

Stage One Child Care

WHAT YOU NEED TO KNOW BEFORE USING CHILD CARE

Am I eligible?

If you get cash aid and are Welfare-to-Work eligible, you may be eligible for free child care on our Stage One Child Care program!

To get child care approved, you must tell your CalWORKs or WTW worker as soon as you need child care services. Remember, every day that you use child care and do not report it to DHA, you could be spending \$50-60 that we could be paying!



How many hours am I eligible for?

You may request full-time child care (25 hours or more per week) or part-time care (less than 25 hours per week). For two parent families, child care will only be paid when both parents are not available to care for their child(ren).

How do I get approved for child care?

Step 1: Request child care services any time you interact with a worker.

Step 2: A worker will complete and submit a child care referral to the Department of Human Assistance (DHA) Child Care Processing Unit (CCPU).



Step 3: You will receive a Stage One Child Care packet in the mail to complete. This packet should be returned within 30 calendar days from when it is mailed. If you need more time or need help filling out the packet, please let us know by calling the Child Care Processing Unit at (916) 874-6000.

Step 4: Once the Child Care worker receives and reviews forms, you will be mailed your Child Care Certificate. The worker might call you if any information is missing and needed in order to complete the Assessment Process.

What if I still need a child care provider?

If you do not have a provider, you can pick who you want to watch your children. You can pick:

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



Important TrustLine Information - What is TrustLine?

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

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

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

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

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

When should I tell my worker I need care?

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

What if my provider has been convicted of a crime?

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

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

We will make Stage One Child Care payments after:

- Your provider turns in all documents and finishes their orientation and enrollment. This includes clearing TrustLine, if required.
- **Your provider will get payment within 21 days when a completed CalWORKs Child Care Reimbursement Report (CCP 2145) is received by DHA.**
 - Once approved for Stage One Child Care, all CCP 2145 forms must be submitted within three (3) months after care takes place. Any forms received after three (3) months will not be paid.

**How much will you pay my provider?**

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

What are my responsibilities after I am approved for Stage One Child Care?

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

- Any changes in your need for child care including hours of care or travel time.
- Any change in your family size. This includes getting married, having a baby, a child leaving the home, or another adult moving into or out of the home.
- Any change in your address or phone number
- Any change in child care providers.



If you are employed or attending school your Child Care case will be transferred to Stage Two Child Care with Child Action, Inc. You are required to cooperate with Child Action, Inc. when transferred to Stage Two Child Care services.

Parent Signature

Date