



Policy Council Planning Committee Meeting Agenda

Microsoft Teams

Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

June 9, 2026

5:30 p.m. – 6:30 p.m.

1. Welcome
2. Call to order
3. Roll call and establish quorum (half plus one)
4. Approval of Agenda
5. Approval of Minutes
 - a. April 14, 2026
6. Introduction of Guests
7. Public Forum

(The public wishing to address the PC Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.)
8. Presentation/Discussion Items
 - a. Division/Program Monthly Report – Carol Hendricks, Enrollment and Attendance Manager – **Information Item**
 - b. Risk Assessment Notification (RAN) Monitoring Review, December 2025 – Sylvia Ortega, Quality Assurance Administrator – **Information Item**
 - c. Risk Assessment Notification (RAN) Monitoring Review, April 2026 – Sylvia Ortega, Quality Assurance Administrator – **Information Item**
 - d. 2025-2026 California Department of Social Services Contract Monitoring Review Report (CCTR, CMIG, CMAP) – Sylvia Ortega, Quality Assurance Administrator – **Information Item**
9. Announcements
 - a. Next meeting will take place August 11, 2026.
10. Meeting Adjourned

**Community Action Partnership of Kern Head Start/State Child Development
Policy Council Planning Committee Meeting Minutes**

May 12, 2026

Meeting ID: 249 519 942 077 70 Passcode: Aj6Rt7K5

1. Welcome

Rebecca Castro welcomed members to the meeting.

2. Call to Order

Rebecca Castro called the meeting to order at 5:35 pm.

3. Roll Call and establish Quorum (half plus one)

a. Quorum was not established.

b. Members Present: Rebecca Castro and James Osborne.

c. Members not present: Jennifer Juarez, Zuleima Garcia, Shelby Nava and Natalie Villagrana.

4. Approval of Agenda

a. Quorum was not established and unable to move forward with approval of agenda.

5. Approval of Minutes

a. Quorum was not established and unable to move forward with approval of minutes.

6. Introduction of Guests

Guests in attendance tonight were Rosa Guerrero, Administrative Analyst; Robert Espinosa, Program Design Management Administrator; Lisa Gonzales, Program Governance Coordinator; and Sylvia Ortega, Quality Assurance Administrator.

7. Public Forum

(The public wishing to address the Policy Council Planning Committee may do so at this time; however, the Committee will take no action other than referring the item to staff for study and analysis.

None

8. Presentation/Discussion Items

- a. Division/Program Monthly Report – Robert Espinosa, Program Design and Management Administrator - **Information Item**

Robert presented the Program Monthly Report for April. Early Head Start had a reportable enrollment of 99% and Head Start Preschool met 100% of its reportable enrollment. Percentages for children with a diagnosed disability and families over income were also shared for both Early Head Start and Head Start Preschool. San Joaquin's Head Start Preschool had a reportable enrollment of 42%. Enrollment continues to be low as many centers are not open. This is due to pending licensing and fire marshal visits. Disability and over-income information for San Joaquin Head Start Preschool was also shared. Year-to-date and annual goal information for the Home Visiting program was shared; the program is at 60% towards its annual progress rate for the calendar year.

The Central Kitchen delivered 62,379 meals last month. Additionally, the CACFP vendor column was added following a request from the PRE committee. Total meals and snacks delivered were 84,136 with 79% of meals served. For vendors in Kern, 71,725 meals were delivered with 79% served. In San Joaquin County 12,411 meals were delivered and 80% of meals were served.

For the over/under goal progress explanation, staffing issues have been present in some of the Early Head Start centers causing the inability to fill some slots. Contracts with Partnership and Family Child Care sites have transitioned and slots had to be reallocated elsewhere. Ten slots were reduced in Home Base San Joaquin and given to Home Base Kern. Staff are being onboarded to help fill these

slots as well.

Workforce was shared as this month's program goal. The objective is to develop a structural onboarding process that introduces new employees to the organization's core values and expectations. The progress towards this goal is providing an in-depth analysis of each program so staff are aware of the expectations as well as the roles of each department.

Robert also shared recruitment events and clinics held in the month of April as part of the program's description. It was also reported that the last day of part year is May 15th, 2026.

Committee member Rebecca requested clarification about filling slots that no longer have a contract with CAPK. Robert clarified that slots aren't being lost but are instead diverted. The program has a set number of slots for each program and slots can be reallocated based on the contract. Sylvia added that a total of 1,689 slots exist with 936 in Head Start 753 in Early Head Start. Though partners are being dropped, the number of slots remains the same.

b. 2027-2028 Program Goals and Objectives – Rosa Guerrero, Administrative Analyst – **Information Item**

Rosa presented the Program Goals and Objectives for the 2027-2028 program year. This item is part of Head Start's continuing application that is submitted under the five-year grant period which requires annual updates on these items. Throughout the year, staff meet to discuss progress towards these goals and objectives.

Rosa highlighted Workforce goals as it relates to providing job specific training to new hires. The program is collaborating with the HR team to integrate the Learning Management System. This platform provides specific job training and will include options to have staff review previously shared information and training courses to provide additional support for new and existing employees.

Progress regarding Health and Safety goals was also covered. The program received positive feedback from the state on its Active Supervision boards for facilitating information and communication among staff. For School Readiness, the program reached its goal in piloting Loose Parts/STEM in 15% of all sites and has identified additional sites for piloting. The program also exceeded its benchmark of at least 70% of staff trained in dual-language compared to the initial goal of 15% in dual-language training. Additionally, the program is strengthening its transition practices by modifying transition letters to best support children and families leaving Head Start Preschool and entering Kindergarten.

Rosa stated that if an item or goal hasn't been achieved, the program has until the 2028-2029 grant period to complete them. Rebecca asked if objectives are added or if they stay the same. Rosa noted that the current objectives stay the same but if additions are required, they are added in the next five-year cycle when goals are re-evaluated.

9. Announcements

Lisa shared that the Goals and Objectives document will be presented to the full council for approval and encouraged the committee members and their peers to ask questions when it is presented. Lisa also thanked Rebecca and James for attending. Sylvia also shared that the program will be receiving a report in the next two weeks from the California Department of Social Services following a review which took place the week of April 20th; she will be presenting this information at next month's committee meeting. Rebecca reported she won't be able to attend the next School Readiness committee meeting on the 21st. Rosa thanked the two committee members for attending tonight's meeting.

10. Adjournment

The meeting was adjourned at 5:57 pm.

**Acta de la reunión del Comité de Planificación del Comité de Planificación
del Consejo de Política de Desarrollo Infantil del Gobierno de la Alianza de
Acción Comunitaria de Kern Head Start/Consejo Estatal de Políticas de
Desarrollo Infantil**

12 de mayo de 2026

ID de la reunión: 249 519 942 077 70 Código de acceso: Aj6Rt7K5

1. Bienvenido

Rebecca Castro dio la bienvenida a los miembros a la reunión.

2. Llamada al Orden

Rebecca Castro declaró abierta la reunión a las 5:35pm.

3. Pase de lista y establecimiento del quórum (mitad más uno)

a. No se estableció quórum.

b. Miembros presentes: Rebecca Castro y James Osborne.

c. Miembros no presentes: Jennifer Juárez, Zuleima García, Shelby Nava y Natalie Villagrana.

4. Aprobación de la Agenda

a. No se estableció el quórum y no se pudo avanzar con la aprobación de la agenda.

5. Aprobación de actas

a. No se estableció el quórum y no se pudo avanzar con la aprobación de las actas.

6. Introducción de los invitados

Los invitados presentes esta noche fueron Rosa Guerrero, Analista Administrativa; Robert Espinosa, Administrador de Gestión de Diseño de Programas; Lisa Gonzales, Coordinadora de Gobernanza de Programas; y Sylvia Ortega, Administradora de Aseguramiento de Calidad.

7. Foro Público

(El público que desee dirigirse al Comité de Planificación del Consejo de Política puede hacerlo en este momento; sin embargo, el Comité no tomará ninguna acción salvo remitir el punto al personal para su estudio y análisis.)

Ninguno

8. Puntos de Presentación/Debate

a. Informe Mensual de División/Programa – Robert Espinosa, Administrador de Diseño y Gestión de Programas - **Información**

Robert presentó el Informe Mensual del Programa para abril. Early Head Start tenía una matrícula declarable del 99% y Head Start Preschool cubría el 100% de su matrícula reportable. También se compartieron los porcentajes de niños con discapacidad diagnosticada y familias por encima de los ingresos tanto para Head Start como para Head Start Preschool. La Escuela Infantil Head Start de San Joaquín tenía una matrícula declarable del 42%. La matrícula sigue siendo baja, ya que muchos centros no están abiertos. Esto se debe a las visitas pendientes de licencias y a los inspectores de bomberos. También se compartió información sobre discapacidad y sobre ingresos para la Escuela Infantil Head Start de San Joaquín.

Se compartió información sobre los objetivos anuales y del presente año para el programa de Visitas a Domicilio; El programa se sitúa al 60% respecto a su tasa anual de progreso del año natural.

La Cocina Central entregó 62,379 comidas el mes pasado. Además, se añadió la columna de proveedores CACFP tras una solicitud del comité PRE. El total de comidas y tentempiés entregados fue de 84,136, con el 79% de las comidas servidas. Para los vendedores en Kern, se entregaron 71,725

comidas y se sirvieron el 79%. En el condado de San Joaquín se entregaron 12,411 comidas y se sirvieron el 80% de las comidas.

En cuanto a la explicación del progreso por encima o por debajo de la meta, ha habido problemas de personal en algunos centros de Early Head Start que han causado la imposibilidad de cubrir algunas plazas. Los contratos con los centros de cuidado infantil de Partnership y Familiar han cambiado y las plazas han tenido que reasignarse a otros lugares. Diez espacios se redujeron en la Base principal de San Joaquín y se asignaron a la Base principal de Kern. También se está incorporando personal para ayudar a cubrir estos puestos.

La fuerza laboral se compartió como objetivo del programa de este mes. El objetivo es desarrollar un proceso de incorporación estructural que introduzca a los nuevos empleados en los valores y expectativas fundamentales de la organización. El avance hacia este objetivo consiste en proporcionar un análisis en profundidad de cada programa para que el personal conozca las expectativas y los roles de cada departamento.

Robert también compartió eventos de reclutamiento y clínicas celebrados en abril como parte de la descripción del programa. También se informó que el último día de parte del año es el 15 de mayo de 2026.

La miembro del comité Rebecca solicitó aclaraciones sobre cómo cubrir plazas que ya no tienen contrato con CAPK. Robert aclaró que no se pierden espacios, sino que se desvían. El programa tiene un número fijo de plazas para cada programa y las plazas pueden reasignarse según el contrato. Sylvia añadió que existen un total de 1,689 espacios para niños, con 936 en Head Start y 753 en Early Head Start. Aunque se están retirando, el número de plazas sigue siendo lo mismo.

b. Metas y Objetivos del Programa 2027-2028 – Rosa Guerrero, Analista Administrativa – **Información**

Rosa presentó las Metas y Objetivos del Programa para el año académico 2027-2028. Este punto forma parte de la solicitud continua de Head Start que se presenta durante el periodo de subvención de cinco años, el cual requiere actualizaciones anuales sobre estos puntos. A lo largo del año, el personal se reúne para discutir los avances hacia estos objetivos y metas.

Rosa destacó los objetivos de la fuerza laboral en relación con la formación específica para el puesto a los nuevos empleados. El programa colabora con el equipo de recursos humanos para integrar el Sistema de Gestión del Aprendizaje. Esta plataforma ofrece formación laboral específica e incluirá opciones para que el personal revise información previamente compartida y cursos de formación para proporcionar apoyo adicional tanto a empleados nuevos como existentes.

También se cubrieron los avances en los objetivos de Salud y Seguridad. El programa recibió comentarios positivos del estado sobre sus juntas de Supervisión Activa para facilitar la información y la comunicación entre el personal. Para la preparación escolar, el programa alcanzó su objetivo al pilotar Loose Parts/STEM en el 15% de todos los centros y ha identificado otros sitios para pilotos. El programa también superó su objetivo de al menos el 70% del personal formado en idioma bilingüe, frente al objetivo inicial del 15% en formación bilingüe. Además, el programa está fortaleciendo sus prácticas de transición modificando las cartas de transición para apoyar mejor a los niños y familias que salen de Head Start Preschool y entran en Infantil.

Rosa afirmó que si no se ha alcanzado un artículo u objetivo, el programa tiene hasta el periodo de subvención 2028-2029 para completarlo. Rebecca preguntó si se añaden objetivos o si se mantienen igual. Rosa señaló que los objetivos actuales se mantienen igual, pero si se requieren añadidos, se añaden en el próximo ciclo de cinco años cuando se reevalúan los objetivos.

9. Anuncios

Lisa compartió que el documento de Metas y Objetivos será presentado al pleno del consejo para su aprobación y animó a los miembros del comité y a sus compañeros a hacer preguntas cuando se presente. Lisa también agradeció a Rebecca y James por asistir. Sylvia también compartió que el

programa recibirá un informe en las próximas dos semanas del Departamento de Servicios Sociales de California tras una revisión realizada la semana del 20 de abril; presentará esta información en la reunión del comité del próximo mes. Rebecca informó que no podrá asistir a la próxima reunión del comité de preparación escolar el día 21. Rosa agradeció a los dos miembros del comité por asistir a la reunión de esta noche.

10. Suspensión de la sesión

La reunión se terminó a las 5:57pm.


Month	Jun-26	Program/Work Unit	Head Start Preschool & Early Head Start			
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks			
Reporting Period	May 1, 2026 - May 31, 2026					
Program Description						
Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.						
Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress		
Reportable/Funded Enrollment	732	753	753	97%		
Disabilities	292	10%	10%	43%		
Over Income 101%-130% (up to 35%)	17	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	52	n/a	n/a	7%		
Head Start Preschool (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress		
Reportable/Funded Enrollment	936	936	936	100%		
Disabilities	137	10%	10%	15%		
Over Income 101%-130% (up to 35%)	16	n/a	n/a	2%		
Over Income 131% and up (up to 10%)	70	n/a	n/a	7%		
Head Start Preschool San Joaquin County Office of Education - (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress		
Reportable/Funded Enrollment	68	153	153	44%		
Disabilities	9	n/a	n/a	13%		
Over Income 101%-130% (up to 35%)	5	n/a	n/a	7%		
Over Income 131% and up (up to 10%)	0	n/a	n/a	0%		
Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 310)	Annual Progress (Calendar)	Annual Progress (Program Year)	
Enrollment	190	450	308	42%	68%	
Central Kitchen	Total Meals Delivered		Breakfast	Lunch	Snack	
Meals and Snacks	52,111		18,187	15,737	18,187	
Child and Adult Care Food Program (CACFP) (Note: The data represents information from April 2026)	Total Meals Delivered		Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served	
Meals and Snacks (SRV 5ii)	78,461		56,202 / 22,259	62,002	79%	
Meals and Snacks - Kern Vendors	66,050		47,126 / 18,924	51,742	78%	
Meals and Snacks - SJC Vendors	12,411		9,076 / 3,335	10,260	83%	
Eligibility Determination (SRV 7b) (January 2025-December 2025)	54	353				
Total Community Services	54	353				
Explanation (Over/Under Goal Progress)						
CAPK Head Start and Early Head Start continue to meet the enrollment requirements set forth by the Office of Head Start. As we prepare for the new program year, ongoing efforts are underway to ensure we are fully enrolled when the part-year center re-open in August 2026.						

Goals	Progress Towards Goal
<p>Goal 1 Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that embrace pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.</p>	<p>Objective A: Develop a structured onboarding process that introduces new employees to the organization's culture, values and expectations, and provide them with the necessary tools, resources, and training to quickly integrate into their roles. Progress: A Learning Management System (LMS) is currently being developed and will serve as the new platform for onboarding and training. Collaboration with Human Resources is underway to support the integration and implementation of this system within the Head Start Division.</p>
Program Description	
<p>1.May 4, 2026 - Mental Health Resource Fair at Independence High School 2.May 6, 13, 20, 27, 2026 – Application Clinic, 1300 18th Street, Enrollment and Attendance Department 3.May 8, 2026 – Holloway Gonzalez Library, Pregnant Women and Children Event 4.May 15, 2026 – Crescent Elementary Resource Fair 5.May 16, 2026 – East Bakersfield Festival *With the Summer Days upon us, the Education Team would like to share that they have started the summer months' themes. Children are exploring music, boxes, gardening, and pets.*</p>	



MEMORANDUM

To: Planning Committee



From: Sylvia Ortega, Quality Assurance Administrator

Date: June 9, 2026

Subject: Head Start/State Child Development Risk Assessment Notification Monitoring Review- **Info Item**

The Head Start/State Child Development program had a follow-up to the Office of Head Start (OHS) Risk Assessment Notification (RAN) Monitoring Review during the week of December 22, 2025. The RAN reviews occur when the OHS requires more information about an incident affecting the health and safety of children. RAN reviews are designed to identify any program or management issues that may have contributed to the incident, share corrective actions that are needed and provide feedback and support to strengthen program management approaches and prevent similar incidents from occurring in the future. It is the program's expectation to share all head start monitoring reviews with the Policy Council

Based on the review findings, OHS has closed the following previously identified issue:

- Safety Practices: Initial Finding- The program did not ensure all staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children- Head Start Program Performance Standard (HSPPS) 1302.90(c)(1)(ii).
 - Corrected: The program ensured that staff did not maltreat children or endanger their health and safety. It revised policies and procedures, provided staff training, and strengthened monitoring. The Rest and Quiet Time Policy clearly outlines staff expectations during children's nap time. The program also addresses each child's individual needs by using relaxation techniques to help children calm down and by ensuring that toddlers are never forced to remain on their cots. In addition, staff received Social-Emotional, Pyramid Model, and Trauma-Informed Care training as part of the program's enhanced wellness efforts.

Attachment:

Risk Assessment Notification Program Performance Summary Report



Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Maritza Jimenez
Community Action Partnership Of Kern
1300 18th St
Ste 200
Bakersfield, CA 93301 - 4510

From: Responsible HHS Official

Date: 05/22/2026

Shawna Pinckney
Acting Deputy Director, Office of Head Start

During the week of December 22, 2025, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership Of Kern to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Maritza Jimenez, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact your Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT


Copies of this report will be distributed to the following:

Ms. Sandra Carton, Regional Program Director
Ms. Roshelle Jones, Regional Program Manager
Mr. Jeremy Tobias, Chief Executive Officer/Executive Director
Mrs. Yolanda Gonzales, Head Start Director
Mrs. Yolanda Gonzales, Early Head Start Director



MEMORANDUM

To: Planning Committee

From:  Sylvia Ortega, Quality Assurance Administrator

Date: June 9, 2026

Subject: Head Start/State Child Development Risk Assessment Notification Monitoring Review-Info Item

The Head Start/State Child Development program had a follow-up to the Office of Head Start (OHS) Risk Assessment Notification (RAN) monitoring review during the week of April 29, 2026, for one of our previous contracted Child Care Partners (CCP), Garden Pathways, to determine whether the previously identified findings were corrected. The RAN reviews occur when the OHS requires more information about an incident affecting the health and safety of children. RAN reviews are designed to identify any program or management issues that may have contributed to the incident, share corrective actions that are needed and provide feedback and support to strengthen program management approaches and prevent similar incidents from occurring in the future. It is the program's expectation to share all head start monitoring reviews with the Policy Council.

Based on the information gathered during the review, OHS has closed the following two previously identified findings:

- **Safety Practices: Initial Finding-** The program did not ensure all CCP staff refrained from behaviors that had the potential to maltreat and endanger the health and safety of children. Head Start Program Performance Standards (HSPPS) 1302.90(c)(1)(ii).
 - **Corrected:** The program ensured staff members did not maltreat or endanger the health and safety of children. The program revised policies and procedures, provided staff training, and strengthened monitoring practices. The program updated the Standards of Conduct and Zero Tolerance Policy emphasizing expectations for respectful interactions and appropriate redirection of children's behavior.
- **System for Program Management and Improvement: Initial Finding-**The grant recipient did not report immediately but no later than 7 calendar days following any incident affecting the health and safety of program participants. HSPPS 1302.102(d)(1)(ii).
 - **Corrected:** The program established a process to ensure all significant health and safety incidents are reported to OHS immediately, but no later than 7 calendar days following any incident. The program updated existing reporting protocols, including the Health and Safety Screening process and the Daily Safety Checklist was individualized and aligned with program requirements.
- Based on multiple licensing citations, health and safety concerns, and compliance concerns, the program determined the continuation of the partnership presented an unacceptable level of risk to CAPK, the contract with the partner was cancelled effective 2/28/26.

Attachment:

Risk Assessment Notification Program Performance Summary Report



Program Performance Summary Report

To: Authorizing Official/Board Chairperson

Ms. Maritza Jimenez
Community Action Partnership Of Kern
1300 18th St
Ste 200
Bakersfield, CA 93301 - 4510

From: Responsible HHS Official

Date: 05/29/2026

Shawna Pinckney
Acting Deputy Director, Office of Head Start

During the week of April 29, 2026, the Administration for Children and Families (ACF) conducted a monitoring review of Community Action Partnership Of Kern to determine whether the previously identified finding(s) had been corrected. The Office of Head Start (OHS) would like to thank your governing body, policy council, staff, and parents of your program for their cooperation and assistance during the review. This monitoring report has been issued to Ms. Maritza Jimenez, Authorizing Official/Board Chair, as legal notice to your agency of the results of the program review.

Based on the information gathered during this review, we have closed the previously identified finding(s) which are included in this report. Any open finding previously identified but not discussed in this report will remain open. The grant recipient will receive a Follow-up review to determine the compliance status of those findings.

Please contact your Regional Office with any questions or concerns you may have about this report.

DISTRIBUTION OF THE REPORT

Copies of this report will be distributed to the following:

Ms. Sandra Carton, Regional Program Director
Ms. Roshelle Jones, Regional Program Manager
Mr. Jeremy Tobias, Chief Executive Officer/Executive Director
Mrs. Yolanda Gonzales, Head Start Director
Mrs. Yolanda Gonzales, Early Head Start Director

**California Department of Social Services
Child Care and Development Division**

Contract Monitoring Report

Bureau Chief Initials	Date
Logged by	Date

Continuous Improvement Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Error Rate Reduction Plan	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Contractor/Vendor Number	<i>Community Action Partnership of Kern/Y320</i>	
County	Kern	Pilot: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date(s) of Review	<i>April 21-24, 2026</i>	
Contract Types	CCTR, CMIG, CMAP	
CCD Reviewer(s)	Marijayne Patterson, Patricia Rodriguez	
Sites Reviewed	Sterling CDC, Shafter EHS, Angela Martinez	
Agency Representatives	Sylvia Ortega	
Date of Exit Meeting	May 26, 2026	
Continuous Improvement Plan	Person Responsible:	
	Due Date:	

Continuous Improvement Plans are to be completed and submitted to the consultant reviewer within 45 calendar days.

Error Rate Review Summary

<input checked="" type="checkbox"/> Error Rate Review Completed <input type="checkbox"/> Not Applicable		
Error Rate Percentage	Direct Service: 13%	Alternative Payment: 0%
Program Integrity and Improvement Reviewer(s)	Adam Roach, Kevin Tang	
Error Rate Reduction Plan Due Date	July 10, 2026	

**California Department of Social Services
Child Care and Development Division**

Monitoring Summary

Monitoring Tool	Not Applicable*	Met	Unmet	Continuous Improvement Plan	Technical Assistance	Previously Unmet	Promising Practice
CCD 01: Family Eligibility	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 02: Child Need Verification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 03: Correct Fee Assessed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 04: Compliance with Due Process	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 05a: Attendance and Provider Payments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 05b: Attendance and Provider Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 06: Family Selection & Enrollment Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 07: Parent Involvement and Education	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCD 08: Health and Social Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCD 09: Suspension and Expulsion Procedures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 10: Site Licensure and License Exempt	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 11: Staff-Child Ratios	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CCD 12: Environment Rating Scale	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 13: Nutritional Needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 14: Desired Results and Education Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 15: Qualified Staff and Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 16: Staff Development/Provider Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 17: Inventory Records	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 18: Program Self-Evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 19: Family Child Care Education Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 20: Contractor Policies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 21: Fiscal Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 22: Annual Fiscal Audit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CCD 23: Child Development Data Reporting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Not Applicable* Does not apply to contracts held

Technical Assistance* Some Technical Assistance requires action

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Glossary of Terms

Met	The Contractor provided sufficient evidence to demonstrate the agency is meeting CDSS Child Care and Development program regulations and contractual requirements. Contractors can meet requirements and still have Technical Assistance and/or a Continuous Improvement Plan (CIP)
	Monitoring items CCD 01-05b are Met for PII if the Error Rate Percentage falls under the 10% threshold and the same type of error is not found in more than 25% of the files reviewed.
Unmet	The Contractor did not provide sufficient evidence to demonstrate that it has satisfactorily met CDSS Child Care and Development program regulations and contractual requirements. Any areas identified as Unmet require a Continuous Improvement Plan (CIP).
	Monitoring items CCD 01-05b may be Unmet for PII if the Error Rate Percentage falls at or above the 10% threshold and/or more than 25% of the files reviewed have the same type of error.
T/A	Contractor receives guidance on areas that were not fully supported by evidence. Adjustments to the system or practice are described to the agency in the Contract Monitoring Report. Some areas identified as Technical Assistance may require a Continuous Improvement Plan (CIP)
CIP	A Continuous Improvement Plan is a contractor's detailed action plan to address areas that do not have sufficient evidence to support that a contractor has met program regulations and contractual requirements. Areas addressed through this plan will be supported and monitored with assigned PQIB Consultant or Program Integrity Analyst.
ERRP	An Error Rate Reduction Plan (ERRP) is a plan that assists the contractor to analyze, correct, and validate the processes necessary to ensure compliance when a contractor's error rate exceeds the threshold percentage. This plan will be supported and monitored with the assigned PII Analyst. If an ERRP is not activated by the Error Rate Percentage threshold, Unmet areas will be addressed on the contractor's CIP.

Subcontractor Information

Subcontractor(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Number of subcontracted sites N/A	Subcontract(s) approved by CCDD <input type="checkbox"/> Yes <input type="checkbox"/> No

Program Director/Executive Director		
Consultant Reviewer	<i>Marijayne Patterson</i>	April 24, 2026
Program Integrity and Improvement Staff	<i>Adam Roach</i>	05/26/26

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[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 01: Family Eligibility

Regulation: Families with children enrolled in the program have met the eligibility requirements of that contract, and the required documentation is complete. A family data file has been established for each family. The eligibility duration is for no less than 24 months for the initial certification and recertification.
WIC sections 10260, 10271, 10271(h), 10271.5., 10271.7, 5 CCR sections 18078, 18081, 18082.2, 18083, 18083.1, 18084, 18084.1, 18085, 18090, 18091

Promising Practices:

CMAP: The contractor utilizes a thorough income calculation process with a specialized form that allows staff to collect a minimum two months' worth of income in the 12-month window preceding certification. In addition, the calculation worksheet allows staff to code income sources to determine what percentage of the family's income is from an agricultural source.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

General Child Care & Development/Migrant Child Care and Development Program (CCTR/CMIG)

Improper Payment

Based on the review of 15 CCTR family data files, one (1) family data files contained Improper Payments in Family Eligibility.

In one (1) family data file the self-certification of income is missing for both parents who are seeking employment.

Unmet Requirement:

[This item will require a ERRP administered by the assigned FIMS Analyst.](#)

Technical Assistance:

The parent shall obtain and provide documentation of the family's total countable income for the purposes of determining whether a family is income eligible and/or assessing the appropriate family fee, as applicable. The parent(s) shall provide documentation of total countable income for all the individuals counted in the family size. If the parent does not have income from employment, the parent shall provide a self-certification of income as defined in section 18078.

5 CCR Section 18084(a)(4)

Administrative Errors

Based on review of 15 CCTR family data files, one (1) family data file contained Administrative Errors in Family Eligibility.

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In one (1) family data file income was miscalculated due to not including overtime wages in the gross pay. Additionally, there was a transcription error on the income calculation worksheet. However, the errors did not affect eligibility or family fee.

Unmet Requirement:

Unmet Requirement: NA

Technical Assistance:

When a family experiences income fluctuation, as defined in 5 CCR Section 18078(n), the adjusted monthly income shall be determined by averaging the total countable income from at least two months, as applicable based on the income provided, to determine average adjusted monthly income for purposes of determining income eligibility or calculating a family fee. A family may choose to provide up to the 12 preceding months of income if the additional time of income provided contributes to an affirmative eligibility determination and or reduced applicable family fee. 5 CCR Section 18084.1; CCB 23-28

Migrant Child Care Alternative Payment Program (CMAP)

Improper Payment

Based on the review of 25 CMAP family data files, no family data files contained Improper Payments in Family Eligibility.

Administrative Errors

Based on review of 25 CMAP family data files, no family data files contained Administrative Errors in Family Eligibility.

Unmet Requirement:

Technical Assistance:

Technical Assistance

The contractor shall explore alternatives in documenting the provision of the Schedule of Income Ceiling eligibility table to parents that are certified or recertified on the basis of income eligibility. Currently, the contractor provides the table in the enrollment package, but there is no documentation of the receipt of this package. Alternative methods to ensure this requirement is met may include, but are not limited to: including the SMI table in the parent handbook for which there is a signed acknowledgement of receipt or including the table on the income calculation worksheet. 5 CCR 18082(a)(2)

The contractor is advised that to further clarify guidance from CCB 24-21, it is understood that if a parent requests reinstatement to their original service level after voluntary disenrollment, the parent is limited within the timeline of their original certification period to make said request. For example, if a family is certified for 24-months of eligibility beginning August 1, 2024, and voluntarily disenrolls for services effective September 30, 2025, they are allowed until July 30, 2026 to request reinstatement to their original service level at which time they shall be accommodated with an extension of their certification period to ensure they may utilize the remaining 10-months in their original certification period.

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CCB 24-21

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Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 02: Child Need Verification

Regulation: Families with children enrolled have met the need requirements. Certified hours of childcare correspond to the need of the parent/caretaker, as documented by the contractor at the initial certification and recertification or at the voluntary request of the family to increase or decrease the hours of need status.

WIC sections 10260, 10271, 10271.5., 5 CCR sections 18078, 18081, 18083, 18085.5, 18086, 18086.1, 18086.5, 18086.6, 18087, 18088, 18090, 18091, 18092, 18191

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

CCTR/CMIG

Improper Payment

Based on the review of 15 CCTR family data files, one (1) family data files contained Improper Payments in Need Verification.

In one (1) family data file the contractor certified parent A for job seek Monday-Friday and parent B for employed Thursday-Saturday. Care was approved based on parent A's need schedule only. 20 Full-time days were claimed for the sample month when it should be 9 Part-time days.

Unmet Requirement: NA

Technical Assistance:

Subsidized early learning and care services shall only be available to the extent to which there is no parent in the family available and capable of providing care for the family's child(ren) during the time care is requested.
5 CCR Section 18085

Administrative Errors

Based on review of 15 CCTR family data files, two (2) family data files contained Administrative Errors in Need Verification.

In two (2) family data files the travel hours were not requested by the parent but authorized; however, it did not affect the sample month's subsidy amount.

Unmet Requirement: NA

Technical Assistance:

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If additional services are requested for travel time and/or sleep time to support employment, the time authorized shall be calculated as follows: travel time to and from the location at which services are provided and the place of employment, not to exceed half of the daily hours authorized for employment, to a maximum of four hours per day.

5 CCR Section 18086(d)(1)

CMAP

Improper Payment

Based on the review of 25 CMAP family data files, no family data files contained Improper Payments in Need Verification.

Administrative Errors

Based on review of 25 CMAP family data files, no family data files contained Administrative Errors in Need Verification.

Unmet Requirement: NA

Technical Assistance: NA

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[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 03: Correct Fee Assessed

Regulation: Families with children enrolled are assessed the correct monthly fee according to the current Family Fee Schedule with the exception of families/children certified with cash aid, CPS/At-risk with referral (Waiver), and CHAN.

WIC sections 10260, 10271, 10271.5., 5 CCR sections 18078, 18082.3, 18084, 18084.1, 18094, 18108-18116, 18409, 18409.3, 18410.3, 18424, 18425.3

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

CCTR/CMIG

Improper Payment

Based on the review of 15 CCTR family data files, no family data files contained Improper Payments in Correct Fee Assessed.

Unmet Requirement: NA

Technical Assistance: NA

Administrative Errors

Based on review of 15 CCTR family data files, no family data files contained Administrative Errors in Correct Fee Assessed.

Unmet Requirement: NA

Technical Assistance: NA

CMAP

Improper Payment

Based on the review of 25 CMAP family data files, no family data files contained Improper Payments in Correct Fee Assessed.

Unmet Requirement: NA

Technical Assistance: NA

Administrative Errors

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Based on review of 25 CMAP family data files, no family data files contained Administrative Errors in Correct Fee Assessed.

Unmet Requirement: NA

Technical Assistance: NA

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[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 04: Compliance with Due Process

Regulation: The contractor complies with the program's due process requirements, including: (1) providing parents with written information regarding their responsibility to comply with program rules; (2) issuing a notice of action where appropriate; and (3) establishing procedures for parental appeal of any contractor's decision contained in the notice of action.

WIC Section 10271; 5 CCR Sections 18094, 18095, 18118–18122

Promising Practices:

CMAP: A Notice of Action was reviewed that notified the family that their originally certified care schedule had decreased due to the provider closing on Saturdays. Section 7 of the Notice informed the parent of their right to select a different provider that is able to accommodate all days of their certified need.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Notice of Action (NOA) is complete and provided to the parent within 30 calendar days from the date the Application for Services was signed by the parent(s).
- Parents informed of appeal rights. NOA has appeal procedures and hearing officer's contact information.
- If applicable, provide the most recent Notice of Action along with local parent appeal.

CCTR

Unmet Requirement

Based on review of 15 CCTR family data files, fifteen (15) family data files contained an Unmet Requirement error in Compliance with Due Process.

In fifteen (15) family data files in Section VII of the Notice of Action, the contractor requires the parent to report income changes within 5 days if income exceeds the 85% threshold.

Unmet Requirement:

[This item will require a ERRP administered by the assigned FIMS Analyst.](#)

Technical Assistance:

The requirement to notify the contractor, within 30 calendar days, of any current and on-going income change that causes the family's adjusted monthly income, adjusted for family size, to exceed this maximum amount.

5 CCR Section 18082.2(B)

CMAP

Unmet Requirement

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Based on the review of 25 CMAP family data files, one (1) family data file contained Unmet Requirements in Compliance with Due Process.

In one (1) family data file, the contractor did not mail or deliver a NOA within 30 calendar days from the date the application for services was signed by the parent.

Unmet Requirement: NA

Technical Assistance:

The contractor shall mail or deliver a completed Notice of Action, Application for Services to the parents within thirty (30) calendar days from the date the application is signed by the parent(s) in accordance with Sections 18094 and 18095 of this Division.

5 CCR Section 18118

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Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 05a: Attendance and Provider Payments

Regulation: The program has policies and procedures that are consistent with statutes and regulations on verification of monthly attendance record, abandonment of care, overpayment and underpayment, program integrity and timely reimbursement. Contractors must reimburse providers using the appropriate Regional Market Rate based on the age of the child, certified need for child care, and the facility type. They must reimburse providers according to the applicable rate category that aligns with the child's certified hours of care. The definition of rate categories was updated in CCB 24-04. The program cannot unilaterally eliminate rate categories (such as hourly, daily, part-time weekly, fulltime weekly, part-time monthly or monthly rates) from consideration.

45 *CFR* 98.45(l) (1)(ii), 45 *CFR* 98.45(l)(1)(ii)
WIC 10280, 5 *CCR* 18075

Promising Practices:

The contractor is making all efforts possible to mitigate the generic entry of arrival/departure times on attendance records, or block signing. Upon occurrence, contractor's staff calls providers, explains the requirement, and emphasizes the importance of accurately signing the child in/out.

When assessing attendance records for reimbursement, the contractor has a thorough process to mitigate dollars paid in error. Non-operational days are accurately tracked to ensure providers are not paid beyond the 10 allowable days, provider rate sheets are updated annually unless otherwise notated, and the evening/weekend care adjustment is carefully calculated.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Contractor has a process for timely provider payments and evidence reviewed verifies timely reimbursement.
- Contractor has a process for documentation of log or tracking system for paid non-operational days.
- Contractor has clear processes and timelines to resolve overpayment/underpayment issues, which shall include provider written consent to recover any overpayment.
- Program Integrity:** Procedures conducted by the contractor to prevent fraud within attendance and enrollment reporting and provider payments.

CMAP

Improper Payment

Based on the review of 25 CMAP family data files, no family data files contained Improper Payments in Attendance and Provider Payments.

- Unmet Requirement:** NA
- Technical Assistance:** NA

Administrative Errors

Based on review of 25 CMAP family data files, one (1) family data file contained Administrative Errors in Attendance and Provider Payments.

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In one (1) family data file, the attendance record was missing one departure time of the child from subsidized child care.

Unmet Requirement: NA

Unmet Requirement: NA

Technical Assistance:

Childcare providers authorized to provide services pursuant to this chapter shall submit to the alternative payment program a monthly attendance record or invoice for each child who received services that, at a minimum, documents the dates and actual times care was provided each day, including the time the child entered and the time the child left care each day.

WIC 10227.5(a)

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Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 05b: Attendance and Provider Payments

Regulation: The program has policies and procedures that are consistent with statutes and regulations on verification of excused absences and abandonment of care. Documentation of recording and reporting attendance records are consistent with certified hours of care that are established for the child/ parent/guardian.

W/C Sections 10213.5, 10251; 5 *CCR* Sections 18065, 18066, 18066.5, 18067, 18068

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Contractor Plan for Timely Provider Payments
- Documentation of reporting attendance records are consistent with certified hours of care
- Evidence of completed daily sign-in and sign/out records
- Program Integrity:** Procedures conducted by the contractor to prevent fraud within attendance and enrollment reporting and provider payments.

CCTR/CMIG

Improper Payment

Based on the review of 15 CCTR family data files, two (1) family data files contained Improper Payments in Attendance and Provider Payments.

In one (1) family data file the contractor did not report the correct number of days of enrollment for the sample month. Child attended care on 1/2/26 which was the last day of care. 1/1/26 was closure day due to holiday. Both 1/1/26 and 1/2/26 were claimed reimbursement.

Unmet Requirement: NA

Technical Assistance:

If the basis of need as stated on the application for services is employment of the parent, the documentation of the parent's employment shall include the days and hours of employment. If the total number of hours worked each week is consistent, but the days and hours of employment vary, the documentation shall support the total number of hours worked each week. (2) Pay stubs that indicate the total hours of employment per pay period, as long as the hours generally correlate with the parent's requested number of hours needed each week.

5 CCR 18068 (a)(2)

Administrative Errors

Based on review of 15 CCTR family data files, four (4) family data files contained Administrative Errors in Attendance and Provider Payments.

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In four (4) family data file the full signature is not used by the parent on the attendance sheet, other authorized adult, or staff person designated by the contractor.

Unmet Requirement: NA

Technical Assistance:

(b) One of the following persons shall enter the time of arrival and departure on a sign-in/sign-out sheet and, except as specified in Subsection (c) below, shall sign the sheet using their full signature:

(1) The parent or other adult authorized by the parent to drop off/pick up a child;

5 CCR Section 18065(b)

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Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 06: Family Selection and Enrollment Activities

Regulation:

Enrollment Activities:

Families with children enrolled in the programs are selected according to the priorities of that program through the use of a waitlist or centralized list. Contractors implement procedures to increase enrollment to fully utilize their contract and meet the needs of their identified service area.

For CCTR and CMIG center-based programs:

Implementation of CCB 25:13

WIC Sections 10271, 10272, 10272.5, 10273, 5 CCR Sections 18105–18107, 18131, 18133

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Contractor maintains wait list
- Review of the most recent enrollment verified the program enrolls in priority order
- System for ranking families in priority order
- For CCTR and CMIG only: Evidence of the identification of Dual Language Learners upon enrollment and recertification
- The contractor has implemented the requirements of AB 393-WIC Section 10209.6. **Y/N**
- Processes are in place for completing, collecting, and storing FLI and FL&II in child/family file. **Y/N**
- FLI forms are being offered to all families at enrollment and recertification and in the family's primary language when a state translated form is available. **Y/N**
- The contractor has processes and policies for conducting the staff designation process. **Y/N**
- Procedures for the contractor to maintain/ increase enrollment to meet capacity:
 - Hiring and retaining qualified staff
 - Hiring enrollment support staff, FCCHEN support, etc.
 - Outreach within the community to enroll more families.
 - Operations (hours, activities, food program, inclusiveness, materials in multiple languages, support services, etc.

Contractor utilizes Child Plus and NOHO to maintain separate waiting lists by contract type and ranking families in priority order.

CMAF utilizes NOHO for on the spot enrollment.

Most recent enrollment confirmed to be in priority order.

Dual language learners are identified and AB 393-WIC Section 10209.6 requirements met.

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Contractor conducts community outreach, including enrolling in outlying areas, to enroll more families and providing multiple languages.

Contractor hires qualified staff and enrollment support staff.

Unmet Requirement:

Technical Assistance:

Resources:

- **Child Care Bulletins ([CCB 24-16](#)) ([CCB 25-13](#))**
- **[CCDD DLL Webpage](#)**
- **[Quality Improvement Initiative Webpage](#)**

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[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 07: Parent Involvement and Education

Regulation: There is a parent involvement and education component, including the sharing of program goals and structure with families. The program ensures that effective, two-way, comprehensive communication between staff and parents is carried out on a regular basis throughout the program year.
Completed Parent Teacher Conferences are reviewed in CCD 14.

WIC Sections 10207.5, 10208, 10240, 10250;
5 *CCR* Section 18275

Promising Practices:

Regional parent committee meetings.
Parents part of Agency Policy Council.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Documentation of a Parent Advisory Committee that advises the contractor on issues related to services to families and children
- Documentation of parent orientation and materials given to parents (must have minimum criteria from 5 *CCR* 18275 (b)(1))
- Evidence of parent education and involvement

All parents are members of the PAC. Regional parent committee meetings are conducted—covering all regions. Agency Policy Council has 25 spots with most of those being for parents. Training is conducted for all new members. Translation is provided. Reviewed documentation that demonstrated that the PAC advises the contractor on issues related to services to families and children.

Reviewed parent orientation materials.

Reviewed parent education materials: trainings, minutes, newsletters, and parent surveys.

Reviewed parent involvement activities: trainings, minutes, newsletters, emails, and parent surveys.

Unmet Requirement:

Technical Assistance:

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[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 08: Health and Social Services

Regulation: The program includes identification of the child or family health and social service needs and makes referrals to appropriate agencies for services. The program does follow-up to ensure that identified needs have been met. Educational supports for children with disabilities is reviewed in CCD 14.

WIC Sections 10208, 10213.5, 10240; 5 *CCR* Sections 18276–18277

Promising Practices:

Mobile Health Clinics for entire community.
Mental Health consultant supports parents and staff.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Evidence of the process used for identification of any health and social services needed by the family or for the child(ren)
- Evidence of the any referrals for a child and/or family to appropriate agencies in the community based on the health and social service needs
- Evidence that follow-up has occurred to ensure the family or child(ren)'s needs have been addressed

Contractor has an Intervention Team and works closely with Kern Regional Center.

Referrals are tracked in Child Plus.

Great case notes and support for parents and providers noted.

Mental Health consultant, Dr. Kirk provides strategies and goes to centers to support parents and staff.

Pyramid practices are used.

Mobile Health Clinics offered for the entire community—Dental Clinic served 91 children.

Family Referral form and follow up utilized. Internal policy is 10-day follow-up.

Family service workers follow up with many methods, including phone meetings.

Unmet Requirement:

Technical Assistance:

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Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 09: Suspension and Expulsion Procedures

Regulation: Prior to enacting suspension or expulsion actions, the program must implement required procedures to maintain the child's safe participation in the program (applicable to ages zero to five, up to the sixth birthday). The Contractor shall follow the process documented in WIC code 10491 and WIC code 10491.1. The program must adhere to due process requirements (within 180 days) prior to expelling a child due to behavior. See Appendix B and C.

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- List of local contacts or partners who will provide consultation, social service and/or mental health, or behavioral services for the program.
- Documentation of policies and procedures outlining suspension and expulsion and as to which behaviors would warrant an expulsion. These behaviors may include, but are not limited to physical aggression, property destruction, and self-injury.
- Evidence of procedures, supports, and mental health resources utilized in the event that a child needs additional supports in the classroom/home.
- Written Policies. Including a review of the appeal process directly to CCDDAppeals@dss.ca.gov in written policies.

Contractor has contacts for consultation.
Reviewed policies and procedures for suspension and expulsion.
Reviewed supports available.

Unmet Requirement:

Technical Assistance:

Add additional information to the parent handbook outlining your procedures to address persistent and serious behaviors, steps taken, and required documents. Include the parents' right to appeal directly to the Department at CCDDAppeals@dss.ca.gov.

Please send an updated Parent Handbook with required Suspension and Expulsion Procedures to Child Development Consultant, Marijayne Patterson, Marijayne.Patterson@dss.ca.gov by July 10, 2026.

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[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 10: Site Licensure and License Exempt

Regulation: Each site/home has a current license issued by the authorized licensing agency unless the site is exempt from licensure.

WIC Sections 10208 and 10250; *Health & Safety Code* Section 1596.792; 22 *CCR* Sections 101158[a][8] and 101218.1, 45 *Code of Federal Regulations (CFR)* Sections 98.16, 98.41; 5 *CCR* Section 18020

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Provided current license and current year receipt for paid fee for all sites
- If applicable, Classroom/home meets Criteria of License Exempt Status per *Health & Safety Code* Section 1596.792
- Contractor process for addressing suspension, probationary, and revocation

Monitoring Reports:

Licensing Citations:

Reviewed current licenses and receipt for paid fee for all sites.
Reviewed licenses of providers associated with family files reviewed.
Reviewed process for addressing temporary suspension, probation and revocation.
Reviewed and verified that criteria are met for license exempt providers.
CMAP provider files easy to review. Organized with cover sheets.

Unmet Requirement:

Technical Assistance:

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Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 11: Staff and Child Ratios

Regulation: The applicable staff-child ratios are met for each age group.

W/C Sections 10208, 10275, 10275.5; 5 CCR Sections 18013[d], 18135, 18290

Promising Practices:

Contractor has developed and consistently implemented an intentional process to document staff/child ratios and supervision, the pieces work collectively and are maintained effectively. The implementation process included training, staff input, revision, and monitoring.

Current Practice/Evidence Reviewed:

- Documentation that the applicable staff-child ratios are met for each age group (Optional form CCD 36)
- Applicable ratios met for each classroom/home observation for each age group and setting

Consultant and Education Administrator visited 3 sites: Sterling CDC, Shafter EHS, Angela Martinez , walking through all classrooms. During the site visits, each classroom and site showed fidelity and consistency in meeting and documenting staff and child ratios to meet requirements.

Classrooms were all observed to be within ratios, with sufficient staff to meet teacher/child and adult/child ratios.

CAP K utilizes a self-developed standardized template to capture all but one required component, identification of qualified (permitted) and aids (non-permitted). Each classroom has a bound book of the template where staff record information hourly; this provides a concise location for current and past documentation. Additionally, CAP K utilizes whiteboards to capture real time classroom counts and teachers (not distinguished by qualifications). Staff practice is to update the board throughout the day at all transitions, including while children or staff arrive, depart, and groups transition to outdoor or indoor spaces. White boards are clear when classrooms are empty and outdoor space is empty throughout the day so that staff have the practice to update as soon as they enter the space.

During site classroom visits, all classrooms and outdoor spaces had the areas set up in a consistent manner with staff/child ratio bound books indoors on the walls in each classroom alongside the whiteboards. Outdoor whiteboards are in visible and consistent areas. Staff were observed updating boards when children entered and left the classroom/outside space. Child/Staff ratios were consistently complete and up to date to time of visits. Staff verbalized ratios when boards were updated, staff would verbalize acknowledgement.

Unmet Requirement:

Technical Assistance:

Revise Child/Staff Ratio sheet to include ability to identify Teachers (Associate permitted and above) from Aids (non-permitted staff). Contractor stated data will be captured manually on existing staff/child ratio binders to capture the data. Once the current printed versions are exhausted, form will be revised before production.

**California Department of Social Services
Child Care and Development Division**

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 12: Environment Rating Scale

Regulation:

The program shall complete an environment rating scale to measure program quality for the appropriate age group and setting and shall achieve a rating of "Good," defined as scoring at least an average of 5.0 on each subscale of the environment rating scale.

W/C Sections 10208, 10209, 10250, 10251; 5 CCR Section 18281

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Classroom/home observation by age group and setting conducted onsite
- Contractor provided the Environment Rating Scale self-assessment on classroom observed by reviewer during contract monitoring or ERS assessment.
- ENVIRONMENT RATING SCALE SUMMARY REPORT: Attached

Staff is very attentive and responsive to all children providing stimulation interactions.

Unmet Requirement:

Technical Assistance:

Additional informal use of books with children.
Add additional music and movement activities.
Encourage block play.
Include additional math/number language, materials, and activities with children.

**California Department of Social Services
Child Care and Development Division**

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 13: Nutritional Needs

Regulation: The program provides for the nutritional needs of children in attendance at no additional cost to families. The meals are culturally and developmentally appropriate for the children being served and shall meet the nutritional requirements specified by the Child and Adult Care Food Program (CACFP) or the National School Lunch Program (NSLP).

*WIC Sections 10208, 10210, 10240, 10250, 10251;
5 CCR Sections 18111, 18278*

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Menu for the current month. Meals provided must meet the nutritional requirements for the Child and Adult Care Food Program (CACFP) and National School Lunch Program (NLSP)
- List of the children with food allergies
- State reviewer will observe meal and/or snack to ensure nutritional requirements for CACFP or NLSP have been met
- State reviewer will review trainings or professional development provided to staff/providers preparing and serving food to children in the program in order to meet the requirements of CACFP or NSLP.

Reviewed current menu confirming nutritional requirements are met.
Reviewed children's food allergies list.
Observed meal.
Reviewed trainings and professional development on food program.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 14: Desired Results Developmental Profile and Education Program

Regulation: The program maintains the Desired Results Developmental Profile – 2015 (DRDP – 2015). The program uses the information to plan and conduct age and developmentally appropriate activities and to monitor family involvement and satisfaction. Demonstrated correlation between the Desired Results Developmental Profile findings and the activities provided to the children in the classroom.
For programs operating as a Family Child Care Home Network (FCCHEN) the developmental profile is completed for each child based upon observations of network staff, in consultation with the provider

WIC Sections 10208, 10209, 10240, 10250, 10251;
5 *CCR* Sections 18270.5, 18272, 18273, and 18279–18281

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- DRDP Online upload is complete for each rating period
- Portfolios: Evidence that the DRDP is completed within 60 calendar days of enrollment and at least once every six months. The completed DRDP may contain may include work samples, photos, videos, and written observations that support the completion of the DRDP
- Evidence of completed DRDP summary of findings for each Classroom and Family Child Care Home Networks for current year
- Completed parent/teacher conference forms regarding the child’s progress
- Completed parent/teacher conference schedule
- Documents that describe the age and developmentally appropriate activities conducted in the classroom/ family child care home. Provide lesson plans, activity sheets, or other evidence
- Teaching Practices. Activities, materials, and experiences support the children’s development

DRDP online is being utilized with completed DRDPs within 60 calendar days of enrollment and at least once every six months.

Parent/teach conferences are completed, including parents’ suggestions. Reviewed conference forms and schedule.

Reviewed completed DRDP summary of findings for each classroom.

Developmentally appropriate activities are conducted utilizing Creative Curriculum, supporting children’s development.

Unmet Requirement:

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Child Care and Development Division**

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 15: Qualified Staff and Director

Regulation:

Program staff is qualified for the position held. Each program operating two or more sites or family childcare homes has a qualified program director. Each program with more than one site has a qualified site supervisor at each site. Each site has qualified teachers.

W/C Sections 10208, 10213.5, 10242, 10274, 10275, 10380, 10380.5; 5 CCR Section 18295

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Documentation of personnel roster for each classroom and identify staff by position held
- Verified current permits, credentials or certificates for each teacher, site supervisor, program director, or waiver issued
- Verify qualified staff in each classroom during onsite observation.

Reviewed personnel roster for each classroom and current permits for each teacher, site supervisor and program director.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 16: Staff Development/ Provider Support

Regulation: The program has developed and implemented a staff development component that is responsive to the training and support needs of staff, service providers, children, and/ or families. Family child care home networks shall include training and support for the family child care home education network's family child care providers and staff.

W/C Sections 10240, 10250, 10380; 5 CCR Section 18274

Promising Practices:

Reimbursing staff for permits, books, and tuition.

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Written job descriptions
- Blank copies of the performance evaluation for employees
- Evidence of an internal communication system to share information with all staff
- Plan and/or process for orienting new employees
- Identification of training needs of staff or service providers
- Process to identify the training needs of staff using Program Self- Evaluation data
- Documentation of completed professional development relevant to the program
- Records of implemented training

Reviewed written job descriptions and evaluations.

Staff internal communications are done through staff email, teams, phone, zoom, conference room meetings and hybrid meetings.

Complete and thorough orientation for new employees reviewed.

Training needs of staff are identified through the PSE, evaluations and coaching.

Reviewed completed training and professional development certificates, sign-in sheets, and agendas. All training is tracked.

Staff are reimbursed for permits, books, and tuition.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 17: Inventory Records

Regulation:

The local agency maintains an inventory record for all equipment and all non-disposable items with an estimated useful life of more than one year, purchased in whole or in part with child care and development contract funds, shall be maintained.

The contractor has adopted procedure for managing equipment, purchased in whole or in part with child care and development contract funds, until disposition of the item. In addition the requirements above, the contractor has: (1) a control system to ensure adequate safeguards to prevent loss, damage, or theft of the property and to investigate any loss, damage, or theft; (2) adequate maintenance procedures to keep the property in good condition; and (3) proper sales procedures to ensure the highest possible return in the event the contractor is authorized or required to sell the item.

Funding Terms and Conditions for Child Care and Development Programs (hereafter, "FTCs"), Section III.H(2), I; 45 *CFR* Section 75.320(d)(3), (4), (5); 2 *CFR* Section 200.313(d)(1), (2), (3), ([4], [5].) 5 *CCR* Sections 3946 and 18025, Title 2 (2 *CFR*), Section 200.319(c)

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Inventory Record containing:

- Description;
- Serial number or other identification number;
- The source of funding;
- The acquisition date;
- The cost;
- The location, use and condition; and
- Any ultimate disposition date including date of disposal and sale price if applicable.

Written policies and procedures in place and implement policies to ensure that the price of the goods and services is the competitive market price. (non-LEA only)

Equipment Purchase Approval Requests

- Review a sample of Equipment Purchase Request Approvals (EPARS) and Subcontracts.
 - Observe facility equipment and expenditures and tagging of inventory.
- Invoice and record of materials received provided by contractor.
(Reviewer may pull any approvals from the previous five fiscal years)

Reviewed inventory record and confirmed it contains all required elements.

Reviewed written policies and procedures for procurements.

Reviewed a current EPAR and materials purchased along with inventory tagging.

Unmet Requirement:

California Department of Social Services
Child Care and Development Division

Technical Assistance:

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 18: Program Self Evaluation

Regulation: The program has developed and implemented an annual evaluation plan that addresses any areas identified during the self-evaluation as needing improvement.

- Evidence of Desired Results applies to CCTR, CMIG, CHAN, CFCC.
- Completion of applicable parent survey for CAPP, CMAP, C2AP, C3AP,

WIC Sections 10208, 10209, 10267.5; 5 CCR Section 18279

Promising Practices:

Previously Unmet/ New practice:

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Current Practice/Evidence Reviewed:

All Contracts:

- Documentation that was used in developing the Program Action Plan for all contract types
- Completed parent survey forms and the summary of the results of the survey for all contract types for current year

CCTR, CMIG, CHAN, CFCC only:

- Summary report of the completed Environment Rating Scale (ERS) for each classroom/home for current year
- Completed ERS summary of findings for each classroom and/or family child care homes for current year
- Agency level ERS and DRDP Summary of Findings

Reviewed PSE Survey including Program Action Plan.

Reviewed parent survey forms and the summary of results. Confirmed parent survey data was added to PSE and Program Action Plan.

Reviewed completed ERS Summary Report.

Reviewed ERS summary of findings.

Reviewed agency level ERS and DRDP Summary of Findings.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 19: Family Child Care Home Education Network Program

Regulation: Family child care home education network programs shall include an assessment of each family child care provider to ensure that services are of high quality and are educationally and developmentally appropriate.

WIC 10250, 10251, 5 CCR 18271-18278

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Processes and procedures for conducting regular visits to providers within the network to support the implementation of the program quality requirements.
 - a. Desired Results Developmental Program
 - b. Parent Involvement
 - c. Education Program
- Contractor's process and documentation of assessing each family child care provider within the network to ensure that services are educationally and developmentally appropriate.
 - d. Environment Rating Scale (ERS)
 - e. Age and developmentally appropriate activities for children
 - f. Nutrition
 - g. Care and Supervision
- Home Visits: Reviewer uses CDMIS FCCH data to pull random sampling of FCCHEN providers to visit to verify supports and training provided by the contractor.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

Action Required

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 20: Contractor Policies

Regulation: Contractors shall develop written policies and procedures. Written information shall be provided to families, providers, and the general public. The written policies and procedures may not be in conflict with law, regulations, and terms of the contract.

5 CCR 18222, 18224, 18105 and Funding Terms and Conditions

Promising Practices:

Previously Unmet/ New practice:

Changes Requiring Noticing

Contractor made changes to Parent/Provider Policies that require review by CCDD Bargaining and/or noticing to Child Care Providers Union
 Not applicable

Feedback on Written Policies for Families:

Comments and feedback were provided on the following:

CCTR/CMIG

- Attendance and Abandonment of Care
- Fraud Policy
- Suspension and Expulsion

CMAP

- Attendance and Abandonment of Care
- Appeal and Complaint Procedures
- Remove Temporary Suspension of Services

Please send an updated Parent Handbook to Child Development Consultant, Marijayne Patterson, Marijayne.Patterson@dss.ca.gov by July 10, 2026.

Feedback on Written Policies for Providers:

Comments and feedback were provided on the following:

-

**California Department of Social Services
Child Care and Development Division**

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 21: Fiscal Reporting

Regulation: Contractors will be reimbursed for actual costs that are reasonable and necessary to the performance of the contract. The program has submitted a report for each contract that is consistent with the laws for state or federal fiscal reporting and accounting. Claims for reimbursement shall not be paid unless there are documents to support the claims.

Funding Terms and Conditions for Child Care and Development Programs (hereafter, "FTCs")
Section VI
G-K. 5 CCR Section 18068

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Evidence that expenditures and claims for reimbursement are substantiated with supporting documentation. Reviewer will work with assigned fiscal analyst to determine timely and accurate submission of monthly or quarterly fiscal reports.

Consultant reviewed latest fiscal calculation worksheet with assigned fiscal analyst.

Follow-up on projected service earnings Yes No

Contractor provides reviewers with the following from the reporting quarter/ month identified by the reviewer:

A. Cost allocation plan

B. Internal Financial Records

- General Ledger for Books and Supplies 4000
- General Ledger for Services and Other Operating Expenses 5000
- Reviewer may ask for additional documentation from other expense categories

C. Accounts Payable Records 4000-5000: purchase orders, invoices, receipts, etc.

Contractor submits timely and accurate fiscal reports.

Consultant reviewed cost allocation, general ledger 4000 and 5000, and accounts payable records/evidence.

Unmet Requirement:

Technical Assistance:

California Department of Social Services
Child Care and Development Division

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 22: Annual Audit

Regulation: The program has submitted an acceptable financial and compliance audit.

5 CCR Section 18071, WIC 10229.5 & 10440

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

Evidence that the annual Fiscal Audit was submitted timely. If applicable, documentation to verify follow-up to any findings identified in the audit report

Annual audit was submitted timely and accepted by CDSS Office of Audit Services.

Unmet Requirement:

Technical Assistance:

**California Department of Social Services
Child Care and Development Division**

[Action Required](#)

Not Applicable Met Unmet Continuous Improvement Plan Technical Assistance Provided
 Previously Unmet

CCD 23: Child Development Data Reporting

Regulation: Child Development Data Collection:
Contractors shall submit complete, accurate reports to the CDSS by the date specified, and in the format specified in the CDSS's request for this information. Incomplete, inaccurate, or incorrectly formatted reports, and reports not received by the required date, shall be considered delinquent

5 CCR 18070

Promising Practices:

Previously Unmet/ New practice:

Current Practice/Evidence Reviewed:

- Monthly Childcare Population Information (CDD-801A) submitted electronically in accordance with instructions from the CDSS Agency.
- Reviewer will verify staff information is current and accurate: (Director, Executive Director, and Site Supervisor).
- Reviewer will verify site level data is current and accurate (Site Supervisor, Sites, Child Counts).
- Reviewer will verify provider data: verify number of homes and children served (if applicable).
- Reviewer will verify all children reported in 801A have been associated with a facility license or license exempt provider.
- If the contractor is selected and notified to submit sample data, they must complete the Child Development Data Collection Sample Report (CDD-801B) electronically in accordance with the instructions from the CDSS.

Consultant verified staff information and site level information is current and accurate.

Verified number of homes and children served.

Verified all children reported in 801A have been associated with a facility number or license exempt provider.A

Unmet Requirement:

Technical Assistance: