

SCOPE OF SERVICE
Child Care Coordinating Council (4Cs)
April 24, 2012 through June 30, 2014

In consideration of the payments set forth in Exhibit “B” and “B1”, Contractor shall provide the following services:

Description of Services

The Contractor shall provide county-wide services to child care providers and families of diverse social economic and cultural backgrounds as follows:

- 1) Provide child care and development services to CalWORKs Stage 2 eligible families in accordance with the Funding Terms and Conditions and Program Requirements for Child Development Programs as set forth by the California Department of Education Child Development Division each fiscal year for CalWORKs Stage 2 C2AP (California “Stage 2” Alternative Payment program) contracts.
- 2) Be required to adhere to all applicable laws, regulations and guidelines governing the administration of Stage 2 funding including, but not limited to, Code of Federal Regulations 45; the Child Care and Development Block Grant Act of 1990; the Personal Responsibility and Work Opportunity Reconciliation Act of 1996; the Omnibus Budget Reconciliation Act of 1990, Public Law 101-508; Child Abuse Prevention and Treatment Act, Public Law 102-586; Improper Payments Information Act of 2002; California Education Code; California Health and Safety Code; California Code of Regulations Titles 5 & 22; CDE CDD Best Practice and Monitoring Guidelines and the terms of this contract.
- 3) Implement best practices identified pursuant to subdivision (c), Education Code Section 8385 (f) which states “in developing its recommendations, the department shall place priority on prevention of fraud and overpayments, and shall consider existing best practices for doing so”.
- 4) Will administer child care subsidy payments to over 700 families per year with children ranging in age from 0 – 13, up to the maximum amount allocated each year pursuant to this contract, depending on State budget constraints, 4Cs allowable administrative costs, State reimbursement rate ceilings, the State Median Income scale and local economic conditions.

Stage 2 Enrollments:

The Contractor will enroll Stage 2 eligible families in collaboration with the Human Services Agency, San Mateo County in the following ways:

- 1) Through a seamless transfer process for parents terminated from cash aid within 24 months who are already receiving subsidized child care services under Stage 1.
- 2) Through a seamless transfer process for parents terminated from cash aid within 24 months who are already receiving subsidized child care services from another Alternative Payment Program or County Agency under Stage 2 elsewhere in the State of California.
- 3) Through a referral process for parents terminated from cash aid within 24 months who are receiving subsidized child care services under Stage 1 but are using a provider that is not deemed an eligible provider under CDE guidelines and rules for Alternative Payment Programs.
- 4) Through a referral process for parents terminated from cash aid with 24 months who are requesting subsidized child care services from Human Services Agency, San Mateo County, the Child Care Coordinating Council, the San Mateo County Centralized Eligibility List administered by Child Care Coordinating Council or from any other County Agency or Alternative Payment Program in the State of California.

Seamless Transfers:

Under the auspices of this agreement, interagency transfers from Stage 1 or Stage 2 will be administered seamlessly (without a break in services) when all of the following conditions are present:

- 1) The Human Services Agency, or other transferring agency supplies all data elements required for a seamless transfer under the auspices of C2AP Stage 2 Funding Terms and Conditions.
- 2) The Human Services Agency or other transferring agency supplies a copy of documentary evidence of the parent's cash aid discontinuance date acceptable to CDE.
- 3) The Human Services Agency or other transferring agency supplies copies of a completed IRS form W-9 "Request for Taxpayer Identification Number" and licensing status information of the provider.
- 4) The requested provider is deemed an eligible provider in accordance with CDE guidelines and rules including, but not limited to, rules related to minimum wage and trustline clearance status

for license exempt individual providers.

- 5) The effective date of the transfer does not precede the date of receipt of the transfer documentation by the receiving agency.

Additional Services:

In addition to the services outlined above, the Contractor will provide the following additional services in its role as the Resource and Referral Agency for San Mateo County:

- 1) Resource and Referral Services to over 14,000 families and over 1,000 child care providers annually.
- 2) Trustline Application Data Collection and Oversight for all San Mateo County Alternative Payment Programs.
- 3) Administration of Interagency Transfer Database and Data Collection.
- 4) Research contributor to the Child Care Portfolio; Indicators for a Sustainable San Mateo County, Children in Our Community; A Report on their Health and Well-Being, Child Care and Transit: Making the Link in California, and the Child Care Partnership Council's Need's Assessment.

Tri Agency Collaboration:

The Contractor will work collaboratively with the Professional Association for Childhood Education and the Human Services Agency to ensure maximum interagency communication, transparency and cooperation in developing program policy alignment, customer service, fraud prevention and smooth transfer/referral operations during the life of this contract.