) to submit all need and eligibility documents.

Reporting Changes

Families are required to report the following changes to their circumstances:

- Income exceeds 85% SMI If your gross monthly income exceeds the income amount below corresponding to your family size indicated on your Notice of Action, you must report that to your Family Subsidy Specialist. (Failure to do so may constitute fraud).

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<thead>
<tr>
<th>Family Size</th>
<th>1-2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Monthly Income</td>
<td>$5,343</td>
<td>$5,802</td>
<td>$6,719</td>
<td>$7,794</td>
<td>$8,869</td>
<td>$9,070</td>
<td>$9,272</td>
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</tbody>
</table>

- Receiving voucher child care simultaneously through other subsidized programs like CSPP, CCTR, Head Start (Failure to do so may constitute fraud if you continue to report attendance during the hours the child is in another program)
- Any change in child care provider before care starts with the new provider.
**Reporting Changes in Child Care Needs**

Families may report any information to increase their services (such as a new job) or lower their family fees (such as loss of a job) as necessary. The information reported will not be used to decrease services or increase family fees. Families have the right to maintain their current level of services until their next recertification even as need and eligibility changes as long as their income is below the amounts above.

**Changing Child Care Providers**

Parents may change providers two times per fiscal year. Parents seeking to change child care providers must notify their Family Subsidy Specialist in advance, and at least ten (10) days prior to any change.

- A new provider’s start date may be delayed due to provider two-week termination notices, new provider enrollment requirements or TrustLine clearance.
- Children’s Council representatives must confirm stop and start dates of care with previous and new providers.
- Payment of all family fees to the previous provider must also be up to date. (Family Fees are reviewed in Section 6.)

**Termination**

A provider may be eligible for a maximum of two weeks of early termination notice reimbursement if:

- Provider has documented that they require an early termination payment from privately-paying families
- You have not given adequate notice of termination of services
- You have the option of utilizing child care during the notice period

**Temporary Leave from Program: Temporary Suspension of Services**

During your 24-month eligibility period, families may be placed on a “Temporary Suspension of Services” during which no child care payments will be made but the family retains a space in the program. Some examples include seeking employment 12-month limit is ending, abandonment of care, vacation, family emergency, and any other extenuating circumstances. If you stop using care for any reason, you must notify your Family Subsidy Specialist and your child care provider.

Please note that child care subsidies cannot be used to hold a space with a child care provider while a child is not using care. This means your child’s space may not be available with the same child care provider upon your return to the program. You are encouraged to discuss your plans directly with your provide

**Termination of Services**

In the event that a family’s services are terminated, the family will always be issued a Notice of Action, which provides the family with the opportunity to appeal the action by following the instructions on the Notice of Action (please see “The Appeal Process” below). A family’s services may be terminated for reasons of non-compliance including, but not limited to:
• Missing scheduled certification appointments with the Family Subsidy Specialist
• Providing false or misleading information regarding need, eligibility, family or household members, residence, providers, child care provided, or any other aspect pertaining to participation in child care programs (Refer to Section 7)
• Family Subsidy Specialist unable to independently document and/or verify need for child care
• Failure to comply with the requirements of their subsidy program
• Repeated inaccurate completion of Attendance Sheets
• Overlapping use of multiple subsidized child care programs
• Failure to pay assigned Family Fees

Changes in family need or eligibility may also result in termination. Child care programs vary in eligibility requirements and must first serve families with the highest need for services. Reasons for a family to lose eligibility include, but are not limited to:

• Family moves out of the area (some programs require San Francisco residency)
• Family earns more income than program limits allow
• Parent voluntarily withdraws from subsidized child care program
• Children become older than the ages served by the program (see Section 2)
• Specific program time limits

If you lose services due to any of the above program limitations, your Family Subsidy Specialist and our Resource and Referral department will help you apply to the ELSF eligibility list.

**Loss of Funding**
Children’s Council makes our best effort to inform families of any government funding cuts that may affect their child care subsidies. When funding for a child care subsidy program decreases, families are generally discontinued from services based on the program’s criteria for priority enrollment. For example, if a program places a family who have child with exceptional needs at the top of its eligibility list, those families would be the last to lose their subsidies.

**The Appeal Process**

*Parents in Stage 2, Stage 3 or CAPP program who disagree with any Notice of Action (NOA), such as a Termination, have the right to an appeal through an appeal hearing.* A parent must respond to a NOA if the parent disagrees with an action. The parent(s) may file a request for a hearing with the Children’s Council within 14 calendar days of the date the Notice of Action was received.

A parent can request an appeal by filling out the back of the NOA or they can call their Family Subsidy Specialist to appeal. Otherwise, the action will become effective as indicated on the NOA (see sample NOA on the next page):
When an Appeal is Requested
After filing an appeal, a parent’s child care subsidy will continue unchanged until a decision has been reached regarding the appeal. Within ten working days following the receipt of a request for an appeal, Children’s Council will notify the parent of the appeal hearing’s time and date.

- Parents have 19 days from the date the NOA was issued to file an appeal.
- Read the information on the back of your NOA.
- The hearing must take place in person.
- Only one reschedule is permitted, and you must contact Children’s Council prior to the hearing in order to reschedule.

The hearing will be conducted by a hearing officer who is at a staff level higher in authority than the staff person who made the contested decision. The family, or its authorized representative, is required to attend the meeting. If needed, an interpreter will be provided. If the family or its representative fails to appear at the scheduled hearing, the family will forfeit its right to an appeal and the intended action will stand.

After an appeal hearing, Children’s Council will mail or deliver a written decision to the family within ten calendar days. Those parents who have completed a hearing with Children’s Council following the procedures outlined on the NOA, and who do not agree with the result of the hearing, may move the appeal to the government agency that funds the corresponding subsidized child care program.
This section reviews how your child care costs are reimbursed to your child care provider. It explains the Child Care Certificate and Attendance Sheet. The section also outlines how your child care benefit is calculated, how Family Fees are determined and collected, what expenses are not covered, what absences are reimbursed, and reporting a child’s absence from child care.

**The Child Care Certificate**

Once your new child care provider’s paperwork is complete, your Family Subsidy Specialist will issue a Notice of Action confirming changes to your child care. You and your provider will receive a Child Care Certificate that clearly states the days and hours authorized.

![Certificate for Childcare Services]

- **Start and Stop dates of child care**
- **Days and Hours of care**
- **State allowed maximum rate**
- **Provider’s Requested Rate**
- **Family Fees (if applicable)**
- **Additional notes such as information regarding Variable Schedules will be in Comment section**
Costs Covered by Children’s Council Subsidy

Children’s Council will only reimburse child care that occurs during the days and hours preapproved on a current Notice of Action and Certificate. *Child care provided outside the authorized days or hours on the Notice of Action and Certificate is the responsibility of the parent and the child care provider.*

Reimbursement Rates
The reimbursement rate is set at the lower of: 1) the provider’s private pay rate or 2) the state of California’s reimbursement rate for each county, called the Regional Market Rate (RMR). Go to [http://www3.cde.ca.gov/rcscc/](http://www3.cde.ca.gov/rcscc/) to view reimbursement ceilings for subsidized child care. Children with special needs, who are in a licensed child care setting, may qualify for a special needs reimbursement rate with certain restrictions and additional documentation.

Registration fees charged by licensed child care providers may be reimbursed by your child care subsidy in some circumstances. Your Family Subsidy Specialist can help you determine if the registration fee for a specific provider can be covered.

Co-Payments
Co-Payments are costs charged by the provider that cannot be covered by Children’s Council subsidy programs. Co-payments are an arrangement between the parent and provider and are not monitored by Children’s Council as part of the parent’s subsidized child care. The following examples are costs not covered by a child care subsidy:

- Provider rates exceeding the Regional Market Rate
- Fees for optional items or services such as field trips, extra classes or parent groups
- School-related costs for a school-age child
- School-related tuition
- Any extra charge for child care that is not pre-approved on the Child Care Certificate. For example, if a parent is late picking up a child or uses child care outside of what has been authorized.

Family Fees

Parents may be required to pay for part of their child care services. These shared costs, called Family Fees, are determined by the California Department of Education, and vary depending on your family size and documented gross monthly income. Your Family Subsidy Specialist calculates the exact amount of this payment and will notify you with a Notice of Action.

- Full-time family fees apply if a child is authorized for 130 hours or more of care per month.
- Part-time family fees apply if a child is authorized for less than 130 hours of care per month.
- Family fees are based on authorized care and not actual attendance.

Parents must pay their family fee directly to the child care provider, and the fee is due in the
beginning of each month of services provided. Child care providers document fees paid on monthly Attendance Sheets.

Important: Family Fees are not adjusted in the middle of a month due to a change in a parent’s need or their use of services. Any changes made to Family Fees take effect on the first of a future month.

Delinquent Family Fees
Parents may be terminated from their subsidized child care program if they do not pay family fees. Family Fees are considered delinquent when Children’s Council is notified by the provider that the fees have not been paid, or when Children’s Council receives an Attendance Sheet that does not include fee payment documentation. Parents may be able to arrange a payment plan with their child care provider, but the agreed-upon repayment plan must allow current fees to be paid on time and allow for repayment of fees that are past due. A copy of the plan must be given to your Family Subsidy Specialist.

Absence Policies
Any time a child is absent from care, parents must notify their child care provider on, or before, the day the absence occurs. Providers must notify Children’s Council when a child is absent for more than three (3) consecutive days.

Non-Operational Days
Licensed child care providers may be paid up to ten (10) days per fiscal year for holidays, staff in-service days, or other closure days. Families should refer to the provider’s policy handbook for a list of closure days and discuss any possible co-payments for the closure days that are not paid by Children’s Council.

School-Age Children and Non-School Days
The child care subsidy program may provide reimbursement for the care of school-age children who are not in school due to illness, suspension, or a school closure per the “vacation” child care hours on the Child Care Certificate. Parents must indicate time in and out and the specific reason that a non-school day occurred. If the child has been suspended or expelled from school, parents must provide a letter from the school.

Using Your Authorized Services
Children’s Council considers a family’s use of child care to be broadly consistent with the care authorized for that family if:

- The total hours of care used in the month do not change the maximum reimbursement ceiling from full-time to part-time, or vice versa.
- The total hours of care used in the month do not change the family fee from full-time to part-time, or vice versa.

If attendance records indicate a pattern of care used that is not broadly consistent with care approved on the Notice of Action and Certificate, your Family Subsidy Specialist will notify you and request any updates to your need for child care. If you are consistently using less services than you are authorized for and you do not respond to these
attempts, your authorization will be changed to reflect your current use of services.

Depending on the type of provider and approved schedule, providers will be reimbursed either according to the schedule approved on the Certificate or the child care actually used.

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<thead>
<tr>
<th>Type of Schedule</th>
<th>Type of Provider</th>
<th>Children’s Council will pay</th>
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<tbody>
<tr>
<td>Set Hours, Full or Part Time</td>
<td>Licensed Provider</td>
<td>Child Care on Certificate</td>
</tr>
<tr>
<td>Set Hours, Full Time</td>
<td>License-Exempt Provider</td>
<td>Child Care on Certificate</td>
</tr>
<tr>
<td>Set Hours, Part Time</td>
<td>License-Exempt Provider</td>
<td>Child care used (actual attendance)</td>
</tr>
<tr>
<td>Variable Hours, Full Time or</td>
<td>All Providers</td>
<td>Child care used (actual attendance)</td>
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<tr>
<td>Part Time</td>
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**Attendance Sheet Guidelines**

Parents and child care providers are required to maintain and submit monthly attendance sheets recording a child’s attendance. If an attendance sheet is completed inaccurately and does not comply with the Attendance Sheet Guidelines in this section, parents will be notified of the error in writing. Repeated inaccurate attendance sheets may result in termination of services.

**Time In and Time Out**

- The parent must record the time they drop off or pick up the child. Providers may not enter times for the parent.
- The entire attendance sheet must not be completed at the beginning or end of the month. This is not an accurate record of each day of care.
- If the child care provider drops off or picks up a child from school or another child care, the provider must write the times using the center section.
- In/out times should reflect the actual time children are dropped off or picked up and should not be rounded up or down. For example, if the child’s approved schedule on their child care certificate is 8:00 am to 5:00 pm, but the child was actually dropped off at 7:57 am and picked up at 4:43 pm, the hours on the attendance sheet must be 7:57 am and 4:43 pm.

**Signature and Ink Requirements**

- Signatures must be complete and original. A full signature must be used at the bottom of the attendance sheet. Initials are not accepted.
- All writing on the attendance sheet must be in ink. If you make a mistake on the attendance sheet, please cross it out; correction fluid or tape is not allowed.

**Child Absences**

- The parent or guardian must write in the reason for all absent days in the “Absence Reason” box on the attendance sheet.
- Parents should never enter hours if the child does not attend child care.
**Attendance Sheet Payment Schedule**

- Attendance sheets are due in the office by the third working day of the month following the month of child care and will be paid by the 12th business day of the month. Attendance sheets that are received after the third working day are considered late and will be paid within two (2) weeks.
- Any attendance sheets received more than three (3) months after the original due date may not be paid.

*See sample Attendance Sheet below*

Please note that parents are not required to sign on a daily basis. Parents are only required to indicate the drop off and pick up times each day that care is use.

- Providers do not need to initial if picking up or dropping off from school
- Parents must write the absence reason in the “comments” section
- The attendance sheet requires one parent and one provider signature at the bottom

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<tr>
<th>Date</th>
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<th>Time In (AM/PM)</th>
<th>Time Out (AM/PM)</th>
<th>Comments</th>
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<tbody>
<tr>
<td>11/1</td>
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Times in/out recorded here

**ATTENDANCE MUST BE COMPLETED DAILY**

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<th>Time Out (AM/PM)</th>
<th>Comments</th>
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</table>

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Provider records times in/out of school here (school-age only)

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Parent and Provider sign & date here

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**FAMILY FEES CERTIFICATION & RECEIPT**

(Please Check One Box)

- All Family Fees have been paid.
- Family Fees have not been paid and I declar
- A Payment Plan is in place between the

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**PARENT Self-Certification**

As a parent, I declare under penalty of perjury that the information above is an accurate record of child care provided and that during this time period I was employed, or attending training/school, or other qualifying activity.

Parent/Guardian Signature: Date: Provider Signature: Date:

**PROVIDER Self-Certification**

As the provider, I declare under penalty of perjury that the information above is true and correct, and that the child care as stated above was provided. I understand that I may be required to repay any overpayment.

Provider Initial: Date:

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Printed 9/28/2018. Return the attendance sheet by 5:00 PM on the third working day of the month to:
445 Church Street, San Francisco, CA 94114, (415) 276-2900
SECTION 7: CHILDREN’S COUNCIL OF SAN FRANCISCO POLICIES

This section explains important Children’s Council policies regarding fraud, liability, provider status, harassment, conduct, grievance process, and privacy.

Parent Rights

Children’s Council is committed to fully complying with the Americans with Disabilities Act (ADA). Furthermore, all families receiving services through Children’s Council of San Francisco have the right to:

- Culturally sensitive services based on equality and respect that affirm and strengthen diversity.
- Service that is fair, responsive, accountable, and provided without discrimination.
- Clear and timely information related to participation in a child care subsidy program.
- Confidentiality of personal information.
- Due process in the event of any adverse action affecting participation.

False or Misleading Information Policy

All parents participating in a child care subsidy program are required to understand and sign a copy of Children’s Council’s False or Misleading Information Policy.

Any false or misleading information provided to Children’s Council regarding employment, income status, enrollment in a training program, or eligibility relating to the medical incapacity of the child or parent, will be grounds for the termination of child care services and will be cause for Children’s Council to recover funds for child care payments received. Any family terminated for providing false or misleading information will not be eligible for future services from Children’s Council.

Examples of false or misleading information include, but are not limited to:

- False or misleading reporting of child care attendance on an attendance sheet (or any database used to report attendance).
- Any arrangement created for the purposes of generating a child care payment for services that did not occur.
- Any arrangement directing payment intended for child care services to parties or persons other than the child care provider.
- Sources and number of subsidy payments – for example, if you accept subsidies from both Children’s Council and another funding agency with overlapping dates and hours of child care.
- Providing inaccurate information regarding family size or income including wages (commissions, overtime, bonuses, tips, etc.), child support, social security, alimony or any other income described in this handbook required to establish eligibility and assess family fee.
- Falsified, misleading or inaccurate documentation regarding employment, training programs, school, or physical/mental incapacity or any other required criteria to establish need for services.
- Any other falsified information, when such information influences the determination of eligibility, family fee, need for services and/or reimbursements for services.
**Damage and Injury Policy**

Children’s Council does not assume responsibility for any injuries or damages that result from the provider’s performance of services authorized in a Child Care Certificate. This includes injuries or damages resulting from the provider’s or parent’s failure to comply with program eligibility requirements that may cause injury or damages in connection with the child care services funded by the program.

Children’s Council does not inspect individual child care facilities. We can neither warrant nor guarantee any information related to a child care provider. Children’s Council is not responsible for the licensing status of any child care provider.

Children’s Council reserves the right to recommend that a parent or guardian remove their child(ren) from care and seek alternative care upon receiving a significant complaint about a provider or a licensing violation from Community Care Licensing. In many circumstances, the parent has the right to decide to continue care with the provider under investigation as long as the provider remains open. Parents exercising this right will be required to sign a waiver. In such cases the agency will continue to reimburse related child care costs under the guidelines of the parent’s subsidized child care program.

**Provider Independent Contractor Policy**

*Child care providers providing care outside the child’s home are independent contractors, not Children’s Council employees.* Nothing in this handbook is intended or to be interpreted as conveying an employee/employer relationship with Children’s Council.

*If the care occurs in the child’s home, then the parent is the employer of the child care provider.* Information in this handbook regarding the parent’s status as an employer shall be used as a guide and is not intended to replace professional advice and information from a tax advisor, attorney, or the IRS. For more information please discuss with your Family Subsidy Specialist.

Children’s Council reports the total annual child care payments to both the IRS and the California State Franchise Tax Board, and sends child care providers an IRS form 1099 in January of each year. Providers complete an IRS form W-9 with either a Tax ID or Social Security Number. Providers shall pay the state and federal taxes due on their monthly earnings. Taxes are not deducted from child care reimbursements. Failure by a provider to report income to the IRS and California Tax Board may result in fines.

**Non-Discrimination Policy**

Children’s Council does not discriminate against individuals or groups on the basis of gender, race, religion, ethnicity, place of origin, age, disability, sexual orientation, or ancestry. Furthermore, Children’s Council affirms and encourages respect for individual diversity and fully supports inclusion and reasonable accommodations of families and children with exceptional needs. Providers will refrain from providing religious instruction to children receiving subsidized child care.
Respectful Conduct Policy
Children’s Council requires that all clients be respectful in interactions with the staff, volunteers, contractors, visitors and other clients. Children’s Council will not tolerate behavior that is aggressive, threatening, verbally abusive, or otherwise disrespectful towards others. In addition, Children’s Council will not tolerate conduct which results in damage to, or the threat of damage to, any property of Children’s Council. Consequences for violation of this policy can include termination from services and denial of future services from Children’s Council.

Anti-Harassment Policy
Children’s Council is committed to providing a work environment free of harassment. Children’s Council prohibits harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, registered domestic partner status, or any other basis protected by federal, state, or local law or ordinance or regulation.

All such harassment is unlawful. Children’s Council’s anti-harassment policy applies to all persons involved in the operation of the agency and prohibits unlawful harassment by any employee of the agency, including managers, supervisors and coworkers as well as vendors, customers, clients, independent contractors and any other persons doing business with Children’s Council. This policy prohibits unlawful harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited unlawful harassment includes, but is not limited to, the following behavior:
• Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
• Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, or gestures.
• Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race, or any other protected basis.
• Threats and demands to submit to sexual request as a condition of continued employment or services or to avoid some other loss, and offers of employment benefits in return for sexual favors.
• Retaliation for reporting or threatening to report harassment.

Consequences for violation of this policy include, but are not limited to, termination from services and denial of future services from Children’s Council.

Uniform Complaint Policy
If you experience any problems or issues with your child care subsidy or your customer service, please contact your Family Subsidy Specialist as a first step. In the event that your Family Subsidy Specialist is not able to resolve the issue, please contact his/her Family Subsidy Manager.

If you have complaints regarding a perceived violation of federal or state law, you have the right to file a complaint with the California Department of Education, Child Development Division.
Individual agencies, organizations, students and interested third parties have the right to file a complaint. Complaints may include allegations of unlawful discrimination in any program or activity funded directly by the state or receiving Federal or State financial assistance. Complaints must be signed and filed in writing with the State Department of Education at the following address:

Child Development Division
Complaint Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814

If the complaint is not addressed by the final written decision of the California Department of Education, remedies may be available in federal or state court. The complainant should seek the advice of an attorney of his/her choosing in this event. A complainant filing a written complaint alleging violations of prohibited discrimination may also pursue civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders.

Confidentiality Policy

As a family receiving subsidized child care, your records are covered by government regulations prohibiting the disclosure of information, except under limited circumstances. Children’s Council will refuse requests for records covered by these regulations, and will not identify you as a participant in any subsidy program in such circumstances. If you have a need for us to verify your information in writing for another party, you must personally request information about your records, and will be asked to come in person with personal identification.

Family records may be disclosed in limited circumstances, such as when:
- The parent gives written consent for information to be released.
- The information requested does not identify the family as program participants.
- The information is part of an internal communication between Children’s Council and subsidy partners.
- The information is needed for a medical emergency.
- A court orders the information to be released.
- The information is needed to investigate allegations of child abuse or fraud against the program or program staff.

Viewing Your Records

Parents have the right to review their family records upon request, with advance notice, during our hours of operation. Children’s Council will make every attempt to accommodate these requests within a reasonable timeframe. These records may also be reviewed by your representative if we receive written authorization for them to do so, and if we are able to verify the authenticity of the request and the identify of the representative. Please note that the files and personal information of child care providers are kept confidential. These records are only available for review upon direct request by the child care provider or the child care provider’s authorized representative.
Family Subsidy Policy Handbook Acknowledgement

This document is a record indicating that each eligible family has received the Family Subsidy Policy Handbook, and is responsible for understanding and abiding by the policies and procedures within. It also describes two key requirements for maintaining continuous services and minimizing co-payments. Please initial next to each line after reviewing:

_____ Other than reporting income in excess of the amounts on page 17, I understand that I may report any information to increase to my services or lower my family fee to my Family Subsidy Specialist as needed, and that I have the right to maintain my current level of services until my next recertification even if my need and eligibility changes as long as my income is below the amounts above.

_____ I understand that in order to minimize co-pays and to maintain continuous services, I will maintain communication with my Family Subsidy Specialist if my need for child care changes from what is currently authorized on my Notice of Action and Certificate for Child Care Services.

I hereby acknowledge that I have received the Family Subsidy Policy Handbook, and that I am responsible for understanding and abiding by the policies and procedures within.

_________________________________________  __________
Parent/Guardian Signature               Date