# Child Development Management Information System (CDMIS) User Manual Appendix A: Data Definitions

**A Guide for Program Staff**

**Version 14.0**

**2024**



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**This version supersedes previous versions of this guide.**

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## Glossary

Below is an alphabetical list of commonly used acronyms, initialisms, and terms used throughout this document.

* **Agency:** Agency that maintains an early education contract with the California Department of Education, Early Education Division
* **AP:** Alternative Payment
* **CalWORKs:** California Work Opportunity and Responsibility to Kids Program
* **CDD-801A:** CDD-801A Monthly Child Care Population Report
* **CDD-801B:** CDD-801B Monthly Sample Report
* **CDE:** California Department of Education
* **CDMIS:** Child Development Management Information System
* **CDSS**: California Department of Social Services
* **Contract:** California Department of Education, Early Education Division child care and development contract
* **CPS:** Child Protective Services
* **EC:** Education Code
* **EED:** Early Education Division
* **ELCD-9600:** Confidential Application for Child Development Services and Certification of Eligibility
* **FAQ:** Frequently Asked Question
* **FCCH:** Family Child Care Home
* **FEIN:** Federal Employer Identification Number
* **FFS:** Family Fee Schedule
* **FICN:** Family Identification Case Number
* **FIPS:** Federal Information Processing Standards
* **FY:** Fiscal Year
* **HoH:** Head of Household
* **IEP:** Individualized Education Program
* **IFSP:** Individualized Family Service Plan
* **QRIS:** Quality Rating & Improvement System
* **Report Period:** Month and Year of a CDD-801A Monthly Child Care Population Report, CDD-801B Monthly Sample Report, or Subsidized Provider Report
* **SMI:** State Median Income
* **TANF:** Temporary Assistance for Needy Families
* **TK:** Transitional Kindergarten
* **USPS:** United States Postal Service
* **Vendor:** Software vendor who has expressed interest in working with contracted agencies on the electronic reporting of the CDD-801A Monthly Child Care Population Report

Below is an alphabetical list of child care and development contract codes with descriptions.

* **C2AP:** CalWORKs Stage 2
* **C3AP:** CalWORKs Stage 3
* **CAPP:** Alternative Payment Program
* **CCTR:** General Childcare and Development Program
* **CFCC:** Family Childcare Home Education Networks
* **CHAN:** Severely Disabled Program
* **CMAP:** Migrant Alternative Payment Program
* **CMIG:** Migrant Child Care and Development Programs
* **CRRP:** Resource and Referral Program
* **CSPP:** California State Preschool Program

**Revision History**

| **Version Number** | **Revision Date** | **Section** | **Summary of Changes** |
| --- | --- | --- | --- |
| v 8.0 | 10/02/2018 | All Sections | CDMIS User Manual Data Definitions created |
| v 9.0 | 06/2019 | Revision History | Addition of section |
| v 9.0 | 06/2019 | Glossary | Addition of section |
| v 9.0 | 06/2019 | Section A: CDD-801A Data Definitions and Section B: CDD-801B Data Definitions | Revised references from reporting attendance to reporting days of enrollment claimed for fiscal reimbursement purposes; revised definition of three-year-old children; updated FAQs for select information fields |
| V 10.0  | 2/27/2020 | Reason for Receiving Child Care Services, Error Messages and Solutions, Frequently Asked Questions  | Additional reason codes outlined surrounding No Need and Neighborhood School Eligibility; updated FAQ’s that address the additional reason codes |
| V 11.0 | 6/25/2020 | Head of Household SSN | Removed Head of Household SSN section in its entirety  |
| V 12.0 | 09/14/2022 | Program Code(s),85 Percent of State Median Income Level | Removed outdated age eligibility information; Updated the Family Income Greater Than *85* Percent of State Median Income Level section |
| V 13.0 | 03/05/2023 | IEP or IFSP Update | Added information to the IEP or IFSP Data field. |
| V 14.0 | 01/24/2024 | Services Type and Length of Care | Updated the Part-Day Services field. |

## Overview

The family, child, and provider information fields from the CDD-801A Monthly Child Care Population Report (CDD-801A) and the CDD-801B Monthly Sample Report (CDD-801B) are described in the Data Definitions. Each information field has its own definitions, guidelines, and Frequently Asked Questions (FAQs).

**Note:** Updates to the definitions of these information fields are made periodically; agencies are advised to remain apprised of system updates via the CDMIS Updates web page at <https://www.cde.ca.gov/sp/cd/ci/update.asp>.

### Contents

This document contains the following sections and topics:

* Report Information
* Family Information
* Child Information
* Provider Information

## Report Information

The following information fields apply to CDD-801A electronic files only.

### Report Month/Year

The Report Month/Year information field indicates the month and year for which data is being submitted. This is the data reporting month and year code that must be included in the electronic file that is transferred to the California Department of Education (CDE), Early Education Division (EED) for purposes of submitting the monthly CDD-801A. *[CDD-801A Electronic File Transfer only]*

#### Where to Find It

The Report Month/Year describes the month and year of the data in the electronic file. It indicates the report month and year (report period) the families and children contained in the electronic file received subsidized child care services through an agency’s child care and development contract (contract) with the EED.

#### Rules and Guidelines

* This information field is required *[801A Electronic File Transfer]*.
* This field must be exactly seven characters long.
* The required format is mm/ivy where mm is the two-digit month and yyyy is the four-digit year. The slash (/) is required.
* Example: January 2019 must be entered as 01/2019

#### Error Messages and Solutions

* **The Report Month/Year is required.**

**Problem:** Report Month/Year was not entered in the transfer file.

**Solution:** Enter the Report Month/Year.

* **The Report Month/Year does not match the Report Month/Year selected for file upload.**

**Problem:** Report Month/Year selected for file transfer does not match the Report Month/Year in the transfer file.

**Solution:** Confirm that the Report Month/Year in the transfer file matches the Report Month/Year selected on the screen.

* **The Report Month/Year does not match the report specifications.**

**Problem:** Report Month/Year does not meet the file format specifications.

**Solution:** Confirm that the Report Month/Year in the transfer file is formatted correctly (i.e., mm/yyyy).

### Vendor Number/Submission Code

The Vendor Number/Submission Code information field indicates the agency and sub-agency submitting the CDD-801A. This is a required piece of information and is included in the electronic file that is transferred to the CDE, EED for purposes of submitting the monthly CDD-801A. The Vendor Number/Submission Code consists of two parts: the vendor number, which is issued to the agency by the CDE, and the submission code, which is generated by the CDMIS web application. This code is used to differentiate between sub-agencies within the main agency. *[CDD-801A Electronic File Transfer only]*

**Important:** The default submission code for all agencies that do not report by sub-agency is “000.”

Users must include the Vendor Number/Submission Code in the electronic file that is transferred to the CDE.

#### Where to Find It

The Vendor Number is located on the face sheet of the contract issued to the agency by the CDE.

The Vendor Number is the same as the last four or five characters of a user name.

For agencies that do not report by sub-agency, the submission code is “000.”

Agencies that have set up their system to report by sub-agencies can see the list of sub-agency submission codes by selecting the “Sub-agency/No Services” function from the CDMIS Main Menu.

#### Rules and Guidelines

* This information field is required.
* This field must be exactly seven or eight characters long.
* The vendor number is exactly four or five characters long.
* The vendor number is case sensitive. Example: “Z932” is different from “z932.”
* The submission code is exactly three numbers long.
* The default submission code for agencies that do not report by sub-agency is “000.”
* Do not include a hyphen, slash, or any extra characters in the Vendor Number/Submission Code.

#### Error Messages and Solutions

* **The Vendor Number/Submission Code is required.**

**Problem:** Vendor Number/Submission Code was not entered in the electronic file.

**Solution:** Enter the Vendor Number/Submission Code.

* **The Vendor Number/Submission Code does not match the Vendor Number/Submission Code selected for file upload.**

**Problem:** Vendor Number/Submission Code selected for electronic file transfer does not match the Vendor Number/Submission Code in one or more rows within the electronic file.

**Solution:** Confirm that the Vendor Number/Submission Code in the electronic file matches the Vendor Number/Submission Code selected on the screen.

* **The Vendor Number/Submission Code does not meet the file format specifications.**

**Problem:** The Vendor Number/Submission Code does not meet the file format specifications.

**Solution:** Confirm that the Vendor Number/Submission Code in the electronic file is formatted correctly (i.e., A123000).

## Family Information

### Family Identification/Case Number

The Family Identification/Case Number (FICN) information field indicates a specific family receiving subsidized child care services through an agency’s contract with the EED. This is the unique identification or case number that an agency assigns to a family receiving subsidized child care services through an agency’s contract with the EED.

Agencies are encouraged to use these numbers in the CDD-801A to help locate cases sampled in the CDD-801B.

#### Where to Find It

On the Confidential Application for Child Development Services and Certification of Eligibility form (ELCD-9600), the FICN is located in a box in the upper right-hand corner of the first page.

#### Rules and Guidelines

* This information field is required.
* The same FICN cannot be used for more than one family.
* The FICN cannot contain the Head-of-Household (HoH) Social Security Number (SSN) or the child SSN.
* The FICN cannot contain the first and/or last name of the child or HoH.
* The maximum length of this field is 15 characters.
* The only allowable characters in this field are the letters A – Z (upper and lower case are acceptable) and the numbers 0 – 9.

#### Error Messages and Solutions

* **The Family Identification/Case Number is required. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The FICN field for this family is blank. This field must have information.

**Solution:** Enter an FICN.

* **A duplicate Family Identification/Case Number (FICN) already exists for this report month/year in another sub-agency. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** A family with this FICN has already been reported by the agency in a different sub-agency.

**Solution:** Confirm that the FICN is entered correctly for the family, and that the family is not reported in another sub-agency. If an agency discovers the family has already been reported in another sub-agency, remove the family from one of the sub-agencies; a family may only be reported once during a report period. If the same FICN has been assigned to more than one family, an agency must assign a new FICN to one of the families.

* **A duplicate Family Identification/Case Number (FICN) already exists for this report month/year. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:**

* **801A File Transfer**: Two or more families in the electronic file have the same FICN.
* **801A Web Input or 801B**: A family with the same FICN already exists in the report period.

**Solution:**

* **CDD-801A Electronic File Transfer:** Check the families listed on the electronic file status report to determine the problem. Fix incorrectly reported FICNs in the file. If the error message is listed for multiple rows of the same family, this means that the family’s information in each row of the electronic file is not identical. Ensure every piece of information listed for the family is the same in each row.
* **CDD-801A Input/Edit or CDD-801B Input/Edit:** Confirm that the FICN is entered correctly. If documentation indicates the FICN has been assigned to different families, talk to the person responsible for generating the agency’s FICNs so that a new FICN can be assigned to one of the families.
* **The FICN can only contain letters and numbers. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The FICN contains other than the letters A – Z (upper and lower case acceptable) and the numbers 0 – 9.

**Solution:** Confirm that the FICN contains only allowable characters. Remove invalid characters from the FICN.

* **The FICN cannot contain the first or last name of the child or head-of-household. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The FICN contains the first and/or last name of the child or HoH.

**Solution:** Confirm that the FICN does not contain the child’s or HoH’s first and/or last name. If any names are contained in the FICN, an agency must assign this family a FICN that does not contain the child’s or HoH’s first and/or last name.

#### Frequently Asked Questions

* **What is a Family Identification/Case Number (FICN)? Our agency hasn’t been using this. What numbers or letters should we use?**

The FICN is generated by an agency to uniquely identify each family receiving subsidized child care services through an agency’s contract with the EED. The FICN should make it easier for an agency to locate the family file when it is sampled for the CDD-801B. An agency may use numbers or letters or a combination of both to identify families. The FICN can be as simple as assigning numbers to a family beginning with the number one (1) and assigning the next available number as new families are enrolled. How the FICN is created is up to each agency; however, agencies are limited to the allowable characters as stated in the FICN Rules and Guidelines section.

* **Does my agency have to report a FICN for each family?**

Yes.

* **We have a family that was previously enrolled, had a break in service, and then returned. We cannot locate the old FICN assigned to this family. Can we issue a new FICN**?

It is preferable to use the same FICN that the family had before, but if an agency does not have a record of that information, a new FICN may be created.

* **One of our families has two children and they receive services in different sub-agencies. When we try to report the family under the other sub-agency, we get the error “A duplicate Family Identification/Case Number (FICN) already exists for this report month/year in another sub-agency. How do we report this family correctly?**

A family may only be reported once in a report period regardless of the types of programs that provide the subsidized child care services to the children in that family. Even though an agency has created separate sub-agencies for reporting subsidized child care services under the different programs, the CDMIS does not limit or restrict who is reported under those sub-agencies. Where an agency reports families receiving different subsidized child care services through an agency’s contract with the EED is up to the agency. Select the sub-agency in which a family will be reported, then ensure all children receiving subsidized child care services in this family are listed.

### Head-of-Household Last Name

The HoH Last Name information field indicates the last name of the (family name) of the HoH of the family receiving subsidized child care services through an agency’s contract with the EED.

The HoH is the person legally and/or financially responsible for the child(ren) receiving subsidized child care services through an agency’s contract with the EED.

In a foster case (family of one), the HoH Last Name is the last name of the oldest foster child receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

* On the ELCD-9600, look in the box “Name of Parent/Caretaker A (full name including middle initial)” in Section I: Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), look in the box labeled “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is one characters. The maximum length of this field is 50 characters.
* ***Special instructions for foster children:*** Enter the **Child Last Name**. If there is more than one foster child in the family receiving subsidized child care services, enter the last name of the **oldest child receiving subsidized child care services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH first name, last name, and middle initial.

#### Error Messages and Solutions

* The Last Name of the Head-of-Household is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The HoH Last Name is blank.

Solution: Enter the HoH last name.

* The Head-of-Household Last Name must be more than one character long. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The HoH Last Name is only one character long.

Solution: Enter a HoH Last Name that is at least two characters long.

* The Last Name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Invalid characters are in the HoH Last Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized child care services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

* When “Is the Head-of-Household Single?” = “Child is Head-Of-Household” and “Family Size” is greater than “1,” the “Child’s Last Name” of the oldest child and the “Head-of-Household Last Name” must be the same. [801B only]

Problem: The question "Is this Head-of-Household Single?" is answered as “Child is Head-of-Household,” but the HoH’s name for the family does not match the oldest child’s (or only child’s) name. For CDD-801A reporting purposes, when only the children receiving subsidized child care services through an agency’s contract with the EED are counted in determining family size, the HoH’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that the HoH Last Name and oldest Child Last Name are entered correctly. Also confirm that the child is a foster child. If the child is a foster child, ensure that the HoH Last Name and the oldest Child Last Name are the same. If the child is not a foster child, change the answer to the question “Is the Head-of-Household Single?” accordingly.

#### Frequently Asked Questions

* **How do I determine who is "Head-of-Household"?**

The HoH is the person for whom eligibility to receive subsidized child care services through an agency’s contract with the EED is determined. If more than one parent is listed on the ELCD-9600, use the parent who signed the ELCD-9600.

* **What information do I input when both parents submit an ELCD-9600 for a child(ren)?**

Create separate records for each parent in the CDD-801A; generate unique FICNs and input each parent as the HoH for their own family. Complete the record for each parent using the information indicated on the respective ELCD-9600s.

**Note:** Ensure that the child(ren)’s information listed on both parents’ ELCD-9600s are consistent. Should discrepancies be found, contact both parents for clarification and correction of the child(ren)’s information.

* **What do I enter as the "Head-of-Household" name for a foster child?**

Enter the foster child’s name as the HoH and as the child. If there is more than one foster child in the family (i.e., family size is 2 and only the two children receiving subsidized child care services through an agency’s contract with the EED were used to determine family size), enter the name of the oldest child as the HoH. Regardless of the number of foster children in a family, the child whose name appears as HoH must also be listed as the (one of the) child(ren).

* **The "Head-of-Household" name displayed for this family is the child’s name but the child is not a foster child. What should I do? *[CDD-801B only]***

The HoH name is taken directly from the CDD-801A; an agency incorrectly reported the child as the HoH in the corresponding CDD-801A. Correct the name in the CDD-801B and the corresponding CDD-801A for the indicated family.

### Head-of-Household First Name

The HoH First Name information field indicates the first name of the HoH of the family receiving subsidized child care services through an agency’s contract with the EED.

The HoH is the person legally and/or financially responsible for the child(ren) receiving subsidized child care services through an agency’s contract with the EED.

In a foster case (family of one), the HoH First Name is the first name of the oldest foster child receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

* On the ELCD-9600, look in the box “Name of Parent/Caretaker A (full name including middle initial)” in Section I: Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), look in the box labeled “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is one characters. The maximum length of this field is 50 characters.
* ***Special instructions for foster children:*** Enter the **Child First Name**. If there is more than one foster child in the family receiving subsidized child care services, enter the first name of the **oldest child receiving subsidized child care services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH First Name, Last Name, and Middle Initial

#### Error Messages and Solutions

* **The Head-of-Household First Name must be more than one character long. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The HoH First Name is only one character long.

**Solution:** Enter a HoH First Name that is at least two characters long.

* The First Name of the Head-of-Household is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The HoH First Name is blank.

Solution: Enter the HoH first name.

* The First Name of the Head-of-Household must contain only letters, hyphens, spaces, and apostrophes. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Invalid characters are in the HoH Last Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized child care services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

* When “Is the Head-of-Household Single?” = “Child is Head-Of-Household” and “Family Size” is greater than “1,” the “Child’s Last Name” of the oldest child and the “Head-of-Household Last Name” must be the same. [801B only]

Problem: The question "Is this Head-of-Household Single?" is answered as “Child is Head-of-Household,” but the HoH’s name for the family does not match the oldest child’s (or only child’s) name. For CDD-801A reporting purposes, when only the children receiving subsidized child care services through an agency’s contract with the EED are counted in determining family size, the HoH’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that the HoH Last Name and oldest Child Last Name are entered correctly. Also confirm that the child is a foster child. If the child is a foster child, ensure that the HoH Last Name and the oldest Child Last Name are the same. If the child is not a foster child, change the answer to the question “Is the Head-of-Household Single?” accordingly.

#### Frequently Asked Questions

* **How do I determine who is "Head-of-Household"?**

The HoH is the person for whom eligibility to receive subsidized child care services through an agency’s contract with the EED is determined. If more than one parent is listed on the ELCD-9600, use the parent who signed the ELCD-9600.

* **What information do I input when both parents submit an ELCD-9600 for a child(ren)?**

Create separate records for each parent in the CDD-801A; generate unique FICNs and input each parent as the HoH for their own family. Complete the record for each parent using the information indicated on the respective ELCD-9600s.

**Note:** Ensure that the child(ren)’s information listed on both parents’ ELCD-9600s are consistent. Should discrepancies be found, contact both parents for clarification and correction of the child(ren)’s information.

* **What do I enter as the "Head-of-Household" name for a foster child?**

Enter the foster child’s name as the HoH and as the child. If there is more than one foster child in the family (i.e., family size is two and only the two children receiving subsidized child care services through an agency’s contract with the EED were used to determine family size), enter the name of the oldest child as the HoH. Regardless of the number of foster children in a family, the child whose name appears as HoH must also be listed as the (one of the) child(ren).

* **The "Head-of-Household" name displayed for this family is the child’s name but the child is not a foster child. What should I do? *[CDD-801B only]***

The HoH name is taken directly from the CDD-801A; an agency incorrectly reported the child as the HoH in the corresponding CDD-801A. Correct the name in the CDD-801B and the corresponding CDD-801A for the indicated family.

### Head-of-Household Middle Initial

The HoH Middle Initial information field indicates the middle initial of the HoH of the family receiving subsidized child care services through an agency’s contract with the EED.

The HoH is the person legally and/or financially responsible for the child(ren) receiving subsidized child care services through an agency’s contract with the EED.

In a foster case (family of one), the HoH Middle Initial is the middle initial of the oldest foster child receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

* On the ELCD-9600, look in the box “Name of Parent/Caretaker A (full name including middle initial)” in Section I: Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), look in the space labeled “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is optional but recommended if available.
* The maximum length of this field is one character.
* Do not enter a period after the middle initial.
* ***Special instructions for foster children***: Enter the **Child Middle Initial**. If there is more than one foster child in the family receiving subsidized child care services, enter the middle initial of the **oldest child receiving subsidized child care services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH First Name, Last Name, and Middle Initial

#### Error Messages and Solutions

* A valid Head-of-Household Middle Initial must be one letter. [801A Electronic File Transfer], [801A Input/Edit], [801B]

**Problem:** A period (.) or more than one letter in the middle initial field is entered. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.

**Solution:** Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized child care services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

* When “Is the Head-of-Household Single?” = “Child is Head-Of-Household” and “Family Size” is greater than “1,” the “Child’s Last Name” of the oldest child and the “Head-of-Household Last Name” must be the same. [801B only]

Problem: The question "Is this Head-of-Household Single?" is answered as “Child is Head-of-Household,” but the HoH’s name for the family does not match the oldest child’s (or only child’s) name. For CDD-801A reporting purposes, when only the children receiving subsidized child care services through an agency’s contract with the EED are counted in determining family size, the HoH’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that the HoH Last Name and oldest Child Last Name are entered correctly. Also confirm that the child is a foster child. If the child is a foster child, ensure that the HoH Last Name and the oldest Child Last Name are the same. If the child is not a foster child, change the answer to the question “Is the Head-of-Household Single?” accordingly.

### Head-of-Household Federal Information Processing Standards Code

The Head-of-Household Federal Information Processing Standards Code information field indicates the code that identifies the state and county in which the HoH receiving subsidized child care services through an agency’s contract with the EED lives.

**Important:** Enter the Federal Information Processing Standards (FIPS) code of the HoH’s residence; do not use the FIPS code of the provider.

#### Where to Find It

On the ELCD-9600, look in the box “FIPS Code” in Section I: Family Identification.

Use the “Zip/FIPS Lookup” function available on the CDMIS Main Menu to look up a FIPS code. Update the family’s file with this information for future reference.

#### Rules and Guidelines

* This information field is required.
* Valid California FIPS codes are “06001” to “06115.”
* The FIPS code consists of a two-digit state code **and** a three-digit county code. The dropdown box automatically displays the correct FIPS code for the county selected.
* The FIPS code must be consistent with the zip code. For example, the FIPS code for Sacramento County should be entered only for families who reside in Sacramento County.
* The FIPS code must be consistent with the zip code for the family.

#### Error Messages and Solutions

* The FIPS Code is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: No FIPS code has been provided.

Solution: Enter the FIPS code for the county where the family resides.

* Invalid FIPS Code. [801A Electronic File Transfer only]

Problem: The FIPS Code entered is not a valid code for California.

Solution: Confirm that a valid California FIPS code is entered.

* The Zip Code does not exist in the FIPS Code provided. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: A zip code that does not exist in the county indicated by the HoH’s FIPS code is entered.

Solution: Confirm that the correct family zip code and HoH FIPS codes are entered.

Use the “Zip/FIPS Lookup” function available on the CDMIS Main Menu to verify zip code and FIPS code information

#### Frequently Asked Questions

* **What is a FIPS Code and how do I find it?**

FIPS stands for **F**ederal **I**nformation **P**rocessing **S**tandards. In California, FIPS codes are assigned by county. If the county is known, the FIPS code can be found on the National Institute of Standards and Technology website at <http://www.itl.nist.gov/fipspubs/co-codes/ca.txt>.

For residents of contiguous states, the FIPS code is the two-digit state code followed by three numbers associated with the counties in those states. The CDMIS maintains a Zip/FIPS Lookup function that can be accessed from the Main Menu. Input the zip code into this function; the CDMIS provides the correct FIPS code to enter in files.

**Note:** Enter the zip code where the HoH resides (**not** where the family receives subsidized child care services).

### Head-of-Household Zip Code

The HoH Zip Code information field indicates the zip code of the residence of the HoH for the family receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

* On the ELCD-9600, look in Section I Family Identification **or**
* On the CDE Notice of Action (CD-7617 form), “Parent/Caretaker Information.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the name is different, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The zip code must contain nine digits. The primary five-digit zip code and the four-digit extension.
* Enter numbers only.
* The zip code and Federal Information Processing Standards (FIPS) code must be consistent.

#### Error Messages and Solutions

* The Zip Code is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

**Problem:** The Zip Code field is blank. This field must have information.

**Solution:** Enter the zip code of the HoH’s residence.

* A valid Head of Household Zip Code must have 9 numbers. [801A Electronic File Transfer], [801A Input/Edit], [801B]

**Problem:** An incomplete Zip Code or letters instead of numbers is entered.

**Solution:** Confirm that all nine digits of the zip code are entered. Confirm that only numbers are entered.

* The Zip Code does not exist in the FIPS Code provided. [801A Electronic File Transfer], [801A Input/Edit]

**Problem:** The zip code entered does not exist in the county indicated by the FIPS code.

**Solution:** Confirm that the zip code (first five digits) and the FIPS code for the HoH’s residence are entered correctly.

Use the “Zip/FIPS Lookup” function available on the CDMIS Main Menu to verify the accuracy of the FIPS code based on the first five digits of the zip code.

#### Frequently Asked Questions

* **The United States Postal Service (USPS) does not provide mail delivery to some of our families residences and there is no nine-digit zip code associated with their residence. Some families have a Post Office Box and some pick up their mail General Delivery at their local Post Office. What Zip Code should I report for these families?**

For instances where the USPS does not provide mail delivery to the HoH's residence, use the nine-digit zip code associated with the family’s P.O. Box or the Post Office 5-digit zip code plus "9999" if the family picks up their mail via General Delivery.

* **Which zip code do I use--the family's residence or the zip code of the child care provider?**

For the HoH Zip Code information field, enter the zip code of the family’s residence.

* **I am trying to enter a zip code provided by a family, but the system is giving me the error message “The zip code does not exist in the geographic area for the FIPS Code provided” and I cannot save the information. What do I do?**

The CDMIS uses the zip codes provided by the USPS, which are updated once each month. The zip code provided by the family may be incorrect or the zip code may be entered incorrectly. To verify a zip code, visit the United States Postal Service Look Up a ZIP Code web page at <https://tools.usps.com/go/ZipLookupAction_input> to obtain the nine-digit zip code.

The FIPS Code may also be entered incorrectly. (See data definition for Head-of-Household Federal Information Processing Standards Code.)

* **I do not know/cannot find the four-digit extension of the zip code of the family’s residence. What do I do?**

An agency should contact their local post office and request the four-digit extension of the zip code of the family’s residence. To look up the nearest post office, visit the United States Postal Service Find Locations web page at [https://tools.usps.com/go/POLocatorAction!input.action](https://tools.usps.com/go/POLocatorAction%21input.action).

### Is the Head-of-Household Single?

The Is the Head-of-Household Single? information field indicates one of the following:

* The person living in the household who is legally and/or financially responsible for the child or children receiving subsidized child care services, **or**
* The family as a foster case (family size of one).

#### Where to Find It

On the ELCD-9600, look in the box “If you are a single parent/caretaker, check this box” under Section I: Family Identification.

***Special instructions for foster children:*** On the ELCD-9600, confirm that the box labeled “Foster Parent” is checked under the “Relationship to Child” area of Section V: Certification and Signature of Parent/Caretaker.

#### Rules and Guidelines

* This information field is required
* There are only three choices:
	+ **Yes** – Only one person is legally and/or financially responsible for the child or children receiving subsidized child care services.
	+ **No** – More than one person is legally and/or financially responsible for the child or children receiving subsidized child care services.
	+ **Child is head-of-household – family of one per regulations** – The child (or children) is (are) in foster care. This family consists of only the eligible children receiving subsidized child care services.

#### Error Messages and Solutions

* The information for “Is the Head-of-Household Single?” is required.

Problem: No selection has been made from the “Is the Head-of-Household Single?” dropdown list. This field must have information selected.

Solution: Select the correct “Is the Head-of-Household Single?” information (Yes, No, or Child is head-of-household).

#### Frequently Asked Questions

* **The "Head-of-Household" is a foster child. How do I answer the question, "Is the Head-of-Household Single?"**

Select "Child is head-of-household – Family of one per regulations" from the dropdown list.

### Parent(s) currently serving on active duty (i.e. serving full-time) in the U.S. Military?

The "Parent(s) currently serving on active duty (i.e. serving full-time) in the U.S. Military?" information indicates whether one or more parents is currently serving active duty (i.e. serving full-time) in the United States Military.

#### Where to Find It

On the ELCD-9600 form, look in the space labeled "Family Military Status."

#### Rules and Guidelines

* This information is required.
* There are four possible choices:
	+ Yes - One or more parents is currently serving active duty (i.e. full-time) in the United States Military.
	+ No - No parent(s) currently serve active duty (i.e. full-time) in the United States Military.
	+ Child is head-of-household – family of one per regulations – The child (or children) is (are) in foster care. This family consists of only the eligible children receiving services.
	+ Unavailable - Data for Family Military Status is not available.

#### Error Messages and Solutions

* **The information for "Parent(s) currently serving on active duty (i.e. serving full-time) in the U.S. Military?" is required. [801B]**

**Problem:** No selection has been made from the "Parent(s) currently serving active duty (i.e. serving full-time) in the U.S. Military?" drop down list. This field must have information selected.

**Solution:** Select the correct "Parent(s) currently serving active duty (i.e. serving full-time) in the U.S. Military?" information (Yes, No, Foster Care Child, or Unavailable).

#### Frequently Asked Questions

* **The "Head of Household" is a foster child. How do I answer the question, "Parent(s) currently serving active duty (i.e. serving full-time) in the U.S. Military?"**

Select "Child is head-of-household - Family of one per regulations" from the drop-down box.

### Parent(s) a current member of a National Guard or Military Reserve Unit?

The "Parent(s) a current member of a National Guard or Military Reserve Unit?" information indicates whether one or more parents is currently a member of a National Guard or Military Reserve Unit.

#### Where to Find It

On the ELCD-9600 form, look in the space labeled "Family Military Status."

#### Rules and Guidelines

* This information is required.
* There are four possible choices:
	+ Yes - One or more parents are currently a member of a National Guard or Military Reserve Unit.
	+ No - No parent(s) are currently a member of a National Guard or Military Reserve Unit.
	+ Child is head-of-household – family of one per regulations – The child (or children) is (are) in foster care. This family consists of only the eligible children receiving services.
	+ Unavailable - Data for Family Military Status is not available.

#### Error Messages and Solutions

* **The information for "Parent(s) a current member of a National Guard or Military Reserve Unit?" is required. [801B]**

**Problem:** No selection has been made from the "Parent(s) a current member of a National Guard or Military Reserve Unit?" drop down list. This field must have information selected.

**Solution:** Select the correct "Parent(s) a current member of a National Guard or Military Reserve Unit?" information (Yes, No, Foster Care Child, or Unavailable).

#### Frequently Asked Questions

* **The "Head of Household" is a foster child. How do I answer the question, "Parent(s) a current member of a National Guard or Military Reserve Unit?"**

Select "Child is head-of-household - Family of one per regulations" from the drop-down box.

### Monthly Child Care Family Fee

The Monthly Child Care Family Fee information field indicates the monthly dollar amount the family was required to pay during the report period for subsidized child care services through an agency’s contract with the EED. This fee is based on the FFS in effect during the report period.

#### Where to Find It

* On the ELCD-9600, look in the space labeled "Flat Monthly Rate" in Section VI: Family Fee.
* On the CDE Notice of Action (CD-7617 form), look in the space labeled "Monthly Family Fee.

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The maximum length of this field is four numbers.
* Enter numbers only; do not enter a dollar sign ($) or a decimal point (.).
* Enter whole dollars only. Do not enter cents.
* The monthly child care family fee should not exceed the full-time fee for the family size and income provided.
* See the Rules and Guidelines for the Reduced Fee information field if the family paid another agency for subsidized child care services during the report period and as a result their fee to their second agency was reduced to 0 (zero).

#### Error Messages and Solutions

* A valid Monthly Child Care Family Fee must contain only whole numbers.

Problem: A Monthly Child Care Family Fee that contains symbols, letters, or a decimal is entered. A valid Monthly Family Child Care Fee contains only whole numbers. The system will not save entries that contain letters, symbols, or decimal points.

Solution: Confirm that the Monthly Child Care Family Fee is entered correctly (i.e., is a whole number with no decimal point or dollar sign).

* The Monthly Child Care Family Fee is required.

Problem: The Monthly Child Care Family Fee is required. This field must have information even if the family does not pay a fee. If the family does not pay a fee, enter a 0 (zero)

Solution: Enter the Monthly Child Care Family Fee.

* **Family Fee cannot exceed the full-time monthly fee on the family fee schedule for the family size and income provided.**

Problem: The Monthly Child Care Family Fee entered is too high; it exceeds the full-time fee for this family based on the family size and monthly family income provided.

Solution: Confirm that the correct amount, the Family Size, and the Monthly Family Income are entered correctly.

* **The “Monthly Child Care Family Fee” cannot be zero unless the “Reduced Fee” box is checked to indicate the family’s fee was reduced because they paid an amount to another agency for child care services this month, or the “Reason for Receiving Child Care Services” is “A – Child Protective Services.”**

**Problem:** Zero is entered for the Monthly Child Care Family Fee. Based on the family size and income provided, a fee was required unless the Reason for Receiving Child Care information field is answered “A – Child Protective Services,” or that family paid another agency an amount at least equal to what the required family fee would have been for the report period.

**Solution:** Confirm that the Monthly Child Care Fee is entered correctly and that the “Reduced Fee” box is checked appropriately.

#### Frequently Asked Questions

* **If there is a family co-pay, should I include it when I enter the Monthly Child Care Family Fee?**

No.

* **One family in the agency was supposed to pay $100 for the report period, but the family paid the agency only $45. What amount do I enter?**

If the required family fee was $100, agencies should report $100. Agencies must report the required family fee, whether or not it was actually paid.

* **The family fee is "0." Should I leave the space blank or enter a "0"?**

Agencies must enter a 0 (zero).

### Reduced Fee

The Reduced Fee checkbox indicates if a family paid a reduced fee for a given report period and allows an agency to enter an amount less than what the required monthly fee would have been for a family because the family paid another agency for subsidized child care services. Therefore, the family’s family fee was reduced by the amount paid to the other agency.

#### Where to Find It

If a family paid another agency for subsidized child care services for a given report period, agencies should have a receipt of the payment in the family’s file.

#### Rules and Guidelines

* This information is necessary only for families whose fee was reduced by an agency because the family paid another agency for subsidized child care services during the report period
* Do not use the Reduced Fee checkbox if the family paid the full family fee.

#### Frequently Asked Questions

* **What if we do collect the full family fee from the family? Do we check this box?**

No, do not mark the checkbox if the family paid the full family fee calculated based on the FFS.

### Family Size

The Family Size information field indicates the number of family members used to determine income eligibility and assess an appropriate family fee. This information is provided by the individual applying for subsidized child care services through an agency’s contract with the EED and is documented on the ECLD-9600.

#### Where to Find It

On the ELCD-9600, look at item Family Size in Section III Family Adjusted Gross Monthly Income and Size.

**Note:** On the ELCD-9600, family size includes the following:

* All parent(s)/caretaker(s) listed in Section I Family Identification, Fields A and B,
* All children named in Section IV Data on Children, **and**
* All additional adults and children listed on additional ELCD-9600s.

#### Rules and Guidelines

* This information field is required.
* The maximum length of this field is two numbers.
* Enter numbers only.
* The maximum family size is 15.

#### Error Messages and Solutions

* The Family Size is required. [801A File Transfer], [801A Input/Edit], [801B]

Problem: The Family Size field is blank, or a letter, symbol, or decimal point is entered. This field must have information. The CDMIS will not save an entry with letters, symbols, or decimal points.

Solution: Enter the family size correctly.

* Family Size must be at least 1. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Zero (0) is entered. This is not a valid family size. A family must have at least one person.

Solution: Enter the correct family size.

* The Family Size must be a whole number. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: A number containing a decimal point is entered. This is not a valid family size. The family size must be a whole number.

Solution: Enter the correct Family Size.

* **Family Size can be “1” only if the answer to “Is the Head-of-Household Single?” is “F – Child is head-of-household – Family of one.” *[801B only]***

Problem: The family is indicated as containing only one person, but the answer provided for the question “Is the Head-of-Household Single?” indicates a married or single adult as the HoH.

Solution: Enter the correct family size. Confirm that the child listed is a family of one. Confirm that the question “Is the Head-of-Household Single?” is answered correctly

* **If “Is the Head-of-Household Single?” is “Child is head-of-household,” then Family Size cannot be less than the number of children listed. *[801B only]***

Problem: The family is indicated as containing only one person, but the number of children listed is greater than the family size.

Solution: Enter the correct family size. Confirm that the children listed are all a part of the same family. Example: For a family of two (made up of two children receiving subsidized child care services), both children must be listed as children and the family size indicated is two.

* **Family Size cannot be less than the total number of children listed plus the head-of-household. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

Problem: The family size indicated is less than the total number of children and the HoH listed.

Solution: Confirm the family size of the family. For example, if two children are listed in addition to the HoH for one family, the smallest family size allowed is three.

* **When Family Size is “1” or when child is listed as Head-of-Household, the Social Security Number must be blank. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:**

**CDD-801A:** The reported family size indicates that no adults were counted in the family size; a child is listed as the HoH.

**CDD-801B:** The answer to the question “Is Head-of-Household Single” indicates that no adults were counted in the family size; a child is listed as the HoH.

**Solution:** When no adults are counted in the family size and a child is listed as the HoH, agencies cannot report an SSN. Leave this field blank and enter the FICN of the family.

* **Family Size cannot exceed 15. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** A family size that exceeds 15 is entered. Because the FFS and income ceilings only go up to a family size of 15, this is the maximum size the CDMIS will allow.

**Solution:** Verify family size is entered correctly. If the family size exceeds 15, enter 15 so the family’s information can be saved.

#### Frequently Asked Questions

* **For a foster child or in situations where no adults were counted when determining the family size, what do I enter for Family Size?**

The answer to this question is based on how eligibility to receive subsidized child care services through an agency’s contract with the EED is determined for the family.

If the family’s income was not used to determine income eligibility and no adults were counted when determining the family size, then this is probably a family of one; the child should be listed as the HoH.

If sibling children received services as well, the family size should be the number of siblings residing in the family. The oldest child should be listed as the HoH.

For further clarification or guidance, an agency may contact their consultant.

* **The information for the Family Size is not correct. What should I do?**

The family size is taken directly from the CDD-801A submitted by agencies via the CDMIS. If the family size is incorrectly reported, correct the information. Once agencies complete the CDD-801B for the family, agencies must also correct the corresponding CDD-801A and any other CDD-801As where this information is incorrect.

### Monthly Family Income

The Monthly Family Income information field indicates the total adjusted gross monthly income used in determining a family’s eligibility to receive subsidized child care services through an agency’s contract with the EED. Monthly family income is verified income.

#### Where to Find It

On the ELCD-9600, look at the item Family Monthly Income in Section III: Family Adjusted Gross Monthly Income and Size.

#### Rules and Guidelines

* This information field is required.
* The maximum length of this field is five numbers.
* Enter numbers only; do not enter a dollar sign ($) or decimal point (.)
* Round the monthly family income to the nearest whole dollar. Do not enter cents.
* In CPS cases where income is not collected as part of determining eligibility, enter 0 (zero). However, if the income was collected, it should be entered.
* The monthly family income must be greater than the amount entered in the Monthly Child Care Fee information field unless both are 0 (zero). *[801B only]*
* The monthly family income cannot be greater than the income ceiling indicated on the applicable FFS with the following exceptions:
	+ The family’s Reason for Receiving Child Care Services is “A – Child Protective Services,”
	+ The family’s Reason for Receiving Child Care Services is “J – Handicapped Program”; all the children in the family receive services in CHAN only, or
	+ The family’s Reason for Receiving Child Care Services is “Q – Part-Day CSPP”; all the children in the family receive services in part-day CSPP only.

#### Error Messages and Solutions

* **The Monthly Family Income is required. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The Monthly Family Income is required. This field must have information.

**Solution:** Enter the monthly family income.

* **A valid Monthly Family Income must contain only whole numbers. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** A monthly family income that contains letters or symbols or has not been rounded to the nearest whole dollar is entered. A valid monthly family income contains only whole numbers. The CDMIS will not save an entry with letters, symbols, or decimals.

**Solution:** Confirm that the monthly family income is entered correctly.

* **“Monthly Family Income” must be zero because countable income has not been identified. *[801B only]***

**Problem:** The monthly family income is more than 0 (zero) dollars, but no income sources have been indicated for the family.

**Solution:** Confirm that the monthly family income and the income sources are entered correctly.

* **“Monthly Family Income” cannot be zero because countable income has been identified. *[801B only]***

**Problem:** The monthly family income is 0 (zero), but at least one income source has been indicated for the family.

**Solution:** Confirm that the monthly family income and the income sources are entered correctly.

* Answer to “Family Income Greater Than 85 Percent of State Median Income Level” is inconsistent with “Family Size” and “Monthly Family Income” information provided. [801 Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The information entered for the following information fields is inconsistent:

* + Family Size
	+ Monthly Family Income
	+ “Family Income Greater Than 85 Percent of SMI

This error occurs when the “Family Income Greater Than 85 Percent of State Median Income Level” information field is answered “Yes,” but the family’s income and family size indicate the family’s income level is at or below 85 percent of the SMI.

Or this error occurs when the “Family Income Greater Than 85 Percent of State Median Income Level” information field is answered “No,” but the family’s income and family’s size indicate the family’s income level is more than 85 percent of the SMI.

Solution: Confirm that the family’s monthly family income and family size are entered correctly. Confirm that the Family Income Greater than 85 Percent of the State Median Income Level information field is answered accordingly.

* Monthly Family Income for this Family Size cannot exceed 85 percent of the State Median Income [801B only]

Problem: For families sampled for the CDD-801B, the family's income level, based on their family size, cannot be more than 85 percent of the SMI.

Solution: Confirm that the monthly family income and family size are entered correctly.

If the family’s income truly exceeds 85 percent of the SMI, the agency must exclude that family from the CDD-801B and update the record in the corresponding CDD-801A.

* The “Monthly Family Income” for this family’s size must be less than 85 percent of the State Median Income unless the “Reason for Receiving Child Care Services” is “A – Child Protective Services,” “J – Handicapped,” or “Q – California State Preschool Program.” [801A Electronic File Transfer], [801A Input/Edit]

Problem: The family’s income level, based on the family’s size, cannot be more than 85 percent of the SMI based on the current FFS or income ceilings in effect. The only exception to this is when the Reason for Receiving Child Care Services is “A – Child Protective Services” or when all children in the family receive services in CHAN or part-day CSPP.

Solution: Confirm that the information inputted into the following information fields is entered correctly: Monthly Family Income, Family Size, Reason for Receiving Child Care Services, Program Code(s), and Services Type and Length of Care.

* **A family with children receiving services only in the part-day California State Preschool Program cannot have a “Monthly Family Income” that is more than 15 percent above the current income ceiling based on the family size, unless the "Reason for Receiving Child Care" is "A – Child Protective Services", “H – Seeking Permanent Housing” or the family is a TANF/CalWORKs Cash Aid Recipient. *[801 Electronic File Transfer], [801A Input/Edit]***

**Problem:** Based on the family income and family size provided, the family's income level exceeds the 15 percent over-income limit for families with children in part-day CSPP only.

**Solution:** Confirm that the Monthly Family Income, Family Size, and Program Codes are entered correctly.

* **The Monthly Family Income should be greater than the Monthly Child Care Fee. *[801B only]***

**Problem:** A Monthly Family Income that is the same or less than the Monthly Family Fee is entered.

**Solution:** Confirm that the Monthly Family Income and Monthly Family Fee are entered correctly.

#### Frequently Asked Questions

* **The Monthly Family Income for a particular family is more than 100 percent of the state median income. This is actually a full-cost family. How should I answer this question?**

**CDD-801A:** Full-cost families or families whose child care services are 100 percent funded by a source other than an agency’s contract with the EED should not be reported in the CDD-801A. The CDD-801A is specifically for the reporting of families and children whose child care services are paid through an agency’s contract(s) with EED.

**CDD-801B:** Families sampled for the CDD-801B are taken directly from CDD-801A reports submitted by agencies. Full-cost families should not be reported in the CDD-801A. If a full-cost family is listed in error in a CDD-801A, the agency must exclude that family from the CDD-801B and delete the record from the corresponding CDD-801A. Instructions for excluding information is located on the CDD-801B Edit Family Information screen within the CDMIS.

* **What do I do if the family had several income changes in the report month?**

If the family’s monthly income increased, input the income used to determine the family’s eligibility to receive subsidized child care services through an agency’s contract with the EED for the current fiscal year (FY).

If the family’s monthly income decreased, use the last reported income for the report period (the last adjustment for the report period). The monthly family income reported should match the income used to determine the family fee.

* **The Monthly Family Income listed for this family is not correct in the CDD-801B. What should I do?**

The monthly family income is taken directly from an agency’s submitted CDD-801A. An agency must correct the incorrect monthly family income reported in the CDD-801B and the corresponding CDD-801A.

### Family Income Sources

The Family Income Sources information fields describe the source(s) of a family’s income, regardless of if the income sources were used to determine eligibility for subsidized child care services.

**Exception:** If the family is a CPS-referred family and income was not used to determine their eligibility, select “No” as the response to all six of the listed income sources.

**Note:** The family income sources listed in this section, in conjunction with TANF/CalWORKs Cash Aid Recipient information field, captures all income sources for a family.

#### Where to Find It

On the ELCD-9600, look in the box “Family Income Sources” in Section III: Family Adjusted Gross Monthly Income and Size.

#### Rules and Guidelines

* This information is required for **each** income source listed.
* There are six income sources:
	1. Employment
	2. State-only alien and two-parent programs for CalWORKs recipients
	3. Housing voucher
	4. Food stamps
	5. Other federal cash assistance (e.g., SSI, Social Security)
	6. Other income source; **Note:** Include child support payments in this category.

**Important:** Do not include TANF/CalWORKs cash aid recipient information here; this information was collected via a different information field.

* For each of the income sources, there are only three choices:
	+ **Yes** – The family received income from this source.
	+ **No** – The family did not receive income from this source.
	+ **Unavailable** – This choice is only available if the family is a CPS-referred family where income was not used to determine eligibility.

#### Error Messages and Solutions

* **The Family Income Sources are required. (Yes, No, or Unavailable for each source)**

**Problem:** A selection from the dropdown list is not made for at least one family income source (Yes, No, or Unavailable). This field must have information.

**Solution:** For each family income source, select a response (Yes, No, or Unavailable).

* **“Monthly Family Income” must be zero because countable income has not been identified.**

**Problem:** The Monthly Family Income is more than 0 (zero) dollars, but no income sources are identified for the family.

**Solution:** Confirm that the monthly family income and the family income sources information fields are answered correctly.

* **“Monthly Family Income” cannot be zero because countable income has been identified.**

**Problem:** The Monthly Family Income is 0 (zero dollars, but at least one family income source is identified for the family.

**Solution:** Confirm that the monthly family income and the family income sources information fields are answered correctly.

* **Family Income Sources cannot be “Unavailable” unless “Reason for Receiving Child Care Services” is “A – Child Protective Services.”**

**Problem:** One or more of the “Family Income Sources” has been answered “Unavailable” but the “Reason for Receiving Child Care Services” is not “A – Child Protective Services.”

**Solution:** Confirm that the Reason for Receiving Child Care and Family Income Sources information fields are entered correctly.

#### Frequently Asked Questions

* **Our agency provides services to a family whose mother is in training, and she receives child support from a previous marriage and the current husband is working. Which family income source do I enter?**

Indicate all applicable income sources (i.e., "yes" for "employment" and "yes" for "other income sources").

### TANF/CalWORKs Cash Aid Recipient

The TANF/CalWORKs Cash Aid Recipient information field indicates whether the HoH received any type of Temporary Assistance to Needy Families (TANF) or California Work Opportunity and Responsibility to Kids Program (CalWORKs) cash assistance during the report period.

**Note:** “CalWORKs” is California’s name for TANF.

#### Where to Find It

* On the ELCD-9600, confirm that the “Cash or other assistance under Title IV of the Social Security Act (TANF)” box is checked in Section III: Family Adjusted Gross Monthly Income and Size **or**
* On the CDE Notice of Action (CD-7617 form), confirm that the box “Current Aid Recipient” is checked in the “Family Eligibility Section.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If such a Notice of Action is on file and the TANF status has changed, enter the updated information. There should also be documentation in the family file indicating the receipt of cash aid, such as a notice from the county welfare department or a stub showing the monthly warrant amount.

**Important Note:** Families who are receiving payments through the “State-only alien and two-parent programs for CalWORKs recipients” are **not** considered TANF/CalWORKs Cash Aid Recipients, and therefore should **not** be counted in this section. To determine which category applies to this family, check the ELCD-9600, Section III: Family Adjusted Gross Monthly Income and Size for the report period. If the family has the “State-only and two-parent programs for CalWORKs recipients” box checked, the family is not considered a TANF/CalWORKs Cash Aid Recipient; agencies should select “No” for this information field. If this family has the “Cash or other assistance under Title IV of the Social Security Act (TANF)” box checked, agencies should select “Yes” for this information field.

#### Rules and Guidelines

* This information field is required.
* There are only two choices:
	+ **Yes** – The HoH did receive TANF/CalWORKs Cash Aid during the report period.
	+ **No** – The HoH did not receive TANF/CalWORKs Cash Aid during the report period.

#### Error Messages and Solutions

* The TANF/CalWORKs Cash Aid Recipient information is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: This information is missing from the electronic file (CDD-801A Electronic File Transfer function) or no selection has been made from the TANF/CalWORKs Cash Aid Recipient dropdown list (CDD-801A Input/Edit function).

Solution: Enter the missing information (Y or N) in the TANF/CalWORKs Cash Aid Recipient information field in the electronic file (CDD-801A Electronic File Transfer function) or select “Yes” or “No” from the TANF/CalWORKs Cash Aid Recipient dropdown list (CDD-801A Input/Edit function).

* Invalid TANF/CalWORKs Cash Aid Recipient information. [801A Electronic File Transfer only]

Problem: The TANF/CalWORKs Cash Aid Recipient information is not one of the valid codes.

Solution: Confirm that a valid code is entered (Y or N).

#### Frequently Asked Questions

* **What do TANF and CalWORKs mean?**

The federal welfare reform law, The Personal Responsibility and Work Opportunity Reconciliation Act of 1996, replaced AFDC, EA and JOBS or GAIN and created TANF. This is the federal cash assistance program for families, which contains many work requirements. It provides a block grant to states to assist needy families and created new work requirements and time limits. CalWORKs stands for the California Work Opportunity and Responsibility to Kids Program. It is California’s name for the federal TANF program.

* **Should we count Medi-Cal or food stamps as TANF assistance?**

No.

* **If a TANF recipient's income exceeds a certain amount for the month, he/she receives no TANF assistance even though he/she is still enrolled in the TANF program. If the recipient’s income drops the next month, he or she will again receive TANF assistance. How should we answer those months in which no TANF assistance is received even though the recipient is still enrolled in TANF?**

The recipient is still enrolled in the TANF program; answer those months as a "Y."

### Family Income Greater Than 85 Percent of State Median Income Level

The Family Income Greater Than 85 Percent of State Median Income Level information field indicates whether the family’s income was greater than 85 percent of the State Median Income (SMI).

#### Where to Find It

Four kinds of information are needed to determine this response:

| **Information** | **Source** |
| --- | --- |
| Family size during the report period | On the ELCD-9600, look at item C, “Family Size” in Section III Family Adjusted Gross Monthly Income and Size. |
| Family monthly income for the report period | On the ELCD-9600, look at Item A Family Monthly Income in Section III Family Adjusted Gross Monthly Income and Size. |
| Schedule of Income Ceilings | Income Ceilings can be found on the CDE EED Management Bulletins web page at <http://www.cde.ca.gov/sp/cd/ci/allmbs.asp>. |

Locate the family size and family income for the report period on the schedule of income ceilings for 85 percent of the SMI. If the family income exceeds the income listed for the family size on the schedule, select "Yes." If the family's income does not exceed the income listed for the family size on the schedule of incomes for 85 percent of the SMI, select "No."

#### Rules and Guidelines

* This information field is required.
* There are only three possible choices:
	+ **Yes** – The family income is greater than 85 percent of SMI during the report period.
	+ **No** – The family income is not greater than 85 percent of SMI during the report period.
	+ **Unavailable** – The information for the family is unknown. This option should be chosen only for those Child Protective Services (CPS) cases where income is not collected, or for children receiving subsidized child care services under the CHAN program because income information is not collected.

#### Error Messages and Solutions

* The “Family Income Greater Than 85 Percent of State Median Income” information is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: No selection has been made from the “Family Income Greater Than 85 Percent of State Median Income Level” dropdown list or this information is missing in the electronic file. This information field must contain information and cannot be left blank.

Solution: Select Yes, No, or Unavailable from the dropdown list or confirm that Y, N, or U is entered in the electronic file.

* Invalid Family Income information. [801A Electronic File Transfer only]

Problem: The “Family Income Greater Than 85 Percent of State Median Income Level” information is not one of the valid choices.

Solution: Confirm that a valid code (“Y,” “N,” or “U”) is entered.

* “Unavailable” for “Family Income Greater Than 85 Percent of State Median Income” is only allowed when “Reason for Receiving Child Care Services” is “A – Child Protective Services.” [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Families are required to provide income information when their eligibility to received subsidized child care services through an agency’s contract with the EED is determined, unless the reason for receiving subsidized child care services is CPS.

Solution: Verify the information entered for the family’s monthly income and reason for receiving care.

* Answer to “Family Income Greater Than 85 Percent of State Median Income Level” is inconsistent with “Family Size” and “Monthly Family Income” information provided. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The information entered for the following information fields is inconsistent:

* + Family Size
	+ Monthly Family Income
	+ “Family Income Greater Than 85 Percent of SMI

This error occurs when the “Family Income Greater Than 85 Percent of State Median Income Level” information field is answered “Yes,” but the family’s income and family size indicate the family’s income level is at or below 85 percent of the SMI.

Or this error occurs when the “Family Income Greater Than 85 Percent of State Median Income Level” information field is answered “No,” but the family’s income and family’s size indicate the family’s income level is more than 85 percent of the SMI.

Solution: Confirm that the family’s monthly family income and family size are entered correctly. Confirm that the Family Income Greater than 85 Percent of the State Median Income Level information field is answered accordingly.

* The “Monthly Family Income” for this family’s size must be less than 85 percent of the State Median Income unless the “Reason for Receiving Child Care Services” is “A – Child Protective Services,” “J – Handicapped,” or “Q – Part-Day CSPP.” [801A Electronic File Transfer], [801A Input/Edit]

Problem: The family’s income level, based on the family’s size, cannot be more than 85 percent of the SMI based on the current Family Fee Schedule (FFS) or Income Ceilings in effect for families who receive subsidized child care services through an agency’s contract with the EED. The only exception to this is when the Reason for Receiving Child Care Services is “A – Child Protective Services” or when all children in the family receive services from the part-day CSPP program or the CHAN program.

Solution: Confirm that the information inputted into the following information fields is entered correctly: Monthly Family Income, Family Size, Reason for Receiving Child Care Services, Program Code(s), and Child Receives Part-Day Care.

#### Frequently Asked Questions

* **What do you mean by "Family Income Greater Than *85* Percent of State Median Income Level"?**

To answer this question correctly, look at the FFS or Income Ceilings that were in effect for the report period. Based on the family’s size, if the family's income is the same or less than the amount on the Monthly Income Ceilings row (the bottom row) of the FFS, then the answer to this question is "No." If the family's income is more than the amount shown on the Monthly Income Ceilings row, then the answer to this question is "Yes."

Follow the below steps:

1. Find the family’s size on the applicable schedule.
2. Determine "Is the family income more (a higher number) than the highest amount shown for this family’s size?” If it is, answer this question “Yes.” If it is not, answer this question “No.”
* **I am trying to change the answer to this question, but the only option is “No.” This family’s income information is incorrect. Their income does exceed *85* percent of the SMI. What do I do? *[801B only]***

Exclude families with incomes that exceed ***85*** percent of the SMI from the CDD-801B. Only families with incomes that are at or below ***85*** percent of the SMI are eligible for the CDD-801B.

* **Income is not collected for certain families referred by CPS. What should we report here? *[801B only]***

Report “Unavailable” for all income questions and select “A – Child Protective Services” as the “Reason for Receiving Child Care Services.” Leave the “Monthly Family Income” blank and check the CPS Override box.

### Is the family homeless?

For reporting purposes, a family should be reported as homeless if they were homeless for one or more days during the month. Homeless is defined by the U.S. Department of Education in section 725 of subtitle VII-B of the McKinney-Vento Act as follows:

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

#### Where to Find It

On the ELCD-9600 form, look in the space labeled "Family Eligibility Status" and the space labeled "Reason for Needing Service."

#### Rules and Guidelines

* This information is required.
* There are three possible choices:
	+ Yes - The family meets the definition of homeless as defined above.
	+ No - The family does not meet the definition of homeless as defined above.
	+ Unavailable - Data for Family Homeless Status is not available.

#### Error Messages and Solutions

* **The information for "Is the family homeless?" is required [801B].**

**Problem:** No selection has been made from the "Is the family homeless?" drop down list. This field must have information selected.

**Solution:** Select the correct "Is the family homeless?" information (Yes, No, or Unavailable).

### Reason for Receiving Child Care Services

The Reason for Receiving Child Care Services information field indicates the primary reason that subsidized child care services through an agency’s contract are needed by the family. This is the primary reason used to determine “need” for services.

#### Where to Find It

* On the CDE ELCD-9600 Form or California Department of Social Services (CDSS) CCD 26 Form, determine the primary reason from the boxes checked in Section II: Reason for Needing Service **or**

**Note:** Section II: Reason for Needing Services is not applicable to Part-Day CSPP or CHAN. See Rules and Guidelines below.

* On the CDE Notice of Action (CD-7617 Form) or CDSS Notice of Action (CCD 7617 Form), determine the primary reason from the boxes checked in “Basis for Family Need for Services.”

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period, as indicated by the effective date of action). If a Notice of Action is on file and the reason has changed, enter the updated information.

#### Rules and Guidelines

This information field is required.

For Reason Codes A – H, the choices are as defined in Funding Terms and Conditions, Section XIII. Eligibility Certification, Eligibility and Need Requirements for Full-Day CSPP, Need Criteria. Reason Codes J, Q, R, S, U, and V are used for families who are eligible for specific subsidized child care services for other reasons.

**Below are the possible choices for the CDD-801A:**

If the child is a recipient of protective services or is at risk of abuse, neglect, or exploitation, select the reason below:

* **A** – CPS or At-Risk (child is a recipient of protective services or is at risk of abuse, neglect, or exploitation)

If the primary reason below applies to the parent(s) and any other adult counted in the family size, select one of the following:

* **B** – Parent/Caretaker Incapacitated
* **C** – Experiencing Homelessness
* **D** – Employment
* **E** – Education/Vocational Training (participating in vocational training leading directly to a recognized trade, paraprofession, or profession)
* **F** – Both employment and Education/Vocational Training
* **G** – Seeking Employment
* **H** – Seeking Permanent Housing (homeless and seeking permanent housing for family stability)

The following reasons apply to families where all children in the family only receive services in part-day CSPP or CHAN:

* **J** – Handicapped Program
* **Q** – Part-Day CSPP (this reason must be selected when all children in the family receive only part-day CSPP services and the family's eligibility is based on income, not CPS or Homelessness)

The following reasons apply to families where all children in the family only receive services in CSPP and do not qualify for any other reason:

* **R** – CSPP No Need
* **S** – CSPP Neighborhood School Eligibility
* **U** – CSPP Early Enrollment
* **V** – Means-Tested Government Program

**Note:** If more than one reason applies to a family, use the following to determine which choice to select:

* When a family has two reasons from A – H, Q, R, or S, and one of those reasons **is** A, select A.
* When a family has two reasons from B – H, Q, R, or S, and one of those reasons **is** H, select H.
* When a family has two reasons from B – G, Q, R, or S, select the reason that provides the most hours subsidized child care services to the child(ren) in the family.
* When a family has children in Part-Day CSPP and a program type other than CSPP (except for CHAN), choose only from reasons A – H.
* When all children in a family are in part-day CSPP and CHAN only, select J.

**Below are the possible choices for the CDD-801B:**

If the child is a recipient of protective services or is at risk of abuse, neglect, or exploitation, select the reason below:

* **A** – CPS or At-Risk (child is a recipient of protective services or is at risk of abuse, neglect, or exploitation)

If the primary reason below applies to the parent(s) and any other adult counted in the family size, select one of the following:

* **D** – Employment
* **E** – Education/Vocational Training (participating in vocational training leading directly to a recognized trade, paraprofession, or profession)
* **F** - Both Employment and Education/Vocational Training
* **G** - Seeking Employment

#### Error Messages and Solutions

* Invalid “Reason for Receiving Child Care Services.” [801A Electronic File Transfer only]

Problem: The “Reason for Receiving Child Care Services” is not a valid choice.

Solution: Confirm that a valid “Reason for Receiving Child Care Services” is entered.

* The “Reason for Receiving Child Care Services” is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: No “Reason for Receiving Child Care Services” is provided.

Solution: Enter the “Reason for Receiving Child Care Services” information.

* The “Reason for Receiving Child Care Services” cannot be “J” unless all children in the family are only in the CHAN program or only CHAN and part-day CSPP programs. [801A Electronic File Transfer], [801A Input/Edit]

Problem: Reason “J” is selected as the “Reason for Receiving Child Care Services” when not all the children in the family are indicated as receiving services from CHAN. Reason “J” can only be selected for a family when all children in the family are only in CHAN or in CHAN and part-day CSPP. The allowable program code and Reason for Receiving Child Care Services combinations are listed in the Rules and Guidelines above.

Solution: Verify that the correct “Program Codes” and “Reason for Receiving Child Care Services” are selected.

* “Reason for Receiving Child Care Services” must be “J” when all children listed are only in the CHAN program. [801A Electronic File Transfer], [801A Input/Edit]

Problem: All children in the family receive subsidized child care services from CHAN only; therefore, the “Reason for Receiving Child Care Services” must be “J – Handicapped Program.”

Solution: Verify that the correct “Program Codes” and “Reason for Receiving Child Care Services” are selected.

* The “Reason for Receiving Child Care Services” cannot be “Q” unless all children in the family received part-day care and are only in the CSPP program. [801A Electronic File Transfer], [801A Input/Edit]

**Problem:** All of the children in the family are reported in CSPP; however, not all of the children are identified as receiving part-day care. Reason "Q" is not a valid choice for this family.

**Solution:** Verify that the correct information is inputted for the following information fields: “Program Codes,” “Reason for Receiving Child Care Services,” “Services Type and Length of Care.”

* When all children in the family receive part-day care and are only in the CSPP program, the “Reason for Receiving Child Care Services” can only be “A – Child Protective Services”, “H – Seeking Permanent Housing”, or “Q – Part-Day California State Preschool”. [801A Electronic File Transfer], [801A Input/Edit]

**Problem:** All of the children in the family are indicated as receiving part-day care in CSPP. The Reason for Receiving Child Care Services selected is not valid for this family.

**Solution:** Verify that the correct information is inputted for the following information fields: “Program Codes,” “Reason for Receiving Child Care Services,” “Services Type and Length of Care.”

If all the information for the children is correct, select "Q - Part-Day California State Preschool Program" as the Reason for Receiving Child Care Services.

* The "Reason for Receiving Child Care Services" cannot be "R" or "S" unless all children in the family receive care type 4 or 11 and are only in CSPP program. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The selected Type of Child Care and/or Program Code is incompatible with the Reason for Receiving Child Care code “R – CSPP No Need” or “S – CSPP Neighborhood School Eligibility”.

Solution: Verify that the correct information is inputted for the following information fields: “Program Codes,” “Reason for Receiving Child Care Services,” “Type of Child Care”. For Reason for Receiving Child Care codes “R” and “S”, the Type of Child Care can only be "04 – Licensed center-based care" or "11 – License-exempt center-based care"; in addition, the input Program Code must be "CSPP: California State Preschool Program".

#### Frequently Asked Questions

* **What reason do we check for receiving child development services in the situation where grandparents or an aunt is the caretaker for a child? None of the reasons shown seem appropriate.**

Each situation is different. Treat the grandparents or aunt as "Parent/Caretaker," and carefully consider why it was determined that the HoH needed subsidized child care services. For further guidance, an agency may contact their EED, Field Services Office consultant (consultant).

* **What reason do we use for receiving child development services in the case of a foster child?**

Use the most appropriate reason for the situation. For example, if the foster parent is working, select the "employment" reason. For further guidance, an agency may contact their consultant.

* **Our agency has a CHAN contract. What reason do we select?**
* When a family has a child or children receiving services only in CHAN, select “J – Handicapped Program” as the Reason for Receiving Child Care Services.
* When a family has a child or children receiving services in CHAN and part-day CSPP, select “J – Handicapped Program” as the Reason for Receiving Child Care Services.
* When a family has a child or children receiving services in CHAN and CSPP (answer to “Services Type and Length of Care” is “A – Direct Services Full-Day” or “C - Subcontracted Services Full-Day”), select the appropriate A – H reason as the Reason for Receiving Child Care Services.
* **Our agency only has a CSPP contract. What reason do we select?**

This depends on whether all of the children in the family receive part-day care or not. If all of the children in the family receive part-day care (“Services Type and Length of Care” is "Direct Services Part-Day" or “Subcontracted Services Part-Day” for all children) and the family's eligibility determination was based on income, not on a CPS referral and not because the family is homeless, then the following reason is selected: "Q – Part –Day California State Preschool Program".

* + Families enrolled under the reason codes "R – CSPP No Need" or "S – CSPP Neighborhood School Eligibility" may receive part-day or full-day care. For further guidance on the eligibility requirements surrounding reason code "R – CSPP No Need" or "S – CSPP Neighborhood School Eligibility", an agency may contact their EED Field Services Office Consultant (consultant).
	+ If none or not all of the children receiving care have been indicated as part-day (at least one child listed has “Services Type and Length of Care” as "Direct Services Full-Day" or “Subcontracted Services Full Day”), then select the appropriate A – H reason as the Reason for Receiving Child Care Services.

### CPS Override

The CPS Override checkbox indicates if a family is a CPS referral and allows an agency to leave the Monthly Family Income information field blank.

#### Where to Find It

On the ELCD-9600, look in the box “Protective Services” under Section II: Family Eligibility and Reason for Needing Services.

#### Rules and Guidelines

* This information is necessary only for CPS-referred families in which family income is not collected; this information allows the Monthly Family Income information field to be blank.
* Do not check the CPS Override checkbox if the Monthly Family Income is known.

#### Frequently Asked Questions

* **What if we do collect Monthly Family Income for a particular CPS case? Do we check this box?**

No, agencies do not have to mark the checkbox when the monthly family income is reported for a CPS case. However, agencies should still indicate CPS as the family’s reason for receiving child care.

### Family Start Date

The Family Start Date information field indicates the original date on which a family began receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

The documentation for when a family began receiving subsidized child care services through an agency’s contract with the EED should be in the family’s file. This date can be found on the ELCD-9600 under the “Initial Subsidized Service Date,” which is located in a box in the upper right-hand corner of the first page.

#### Rules and Guidelines

* This information field is required.
* Enter the date (month, day, and year) the family began receiving subsidized child care services.
* This date must be before or during the report period.
* If the services for all children in the family were interrupted for **less than three months** because of reasons such as illness or vacation, select the **original** date the family began receiving subsidized child care services through the agency’s contract with the EED, not the date services resumed.
* If the services for all children in the family were interrupted for **three months or more**, select the date when the family **resumed** receiving subsidized child care services through the agency’s contract with the EED, not the original date of assistance from the agency.

**Example 1:** The Kim family has one child, Mary, receiving subsidized child care services through an agency’s contract with the EED. Mary did not receive any services in June, July, or August 2018 because of summer vacation. Mary returned to receiving services at the same agency on September 1, 2018.

In the September 2018 CDD-801A, enter September 1, 2018 for the Family Start Date as that was the date the family resumed receiving services after a break of three months.

**Example 2:** The Smith family has two children, Joan and Mark, receiving subsidized child care services from the same agency. In June, July, and August 2018, Mark did not receive any services because he spent the summer with relatives in another city. Joan continued to receive services during this time. In September 2018, Mark resumed receiving services with the same agency.

In the September 2018 CDD-801A, do not change the Family Start Date as at least one child in the family did not have a break in receiving services.

#### Error Messages and Solutions

* The Family Start Date must be on or before the report month/year. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Family Start Date entered occurs after the report period, which indicates that the family is being reported for a report period that has not yet begun.

Solution: Confirm that the Family Start Date is entered correctly.

* Invalid Family Start Date. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Family Start Date is invalid or missing.

Solution: Enter a valid date.

* The Family’s Start Date is required. [801A Electronic File Transfer]

Problem: The Family Start Date is blank.

Solution: Enter the Family Start Date.

* The Family’s Start Month is required. [801A Input/Edit]

Problem: No month was selected from the dropdown list.

Solution: Select the month from the dropdown list (January – December).

* The Family’s Start Day is required. [801A Input/Edit

Problem: No day was selected from the dropdown list.

Solution: Select the day from the dropdown list (1 – 31).

* The Family Start Year is required. [801A Input/Edit]

**Problem:** No year was selected from the dropdown list.

**Solution:** Select the year from the dropdown list.

#### Frequently Asked Questions

* **I don’t know the Family Start Date. Where can I find it?**

For a new family, the ELCD-9600 will have the date in the box “Initial Subsidized Service Date.”

For a continuing family, the most current ELCD-9600 will not have the original Family Start Date; agencies must check the family’s file for an earlier ELCD-9600. Unless it has been purged from the family’s file, the first ELCD-9600 for that family should have Family Start Date. Agencies may also look on the original Notice of Action given to the HoH when eligibility for subsidized child care services was first determined.

* **Do I ever change the Family Start Date?**

Typically, the Family Start Date will never change. The only exception would be if there was a break in service of three months or more. See the examples provided in the Rules and Guidelines.

### Month and Year Child Care Assistance Began

The Month and Year Child Care Assistance Began information field indicates the month and year in which a family began receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

Information for this field is obtained from the Family Start Date reported by agencies in the CDD-801A for the family. Agencies do not need to enter or change the Family Start Date unless it is incorrect.

#### Rules and Guidelines

* If the information provided in the CDD-801B is correct, no action is necessary.
* If the information provided in the CDD-801B is incorrect, make the necessary correction to the CDD-801B and the corresponding CDD-801A.

#### Error Messages and Solutions

* Both the Month and Year are required for “Month and Year Child Care Assistance Began.”

Problem: The Month and/or Year have not been selected from the dropdown list. Both fields must have information selected.

Solution: Select the Month and/or Year Child Care Assistance Began for the family.

* The “Month and Year Child Care Assistance Began” cannot be after the report month.

Problem: The Month and Year Child Care Assistance Began is after the report period, indicating that the services are being reported in a month that has not yet begun.

Solution: Confirm that the Month and Year Child Care Assistance Began is entered correctly.

#### Frequently Asked Questions

* **The Month and Year Child Care Assistance Began is incorrect. What should I do?**

Verify the “Initial Subsidized Service Date” indicated on the ELCD-9600 for the family. Check the agency’s attendance records to determine the correct date. If changes are needed, correct the information on the CDD-801B and the corresponding CDD-801A.

## Child Information

### Child Last Name

The Child Last Name information field indicates the last name of the child receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

On the ELCD-9600, look in the box “Full Name of Child Including Middle Initial” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is two characters. The maximum length of this field is 50 characters.
* If a child did not receive subsidized child care services through an agency’s contract with the EED, do not include that child in the CDD-801A for the report period.
* ***Special instructions for foster children:*** Enter the **Child Last Name**. If there is more than one foster child in the family receiving subsidized child care services, enter the last name of the **oldest child receiving subsidized child care services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH first name, last name, and middle initial.

#### Error Messages and Solutions

* The Child Last Name is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child Last Name is blank.

Solution: Enter the Child Last Name information.

* The Child Last Name must be more than one character long. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child Last Name is one character long.

Solution: Enter a Child Last Name that is at least two characters long.

* The Child’s Last Name must contain only letters, hyphens, spaces, and apostrophes. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Invalid characters are entered in the Last Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* The Child’s Last Name, First Name, Middle Initial, and birthday already exist for this family in this report month/year. [801A Input/Edit], [801B]

Problem: A child with this same information has already been reported for this family in this report period. The CDMIS will not accept a duplicate child.

Solution: Verify each child’s first name, middle initial, last name, and date of birth for the family and resolve any errors.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The number of children reported for the family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving services, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

* When “Is the Head-of-Household Single?” is “Child is head-of-household” and “Family Size” is greater than “1”, the oldest Child Last Name and the Head-of-Household Last Name must be the same. [801B only]

Problem: The question "Is this Head-of-Household Single?" is answered as “Child is Head-of-Household,” but the HoH’s name for this family does not match the oldest child’s (or only child’s) name. For CDD-801A purposes only, when only the children receiving services are counted in the family size, the HoH’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that the HoH Last Name is entered correctly. Confirm that the oldest Child Last Name is entered correctly. Confirm that this is a foster child. If this is a foster child, ensure that the HoH Last Name and the oldest Child Last Name are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” accordingly.

#### Frequently Asked Questions

* **The child's (first and last) name is the same as the "head-of-household." Will this come up as an error?**

No; however, ensure that the child is ***not*** listed as the "head-of-household" ***unless the child is a foster child*.** Refer to the Child First Name or Child Last Name sections for additional guidance in reporting foster children.

### Child First Name

The Child First Name information field indicates the first name of the child receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

On the ELCD-9600, look in the box “Full Name of Child Including Middle Initial” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* The minimum length of this field is two characters. The maximum length of this field is 50 characters.
* If a child did not receive subsidized child care services through an agency’s contract with the EED, do not include that child in the CDD-801A for the report period.
* ***Special instructions for foster children:*** Enter the **Child Last Name**. If there is more than one foster child in the family receiving subsidized child care services, enter the last name of the **oldest child receiving subsidized child care services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH first name, last name, and middle initial.

#### Error Messages and Solutions

* The Child First Name is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child First Name is blank.

Solution: Enter the Child First Name.

* The Child First Name must be more than one character long. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child First Name is only one character long.

Solution: Enter a Child First Name that is at least two characters long.

* The Child’s First Name must contain only letters, hyphens, spaces, and apostrophes. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Invalid characters are entered in the First Name field.

Solution: Remove the invalid characters and confirm that the information is entered correctly.

* The Child’s First Name, Last Name, Middle Initial, and birthday already exist for this family in this report month/year. [801A Input/Edit], [801B]

Problem: A child with this same information has already been reported for this family in this report period. The CDMIS will not accept a duplicate child.

Solution: Verify each child’s first name, middle initial, last name, and date of birth for the family and resolve any errors.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The number of children reported for the family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving services, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

* When the answer to “Is the Head-of-Household Single?” is “Child is head-of-household” and “Family Size” is greater than “1,” the oldest Child First Name and the Head-of-Household First Name must be the same. [801B only]

Problem: The question "Is this Head-of-Household Single?" is answered as “Child is Head-of-Household,” but the HoH’s name for this family does not match the oldest child’s (or only child’s) name. For CDD-801A purposes only, when only the children receiving services are counted in the family size, the HoH’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that the HoH Last Name is entered correctly. Confirm that the oldest Child Last Name is entered correctly. Confirm that this is a foster child. If this is a foster child, ensure that the HoH Last Name and the oldest Child Last Name are the same. If this is not a foster child, change the answer to the question “Is the Head-of-Household Single?” accordingly.

#### Frequently Asked Questions

* **The child's (first and last) name is the same as the "Head-of-Household." Will this come up an error?**

No; however, ensure that the child is ***not*** listed as the "head-of-household" ***unless the child is a foster child*.** Refer to the Child First Name or Child Last Name sections for additional guidance in reporting foster children.

### Child Middle Initial

The Child Middle Initial information field indicates the middle initial of the child receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

On the ELCD-9600, look in the box “Full Name of Child Including Middle Initial” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is optional but recommended if available.
* The maximum length of this field is one character.
* Do not enter a period after the middle initial.
* ***Special instructions for foster children***: Enter the **Child Middle Initial**. If there is more than one foster child in the family receiving subsidized child care services, enter the middle initial of the **oldest child receiving subsidized child care services through an agency’s contract with the EED**. The first name, last name, and middle initial of the oldest child must be the same as the HoH First Name, Last Name, and Middle Initial.

#### Error Messages and Solutions

* **A valid child’s middle initial must be one letter. *[801A File Transfer], [801A Web Input], [801B]***

**Problem:** A period (.) or more than one letter in the middle initial field is entered. A period (.) is not a valid middle initial. More than one letter is not a valid middle initial.

**Solution:** Delete the period (.) or extra letter(s) from the middle initial. Leave this blank if there is no middle initial.

* When the family size is the same as the number of children reported, the oldest child must be listed as the Head-of-Household. The first name, last name, and middle initial of the oldest child reported and those of the Head-of-Household must be the same. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The number of children reported for this family is the same as the family size indicated. This indicates the family size used to determine income eligibility is made up of only children. In these cases, the oldest child reported must be listed as the HoH.

Solution: Verify the family size and children listed for this family. If the family size represents only the children receiving subsidized child care services through an agency’s contract with the EED, change the HoH’s name (first, middle initial, and last) to match the oldest child’s name (first, middle initial, and last).

* **When the answer to “Is the Head-of-Household Single?” is “Child is head-of-household” and “Family Size” is greater than “1,” the oldest Child Middle Initial and the Head-of-Household Middle Initial must be the same. *[801B only]***

Problem: The question "Is this Head-of-Household Single?" is answered as “Child is Head-of-Household,” but the HoH’s name for the family does not match the oldest child’s (or only child’s) name. For CDD-801A reporting purposes, when only the children receiving subsidized child care services through an agency’s contract with the EED are counted in determining family size, the HoH’s name must be the same as the name of the oldest child (or only child) reported.

Solution: Confirm that the HoH Last Name and oldest Child Last Name are entered correctly. Also confirm that the child is a foster child. If the child is a foster child, ensure that the HoH Last Name and the oldest Child Last Name are the same. If the child is not a foster child, change the answer to the question “Is the Head-of-Household Single?” accordingly.

#### Frequently Asked Questions

* **I don't know the middle initial for the child. She or he doesn't have one.**

If the child’s middle initial is not known, leave the field blank. Although this is an optional field, due to the high volume of duplicate names, it is advisable to request and report the middle initial of all children receiving subsidized child care services through an agency’s contract with the EED. This provides a method for agencies and the CDE to distinguish families and children across agencies.

### Child’s Ethnicity

The Child’s Ethnicity information field indicates whether the child receiving subsidized child care services through an agency’s contract with the EED is of Hispanic or Latino origin. The definition of Hispanic or Latino is a person of Cuban, Mexican, Puerto Rican, South American, Central American, or other Spanish culture or origin.

**Note:** The Child’s Ethnicity question must be answered in addition to the Child’s Race questions.

#### Where to Find It

On the ELCD-9600, look in the box “Ethnicity” in Section IV: Data on Children. On the ELCD-9600, Y = “Yes” and N = “No.”

#### Rules and Guidelines

* This information field is required.
* There are only two choices:
	+ **Yes** – The child is of Hispanic or Latino origin.
	+ **No** – The child is not of Hispanic or Latino origin.

#### Error Messages and Solutions

* **The Child’s Ethnicity is required. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

Problem: The Child’s Ethnicity question has not been answered.

Solution: Select “Yes” (Y in the electronic file) or “No” (N in the electronic file).

* **The Child’s Ethnicity is invalid. *[801A Electronic File Transfer only]***

Problem: The information provided in the file for the Child’s Ethnicity is not acceptable.

Solution: Confirm that valid information (Y or N) is entered.

#### Frequently Asked Questions

* **The child’s ethnicity is unknown or the parent is not sure whether to answer “Yes” or “No.” What should I do?**

This judgment is up to the parent; however, regulations require the parent to answer the question.

### Child’s Race

The Child’s Race information field indicates the race of the child receiving subsidized child care services through agency’s contract with the EED. The race categories are from the questions asked by the U.S. Census Bureau and are defined as follows:

* **American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
* **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
* **Black or African American:** A person having origins in any of the Black racial groups of Africa.
* **Native Hawaiian or Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
* **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

#### Where to Find It

On the ELCD-9600, look in the box “Race” in Section IV: Data on Children. See the codes below for each race.

#### Rules and Guidelines

* This information field is required.
* At least **one** racial category must be answered “Yes.” Select all racial categories that apply.
* There are five racial categories
	+ **American Indian or Alaska Native [1 on the ELCD-9600]**
	+ **Asian [2 on the ELCD-9600]**
	+ **Black or African American [3 on the ELCD-9600]**
	+ **Native Hawaiian or other Pacific Islander [4 on the ELCD-9600]**
	+ **White [5 on the ELCD-9600]**
* For each of these racial categories, select either “Yes” or “No.”

#### Error Messages and Solutions

* **The Child’s Race is required. (Yes or No) *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** For the indicated racial category, the information is missing.

**Solution:** Select “Yes” (Y in the electronic file) or “No” (N in the electronic file) for the indicated racial category.

* **All Race categories are answered “No.” At least one Race category must be answered “Yes.” *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** “No” is selected for all racial categories.

**Solution:** Indicate “Yes” (Y in the electronic file) for at least one of the racial categories.

* **The “Child’s Race – American Indian or Alaskan Native” is invalid.** **Valid entries are “Y” or “N.” *[801A Electronic File Transfer only]***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – Asian” is invalid. Valid entries are “Y” or “N.” *[801A Electronic File Transfer only]***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – Black or African American” is invalid. Valid entries are “Y” or “N.” *[801A Electronic File Transfer only]***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – Native Hawaiian or Other Pacific Islander” is invalid. Valid entries are “Y” or “N.” *[801A Electronic File Transfer only]***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

* **The “Child’s Race – White” is invalid. Valid entries are “Y” or “N.” *[801A Electronic File Transfer only]***

Problem: The information provided in the electronic file for the indicated racial category is not acceptable.

Solution: Confirm valid information (Y or N) is entered for the Child’s Race.

#### Frequently Asked Questions

* **The child’s race is unknown or the parent is not sure whether to answer “Yes” or “No” in the different categories. What should I do?**

This judgment is up to the parent; however, regulations require the parent to answer “Yes” or “No” to each racial category. At least one of the racial categories must be answered “Yes.”

* **The ELCD-9600 for one of our children indicates the race is both Asian and White. I’ve answered “Yes” to both these categories. What do I answer for the remaining race categories?**

Answer “No” to the remaining race categories not identified by the parent on the ELCD-9600.

### Child Gender

The Child Gender information field indicates whether the child receiving subsidized child care services through an agency’s contract with the EED is female or male.

#### Where to Find It

On the ELCD-9600, look in the box “Sex” in Section IV: Data on Children. On the ELCD-9600, M = Male and F = Female.

#### Rules and Guidelines

* This information field is required.
* There are only two choices:
	+ **Male**
	+ **Female**

#### Error Messages and Solutions

* **The Child’s Gender is required. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** No information is provided for the Child Gender.

**Solution:** Select Male (M in electronic file) or Female (F in electronic file) for the Child’s Gender.

* **The “Child’s Gender” is invalid. *[801A Electronic File Transfer]***

Problem: The information provided in the electronic file for the Child’s Gender is not acceptable.

Solution: Confirm that valid information (M or F) is entered for the Child’s Gender.

#### Frequently Asked Questions

* **The box was not checked on the ELCD-9600, and I cannot tell the gender. What should I do?**

Ask staff responsible for maintaining this information to update the family file for the child so that this question can be answered.

### Child Date of Birth

The Child Date of Birth information field indicates the month, day, and year the child receiving subsidized child care services through an agency’s contract with the EED was born.

#### Where to Find It

On the ELCD-9600, look in the box “Birth Date” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* Provide the month, day, and year the child was born
* The Child Date of Birth must be on or before the report period.

#### Error Messages and Solutions

* The Child Date of Birth is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child’s Date of Birth is not provided.

Solution: Enter the Child Date of Birth.

* The Child Date of Birth must be on or before the report month. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child Date of Birth is after the report period, indicating that the child was born after the month in which he or she received subsidized child care services.

Solution: Confirm the Child Date of Birth is entered correctly.

* Invalid Child Date of Birth. [801A Electronic File Transfer only]

Problem: An invalid or incomplete date is entered.

Solution: Enter a date that meets the file format specifications. For example, January 1, 2019 should appear as 01/01/2019 in the electronic file.

* The Child Date of Birth indicates the child is too young or too old for the program type. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child Date of Birth and Program Code(s) entered for the child indicate the child is not eligible for subsidized child care services under the program selected based on their age.

Solution: Verify the Child Date of Birth is entered correctly. If the Child Date of Birth is entered correctly and the child is being served because the family file contains an active Individualized Education Program (IEP) indicating the subsidized child care services are authorized, enter a “Y” in the “Child has IEP” information field to report an over-aged child.

Note: One of the purposes of the “Child Has IEP” information field is to allow agencies to report children who exceed the upper-age limit of 12 years old for the following programs: C2AP, C3AP, CAPP, CCTR, CFCC, CMIG, and CMAP. Having an IFSP or IEP does not apply to children receiving subsidized child care services in the CSPP nor will it allow agencies to report children receiving subsidized child care services in a licensed center-based setting in the CCTR when they are only age-eligible for the CSPP.

In addition, children who will turn five years old on or before September first of the FY they are receiving subsidized child care services (these children are eligible for kindergarten pursuant Education Code [EC] Section 48000[a]) and who were enrolled and received subsidized child care services in CSPP on June thirtieth may continue to receive services in the CSPP through the summer until the beginning of the academic year they are eligible to start kindergarten, but no later than September thirtieth.

* Preschool age children cannot receive services in CCTR programs in a licensed center. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: Preschool-age children (children who turn three or four years old on or before December first or September first, respectively, of the FY they are receiving subsidized child care services) may only receive services in CCTR under the following conditions:

* For three- and four-year-old children (as defined above), subsidized child care services are provided in a licensed family child care home (FCCH) setting, or
* For children not yet three years old but who will be by December first, may remain in CCTR until the day before their third birthday, or
* For children turning five years old between September second and December second, who are enrolled in a transitional kindergarten (TK) program, and whose family needs before or after school services, can be enrolled in CCTR or Alternative Payment (AP) program. Visit the EED Management Bulletins web page at <http://www.cde.ca.gov/sp/cd/ci/allmbs.asp> for further information.

Other than these three conditions, children who turn three or four years old on or before December first or September first, respectively, of the FY they are receiving subsidized child care services cannot be reported in CCTR.

Solution: Verity the child's date of birth, program code(s) listed, and the setting in which the child received subsidized child care services during the report period.

* The Child Month of Birth is required. [801A Input/Edit], [801B]

Problem: No Child Month of Birth was selected from the dropdown list.

Solution: Select the Child Month of Birth from the dropdown list (January through December).

* The Child Day of Birth is required. [801A Input/Edit], [801B]

Problem: No Child Day of Birth was selected from the dropdown list.

Solution: Select the Child Day of Birth from the dropdown list.

* The Child Year of Birth is required. [801A Input/Edit], [801B]

Problem: No Child Year of Birth was selected from the dropdown list.

Solution: Select the Child Year of Birth from the dropdown list.

#### Frequently Asked Questions

* **I do not have the Child Date of Birth. What should I do?**

The child’s date of birth must be entered. If no date of birth is provided on the ELCD-9600, check other records for the child, such as the immunization record.

### Child Has IEP or IFSP

The Child Has IEP or IFSP information field indicates if a child has an active Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) on file with the agency. Children with exceptional needs are described in *EC* Section 8208(l)(2). These children require the special attention of adults in a child care setting. In addition, a child who is otherwise eligible for subsidized child care services (except in CSPP) may be served until age 21 years if he or she has an active IEP and is receiving appropriate special education and related services.

#### Where to Find It

Required exceptional needs documentation should be in the family file. Documentation must include a copy of an active IFSP or IEP.

Please check the IEP or IFSP box or input "Y" in the electronic file if the child's IEP or IFSP was active for at least one day of the report period.

#### Rules and Guidelines

To indicate whether or not a child meets the description of children with exceptional needs, follow the steps below:

* For agencies using the CDD-801A Electronic File Transfer function, answer either **"Y"** (child meets the description above) or **"N"** (the child does not meet the description above) in the file for each child.
* For agencies using the CDD-801A Input/Edit function, check the box for "Child has IEP" to indicate the child meets the description above. Do not check the box if there is no IFSP or IEP on file for the child.

**Note:** The "Child has IEP" question also allows agencies to report children who exceed the upper-age limit of 12 years old for the following programs: C2AP, C3AP, CAPP, CCTR, CFCC, CMIG, and CMAP. There is no override of the age limits for children receiving services in CSPP.

#### Error Messages and Solutions

* "Child has IEP" is required. [801A Electronic File Transfer], [801A Input/Edit], [801B] (effective as of the September 2013 CDD-801A)

Problem: The information in for the "Child has IEP" was not provided.

Solution: Confirm that "Y" or "N" is indicated in the electronic file; confirm that "Yes" or "No" is selected from the dropdown list.

* Invalid Child has IEP information. [801A Electronic File Transfer]

Problem: The information in the electronic file for the Child’s IEP is not acceptable.

Solution: Confirm that “Y” or “N” is indicated in the electronic file.

#### Frequently Asked Questions

* **How do I know if the child meets the definition of exceptional needs?**

The family file will contain a copy of an active IFSP or IEP.

* **What if the family files do not contain an active IFSP or IEP?**

If there is no active IFSP or IEP in the family's file, answer "No" to this question. Only answer "Yes" if the child has an active IFSP or IEP on file with the agency.

### Child's Primary Language

The Child’s Primary Language information field indicates the child’s primary language, which is identified by the Home Language Survey as the language first learned, most frequently used at home, or most frequently spoken by the parents or adults in the home.

#### Where to Find It

On the ELCD-9600, look in the box “Language Code” in in Section IV: Data on Children.

#### Rules and Guidelines

Report the child’s primary language. If the child speaks more than one language, select the language in which they are the most fluent. The languages and codes below are the same as those listed on the ELCD-9600.

* This information field is required.
* For agencies using the CDD-801A Electronic File Transfer function, enter the code associated with the child's primary language listed below.
* For agencies using the CDD-801A Input/Edit function, select the child's primary language from the dropdown list.

| **Language** | **Code** |
| --- | --- |
| Arabic | 11 |
| Armenian | 12 |
| Assyrian | 42 |
| Burmese | 13 |
| Cantonese | 03 |
| Cebuano (Visayan) | 36 |
| Chaldean | 54 |
| Chamorro (Guamanian) | 20 |
| Chaozhou (Chaochow) | 39 |
| Croatian | 14 |
| Dutch | 15 |
| English | 00 |
| Farsi (Persian) | 16 |
| French | 17 |
| German | 18 |
| Greek | 19 |
| Gujarati | 43 |
| Hebrew | 21 |
| Hindi | 22 |
| Hmong | 23 |
| Hungarian | 24 |
| Ilocano | 25 |
| Indonesian | 26 |
| Italian | 27 |
| Japanese | 08 |
| Khmer (Cambodian) | 09 |
| Khmu | 50 |
| Korean | 04 |
| Kurdish | 51 |
| Lahu | 47 |
| Lao | 10 |
| Mandarin (Putonghua) | 07 |
| Marshallese | 48 |
| Mien | 44 |
| Mixtec | 49 |
| Native American Languages | 88 |
| Pashto | 40 |
| Filipino (Tagalong) | 05 |
| Polish | 41 |
| Portuguese | 06 |
| Punjabi | 28 |
| Russian | 29 |
| Rumanian | 45 |
| Samoan | 30 |
| Serbian | 31 |
| Serbo-Croatian | 52 |
| Spanish | 01 |
| Taiwanese | 46 |
| Thai | 32 |
| Taishanese | 53 |
| Tongan | 34 |
| Turkish | 33 |
| Ukrainian | 38 |
| Urdu | 35 |
| Vietnamese | 02 |
| Other Languages of China | 55 |
| Other Languages of the Philippines | 66 |
| Other non-English | 99 |

#### Error Messages and Solutions

* **“Child's Primary Language” must be a valid two-digit language code. *[801A Electronic File Transfer]***

**Problem:** The information in the upload file for the Child's Primary Language is not a valid code.

**Solution:** Confirm a valid two-digit code from the list above is entered.

* **Answer to Child's Primary Language is required. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The question “Child's Primary Language” is not answered.

**Solution:** Confirm a primary language is selected for the child.

#### Frequently Asked Questions

* **How do I know which is the primary language?**

The box “Language Code” in Section IV: Data on Children of the ELCD-9600 should list the code for the primary language.

* **What if the family files do not contain this information?**

This information is required on the ELCD-9600. If this information is missing, contact the family to obtain the child’s primary language and update the information in the family file.

* **What if the family indicates a primary language that is not listed?**

If the language on the ELCD-9600 is not on the list, choose "Other non-English" for the child.

### Child is English Learner

The Child is English Learner information field indicates if a child is an English learner. English learner students are those students for whom there is a report of a primary language other than English on the state-approved Home Language Survey **and** who, on the basis of the state approved oral language (grades kindergarten through twelve) assessment procedures and literacy (grades three through twelve only), have been determined to lack the clearly defined English language skills of listening comprehension, speaking, reading, and writing necessary to succeed in the school's regular instructional programs. (R30-LC).

**Note:** Children being served in California State Preschool Program (CSPP) must select “Not Applicable” from the dropdown list (Input/Edit) or leave this field blank in the electronic file (Electronic File Transfer). This data will be collected in a portal called the Preschool Language Information System (PLIS). Contractors are required to submit the PLIS report on a quarterly basis, with the first required report containing information on children enrolled between January 1-March 31, 2023. The submission period for the first required report will open on April 1, 2023, and remain open until April 20, 2023.

#### Where to Find It

On the ELCD-9600, look in the box “Is Child limited English Proficient” in Section IV: Data on Children.

#### Rules and Guidelines

For agencies using the CDD-801A Electronic File Transfer function:

* Indicate “Y” in the electronic file if the child is an English Learner.
* Indicate “N” in the electronic file if the child is not an English Learner.
* Leave the field blank in the electronic file if the child is too young to be enrolled in kindergarten or too old to be enrolled in twelfth grade.

For agencies using the CDD-801A Input/Edit function, select one of the following:

* Select “Yes” if the child is an English Learner.
* Select “No” if the child is not an English Learner.
* Select “Not Applicable” if the child is too young to be enrolled in kindergarten or too old to be enrolled in twelfth grade.

#### Error Messages and Solutions

* **“Child is English Learner” information provided is invalid. *[801A Electronic File Transfer]***

**Problem:** The information for Child is English Learner is invalid because it contains information other than “Y”, “N”, or blank.

**Solution:** Confirm that “Y” or “N” is entered, or that the field is blank for this question.

* **Answer to Child is English Learner is required. *[801A File Transfer], [801A Web Input]***

**Problem:** The question “Child is English Learner” is not answered.

**Solution:**

* **CDD-801A Electronic File Transfer:** confirm the file contains “Y”, “N”, or a blank for this question.
* **CDD-801A Input/Edit:** confirm “Yes”, “No”, or “Not Applicable” is selected from the dropdown list.
* **Child is English Learner must be answered “Yes” or “No” because child’s date of birth indicates they are kindergarten through twelfth grade age. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The child’s date of birth indicates this child is of school-age (kindergarten through twelfth grade); however, “Yes” or “No” is not answered for this question.

**Solution:** Confirm the child’s date of birth. Confirm the answer to the question “Child is English Learner.” Confirm that “Yes” or “No” is answered for this question.

* **Child is English Learner cannot be answered “Yes” or “No” because child’s date of birth indicates they are too young for kindergarten or too old for twelfth grade. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The child’s date of birth indicates this child is not school-age (kindergarten through twelfth grade); however, “Yes” or “No” is answered for this question.

**Solution:** Confirm the child’s date of birth. Confirm the answer to the question “Child is English Learner.” Confirm that the field is blank in the electronic file (Electronic File Transfer) or that “Not Applicable” is selected from the dropdown list (Input/Edit).

#### Frequently Asked Questions

* **How do I know if the child is an English learner?**

The child data section of the ELCD-9600 contains a column labeled “Is child limited English proficient?” If this section contains a “Y” then this indicates the child is an English Learner. If it contains an “N” then this means the child is not an English learner.

* **What if the family files do not contain this information?**

This information is required on the ELCD-9600. If this information is missing, contact the family and update the information in the family file.

### Child Start Date

The Child Start Date information field indicates the actual date on which the child began receiving subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

The documentation for when a child begins receiving services should be in the family file; this date should be found on a Notice of Action but may also be found in other documents.

#### Rules and Guidelines

* This information field is required.
* Enter the date (month, day, and year) the child began receiving subsidized child care services.
* If the services were interrupted for **less than three months** due to illness or vacation, indicate the **original** date services began for this child with the agency, not the date services resumed.
* If the services were interrupted for **three months or more**, indicate the date the child **resumed** receiving services, not the original date services began with the agency.

**Example 1:** Joe Kim began receiving subsidized child care from Daisy’s Day Care on June 1, 2018. He did not receive services during the month of July but returned to Daisy’s Day Care on August 13, 2018. Because there was less than three months between the last day Joe was in care and the day he returned, June 1, 2018 is reported in the CDD-801A.

**Example 2:** Suzy Kim began receiving subsidized child care on April 1, 2018. She did not receive child care in June, July, or August because of summer vacation. She returned to child care in September 5, 2018.
Enter September 5, 2008 is reported in the CDD-801A because that was the date Suzy resumed receipt of subsidized child care after a break of three months.

* This date must be before or during the report period.
* This date must be on or after the Family Start Date.

#### Error Messages and Solutions

* The Child Start Date is required. [801A Electronic File Transfer only]

Problem: The Child Start Date is blank.

Solution: Enter the Child Start Date.

* Invalid Child Start Date. [801A Electronic File Transfer only]

Problem: An invalid or incomplete date is entered

Solution: Enter a date that meets the file format specifications. For example, January 1, 2010, would appear as 01/01/2010 in an electronic file.

* The Child Start Month is required. [801A Input/Edit]

Problem: No month was selected from the dropdown list.

Solution: Select the month from the dropdown list (January – December).

* The Child Start Day is required. [801A Input/Edit]

Problem: No day was selected from the dropdown list.

Solution: Select the day from the dropdown list (1 – 31).

* The Child Start Year is required. [801A Input/Edit]

Problem: No year was selected from the dropdown list.

Solution: Select the year from the dropdown list.

* The Child Start Date must be on or before the report month/year. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Child Start Date indicated occurs after the report period, indicating that the child is being reported in a month that has not yet begun.

Solution: Confirm that the Child Start Date is entered

* The Child Start Date must be on or after the Family Start Date. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Child Start Date entered is before the Family Start Date. The child cannot start before the family has started.

Solution: Confirm that the child and family start dates are entered correctly.

* The Child Start Date must be on or after the Child Date of Birth. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Child Start Date entered occurs before the child was born. The child cannot start receiving services before it is born.

Solution: Confirm that the Child Start Date and Child Date of Birth are entered correctly.

#### Frequently Asked Questions

* **I do not know the Child Start Date. What should I do?**

Determine the Child Start Date by looking in the family file. A Notice of Action may indicate when the child began receiving subsidized child care services. Check the agency’s provider payment records to determine when payments began for this child’s services.

### Services Type and Length

The Services Type and Length information field indicates whether the child received direct services or sub-contracted services. Additionally, this field captures whether the child receives less than four hours (no more than three hours and 59 minutes) of care each day during the report period.

#### Where to Find It

The information for the amount of subsidized child care services certified for the child each day should be in the family file.

In the family file, review the daily amount of subsidized child care the child received or was certified to receive. If that daily care was less than four (4) hours each day, the child is deemed part-day; answer “Yes” for this question.

#### Rules and Guidelines

* There are four choices for this field:
	+ **A –** **Direct Services Full-Day:** The child was provided Direct Services and received four (4) hours or more of care for at least one day in the report period.
	+ **B - Direct Services Part-Day**: The child was provided Direct Services and received less than four (4) hours (no more than three [3] hours and 59 minutes) of care each day.
	+ **C – Subcontracted/Voucher/FCCHEN Services Full-Day:** The child was provided Subcontracted Services and received four (4) hours or more of care for at least one day in the report period.
	+ **D – Subcontracted/Voucher/FCCHEN Services Part-Day**: The child was provided Subcontracted Services and received less than four (4) hours (no more than three [3] hours and 59 minutes) of care each day.

#### Error Messages and Solutions

* The Services Type and Length information is required. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The information for the Services Type and Length is not provided.

Solution: Enter "Direct Services Full-Day" (A in transfer file), "Direct Services Part-Day" (B in transfer file), "Subcontracted/Voucher/FCCHEN Services Full-Day " (C in transfer file), or "Subcontracted/Voucher/FCCHEN Services Part-Day " (D in transfer file) for the Services Type and Length information field.

* “Services Type and Length” is Invalid. [801A Electronic File Transfer only

Problem: The information in the electronic file for the Services Type and Length information field is not acceptable.

Solution: Confirm that “A”, “B”, “C”, or “D” is entered.

#### Frequently Asked Questions

* **Should children who are enrolled in a Family Child Care Home (FCCH) setting type be designated to "Direct Services" or "Subcontracted Services."**

If the child is enrolled in a FCCH setting type, then they must select either C: Subcontracted/Voucher/FCCHEN Services Full-Day or D: Subcontracted/Voucher/FCCHEN Services Part-Day. Please note that this rule applies to both CDE and CDSS contract types.

## Provider Information

### Provider Federal Employment Identification Number/Social Security Number

The Provider Federal Employment Identification Number (FEIN)/ SSN information field indicates the unique identification number that the federal government requires all workers and agencies to have for tax purposes. For providers who do not have a FEIN, use their SSN.

The Provider FEIN/SSN is used by the EED to determine the unduplicated count of providers (both centers and homes) serving children during a one-year period. This count is needed for the ACF-800 Annual Aggregate report, which is a required federal report.

**For AP contractors**, the Provider FEIN/SSN submitted must be the FEIN or SSN of the license-exempt provider, FCCH provider, or center (the individual who operates the center) that provided the actual services to the child.

**For Center-based Programs and FCCH Networks**, the FEIN is the tax identification number of the provider where the child actually received services. If the child received services in a FCCH, enter the FCCH provider’s FEIN or SSN. If the child received services in a center, enter the FEIN of the agency that operates the center.

#### Where to Find It

**For AP Contractors:** The agency must have the FEIN or SSN in order to make payments to the provider. The agency’s payment office will have the provider’s FEIN or SSN.

**For Center-based Programs and FCCH Networks:** The agency’s fiscal or accounting office will have the center’s FEIN and the FEIN or SSN of all FCCH providers who receive payments.

#### Rules and Guidelines

* This information field is required.
* This field must contain exactly nine numbers. Do not enter hyphens or spaces.
* If the child received subsidized child care services through an agency’s contract from more than one provider during a report period, the Provider FEIN/SSN for each provider must be reported.
* **Note:** Agencies must change the Services Date when there is a change in providers.

#### Error Messages and Solutions

* **The Provider FEIN/SSN is required. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The Provider FEIN/SSN is blank.

**Solution:** Enter the Provider FEIN/SSN.

* **Invalid Provider FEIN/SSN. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The Provider FEIN/SSN is not exactly nine numbers, **or** the Provider FEIN/SSN contains nonnumeric characters, **or** the Provider FEIN/SSN contains a repeating number (see exceptions above under Rules and Guidelines).

**Solution:** Enter a valid and complete Provider FEIN/SSN.

* **FEIN must contain nine (9) numbers. *[801A Electronic File Transfer], [801A Input/Edits.***

**Problem:** The Provider FEIN/SSN is not exactly nine numbers

**Solution:** Enter a complete Provider FEIN/SSN.

* **The Head-of-Household SSN and Provider FEIN/SSN cannot be identical. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The same number under both the Provider FEIN/SSN and HoH SSN is entered. The information, as entered, indicates the parent is the service provider, which is not allowed.

**Solution:** Delete the SSN indicated in the HoH SSN information field; the CDMIS no longer accepts HoH SSNs. Confirm the Provider FEIN/SSN entered.

* **One or more duplicate records for this family. *[801A File Transfer],* or This Provider/Type of Child Care already exists for this child’s services. *[801A Web Input***

**Problem:**

**CDD-801A Electronic File Transfer:**

* Two identical rows exist in the electronic file, **or**
* Two nearly identical rows exist in the electronic file. The only difference between the rows is the program code. This could occur if a child changed programs during the report period.

**CDD- 801A Input/Edit:** Duplicate provider information is entered for the same child. An agency is trying to add a Type of Care for a Provider FEIN/SSN that already exists for this child.

**Solution:**

* **CDD-801A Electronic File Transfer:** Delete one of the duplicate rows in the electronic file or revise the information in the row with the error to reflect the correct family, child, and provider information. If the child received care from one provider during the report period but changed programs (i.e., from CSPP to CCTR) during the report period, report both program codes for that same provider in the same row under Program Code 1 and Program Code 2.
* **CDD-801A Input/Edit:** The information provided under the Provider FEIN/SSN and Type of Care has been entered twice. Verify the information entered under each type of care displaying the error. Correct the information as necessary. If the child received care from one provider during the report period but changed programs (i.e., from CSPP to CCTR) during the report period, report both program codes for that same provider under Program Code 1 and Program Code 2.

#### Frequently Asked Questions

* **I have a child who has changed centers during the month. Both centers are operated by the same provider, but they have different zip codes. Nothing else changed for this child except the zip code of the provider. How do I report this child’s provider information?**

For children who receive services from the same provider but changed locations during the report period, report two providers for this child – one for each zip code.

* **The Provider is a license-exempt non-profit. The provider does not wish to disclose their FEIN. Is there a way to record only zeros for this provider's FEIN/SSN field?**

If the provider receives monies from the CDE, EED, they must disclose their actual FEIN.

### Provider Federal Information Processing Standards Code

The Federal Information Processing Standards (FIPS) Code information field indicates the code that identifies the state and county where the child received subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

This information can be determined based on the provider's address. The city or zip code can be used to determine the county where the provider is located. If an agency does not know this information, use the Zip/FIPS Lookup function available on the CDMIS Main Menu.

#### Rules and Guidelines

* This information field is required.
* Provider FIPS Codes are only accepted for California (06001 through 06116), Oregon (41001 through 41071), Nevada (32001 through 32033 and 32510), and Arizona (04001 through 04027).
* The Provider FIPS Code consists of a two-digit state code (California is 06) **and** a three-digit county code. For agencies using the CDD-801A Input/Edit function to submit information, the dropdown list automatically displays the correct Provider FIPS Code for the county selected.
* The Provider FIPS Code must be consistent with the provider zip code. For example, the FIPS Code for Sacramento County should be entered only when the child's services are provided in Sacramento County.

#### Error Messages and Solutions

* The Provider FIPS code is required. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Provider FIPS code is missing. This field must contain information.

Solution: Enter the Provider FIPS code of the family's residence by entering the correct California County.

* The Provider FIPS Code is invalid. [801A Electronic File Transfer only]

Problem: The Provider FIPS code submitted is not in the list of valid FIPS Codes.

Solution: Confirm that a valid Provider FIPS code is entered.

* The “Provider Zip Code” does not exist in the “Provider FIPS Code” provided. [801A Electronic File Transfer], [801A Input/Edit]

Problem: A Provider Zip Code that does not exist in the county indicated by the Provider FIPS Code is entered.

Solution: Confirm the Provider FIPS Code and Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

* Child care provided in Oregon, Nevada, or Arizona is only allowed when all services to the child are provided by CalWORKs Stage 2 or 3 or Alternative Payment program types. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The information for the provider indicates they are located in Oregon, Nevada, or Arizona; however, the program codes indicating the services provided are not C2AP, C3AP, or CAPP. Out-of-state providers can only be reported when the child receives services only through C2AP, C3AP, and CAPP from that provider.

Solution: Confirm the Provider FIPS Code and Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

#### Frequently Asked Questions

* **What is a FIPS code and how do I find it?**

FIPS stands for Federal Information Processing Standards. In California, FIPS codes are assigned by county. Agencies can download a file containing California’s FIPS Codes from the United States Census Bureau 2010 FIPS Code Files for Counties web page at <https://www.census.gov/library/reference/code-lists/ansi.html>.

A Zip/FIPS Lookup function has been created and is available on the CDMIS Main Menu. To use this function, enter a zip code; the Zip/FIPS Lookup function will display the associated FIPS code.

### Provider Address

The Provider Address information field indicates the actual street address where subsidized child care services were provided through an agency’s contract with the EED.

#### Where to Find It

This information should be in the family’s file.

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information that reflects the child care provider's current street address.

#### Rules and Guidelines

* This information field is required.
* The collection of providers’ street addresses went into effect with the October 2013 CDD-801B.
* P.O. Box information is not allowed.
* The address must be the physical street address (i.e., 123 Short Street, 84113 North Green Avenue, etc.).
* Abbreviated street names are not allowed.
* If a child receives subsidized child care services from the same provider but at more than one address during the report period, agencies report two providers for the child so that both addresses are reported.

#### Error Messages and Solutions

* **The Provider Address is required.**

**Problem:** The Provider Address field is blank. This field must have information.

**Solution:** Enter the provider's street address.

* **The Provider Address is not valid.**

**Problem:** Unacceptable information for the Provider Address is entered.

**Solution:** Confirm that no P.O. Box information is entered. Confirm that the provider address is at least 10 characters long.

#### Frequently Asked Questions

* **I am trying to enter a Provider Address, but the system is giving me the error "The Provider Address is not valid" and I cannot save the information. What do I do?**

The physical street address for each child's subsidized child care provider is required. Confirm that the actual street address of the site or home where the subsidized child care services were provided during the report period is entered correctly.

* **Our agency operates several sites. We have a child who received services at one of our sites during the first part of the month but transferred to a different site during the last part of the month. How do we report this?**

Agencies report two providers for children receiving subsidized child care services operated by the same provider at two different locations. All the provider information is the same except each would reflect a different street address (and possibly a different zip code).

### Provider City

The Provider City information field indicates the city associated with the street address where subsidized child care services were provided through an agency’s contract with the EED.

#### Where to Find It

This information should be in the family’s file.

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report period as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information that reflects the child care provider's city.

#### Rules and Guidelines

* This information is required.
* Abbreviations of city names are not allowed.

#### Error Messages and Solutions

* **The Provider City is required.**

**Problem:** The Provider City field is blank. This field must have information.

**Solution:** Enter the provider's city.

* **Provider City does not exist in the Zip Code provided.**

**Problem:** A city name that is not associated with the provider zip code is entered.

**Solution:** Confirm the spelling of the city name. To verify a city’s name and zip code, visit the United States Postal Service Look Up a ZIP Code web page at <https://tools.usps.com/go/ZipLookupAction_input>

#### Frequently Asked Questions

* **Our agency operates several sites. We have a child who received services at one of our sites during the first part of the month but transferred to a different site during the last part of the month. How do we report this?**

Agencies report two providers for children receiving subsidized child care services operated by the same provider at two different locations. All the provider information is the same except each would reflect a different street address (and possibly a different zip code).

### Provider Zip Code

The Provider Zip Code information field indicates the zip code of the location where the child receives subsidized child care services through an agency’s contract with the EED.

#### Where to Find It

This information is part of the provider's address. For AP programs, look in the provider's file; for center-based programs, look in the family's file.

**Note:** Check to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period (i.e., completed on or before the report month as indicated by the Effective Date of Action). If such a Notice of Action is on file, enter the updated information.

#### Rules and Guidelines

* This information field is required.
* The zip code must contain nine digits. The primary five-digit zip code and the four-digit extension.
* Enter numbers only.
* The provider zip code and provider FIPS code must be consistent.

#### Error Messages and Solutions

* The Provider Zip Code is required. [801A Electronic File Transfer], [801A Input/Edit], [801B]

**Problem:** The Provider Zip Code field is blank. This field must have information.

**Solution:** Enter the zip code of the provider.

* **A valid Provider Zip Code must have 9 numbers. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** An incomplete Provider Zip Code or letters instead of numbers are entered.

**Solution:** Confirm that all nine digits of the Provider Zip Code are entered.

* **The “Provider Zip Code” does not exist in the “Provider FIPS Code” provided. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** A Provider Zip Code that does not exist in the county indicated by the Provider FIPS Code is entered.

**Solution:** Confirm the Provider FIPS Code and the Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

* **One or more duplicate records for this family. *[801A Electronic File Transfer]*, or This Provider/Type of Child Care already exists for this child’s services. *[801A Input/Edit*]**

**Problem:**

**CDD-801A Electronic File Transfer:**

* Two identical rows exist in the electronic file, **or**
* Two nearly identical rows exist in the electronic file. The only difference between the rows is the program code. This could occur if a child changed programs during the report period.

**CDD-801A Input/Edit:** Duplicate provider information is entered for the same child. An agency is trying to add a Type of Care for a Provider FEIN/SSN that already exists for the child.

**Solution:**

* **CDD-801A Electronic File Transfer:** Delete one of the duplicate rows in the electronic file or revise the information in the row with the error to reflect the correct family, child, and provider information. If the child received care from one provider during the report period but changed programs (i.e., from CSPP to CCTR) during the report period, report both program codes for that same provider in the same row under Program Code 1 and Program Code 2.
* **CDD-801A Input/Edit:** The information provided under the Provider FEIN/SSN and Type of Care has been entered twice. Verify the information under each type of care displaying the error. Correct the information as necessary. If the child received care from one provider during the report period but changed programs (i.e., from CSPP to CCTR) during the report period, report both program codes for that same provider under Program Code 1 and Program Code 2.
* Child care provided in Oregon, Nevada, or Arizona is only allowed when all services to the child are provided by CalWORKs Stage 2 or 3 or Alternative Payment program types. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The information for the provider indicates they are located in Oregon, Nevada, or Arizona; however, the program codes indicating the services provided are not C2AP, C3AP, or CAPP. Out-of-state providers can only be reported when the child receives services only through C2AP, C3AP, or CAPP from that provider.

Solution: Confirm that the Provider FIPS Code and the Provider Zip Code are entered correctly. Use the Zip/FIPS Lookup function available on the CDMIS Main Menu to verify the information.

#### Frequently Asked Questions

* **The USPS does not provide mail delivery to some of the service locations (centers and/or homes) where services to children are provided and there is no nine-digit zip code associated with these locations. Some providers have a Post Office Box and some pick up their mail General Delivery at their local Post Office. What Zip Code should I report for these providers?**

For instances where the USPS does not provide mail delivery to these service locations, use the nine-digit zip code associated with the provider's P.O. Box.

* **Which zip code do I use--the family's residence or the zip code of the child care provider?**

For the Provider Zip Code information field, enter the zip code of the location where the child receives subsidized child care services through an agency’s contract with the EED.

 **I am trying to enter a Provider Zip Code, but the system is giving me the error "The Provider Zip Code does not exist in the Provider FIPS Code provided" and I cannot save the information. What do I do?**

The CDMIS uses the zip codes provided by the USPS, which are updated once each month. The zip code provided by the family may be incorrect or the zip code may be entered incorrectly. To verify a zip code, visit the United States Postal Service Look Up a ZIP Code web page at <https://tools.usps.com/go/ZipLookupAction_input> to obtain the nine-digit zip code.

The FIPS Code may also be entered incorrectly. (See data definition for Provider Federal Information Processing Standards Code.)

* **I do not know/cannot find the four-digit extension of the zip code of the provider’s service location. What do I do?**

An agency should contact their local post office and request the four-digit extension of the zip code of the provider’s service location. To look up the nearest post office, visit the United States Postal Service Find Locations web page at [https://tools.usps.com/go/POLocatorAction!input.action](https://tools.usps.com/go/POLocatorAction%21input.action).

* **I have a child who received services at two of our centers during the same month. These centers are located in different zip codes. How do I report this child's services?**

For children receiving services at two different centers located in different zip codes and operated by the same provider, report this child as having two providers in the report period, each with the zip code associated with the specific center.

For children who receive services from the same provider but changed centers during the month, resulting in the child receiving services in a different zip code, report this child as having two providers in the report period, each with the zip code associated with the specific center during that specific report period. For the next report period, only include the provider information that reflects the new zip code.

### Quality Rating and Improvement System Participation

The Quality Rating and Improvement System (QRIS) Participation information field indicates the type of quality child care available to children and families (if any).

The QRISis a method for rating the quality of child care for a child receiving subsidized child care services through an agency’s contract with the EED.

Although the *California Code of Regulations*, Title 5 mandates that all state funded child development programs implement certain elements of quality, including assessments such as the Environment Rating Scales and the Desired Results Developmental Profile, there is no requirement for participation in a local QRIS. A QRIS is a set of ratings, graduated by level of quality, used to assess early learning and care programs. It may provide workforce development, financial incentives to participants, and other supports to improve quality. The CA-QRIS Consortium is the body that supports ongoing QRIS efforts and builds on the Race to the Top-Early Learning Challenge’s tiered rating matrix, continuous quality improvement pathways, and implementation guide. Over 75 percent of California counties have a QRIS.

#### Where to Find It

Contact the program director of the agency to determine whether the agency is participating in a QRIS. This information is required, even if an agency operates in a local QRIS but does not participate or is not eligible for the QRIS. If an agency does participate in a QRIS, the QRIS certification will reflects their rating.

#### Rules and Guidelines

* This information field is required.
* Please select one answer from the list of choices below. The number preceding each answer (0, 1, 7, or 8) is the code that must be entered in the electronic file.
	+ 0 – No. Provider is eligible but does not participate in a QRIS.
	+ 1 – Yes. Provider does participate in a QRIS.
	+ 7 – The State has an operating QRIS in the provider's area, but the provider is not eligible to participate.
	+ 8 – The State does not have an operating QRIS in the provider's area.

#### Error Messages and Solutions

* **The QRIS Participation is required. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The QRIS Participation information is missing.

**Solution:** Review the electronic file or review CDD-801A Web Input/Edit screen to ensure this information is provided.

* **“QRIS Participation” must be a valid one-digit participation code: 0, 1, 7, or 8. *[801A Electronic File Transfer]***

**Problem:** The QRIS Participation information provided is not one of the valid choices.

**Solution:** Confirm the electronic file contains one of the choices listed above.

* **When the child’s services are provided in a license-exempt home setting, the answer to QRIS Participation can only be “7” or “8”. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The setting for the provider indicates the services were provided in a license-exempt home; the answer selected for this question does not apply. License-exempt home providers are not eligible to participate in a QRIS.

**Solution:** For license-exempt providers, the only acceptable answer is “7” or “8.”

#### Frequently Asked Questions

* **How do I know if our agency participates in a QRIS?**

Each local QRIS will provide a participating agency with documentation of its rating.

* **How do I know if we are eligible to participate in a QRIS?**

An eligible provider is a licensed center or licensed FCCH. Exceptions to the licensing requirement are tribal-approved child care programs and military installation child care programs, who have volunteered to participate in the local QRIS.

* **Many of our providers are licensed-exempt in-home/outside-of-home providers. How would we answer this question for these providers?**

Depending on whether there is an operating QRIS in the provider’s area, select one of the following options:

* If there is a QRIS operating in the provider's area, choose answer "7 - The State has an operating QRIS in the provider's area, but the provider is not eligible to participate."
* If there is no QRIS operating in the provider's area, choose answer "8 - The State does not have an operating QRIS in the provider's area."

### Accreditation Status

The Accreditation Status information field indicates the level of quality whereby the service provider demonstrates the capacity, commitment, and competence to support high-quality learning and ongoing program improvement.

Accreditation is another way to judge the quality of a child care program. Any child care program can get accredited. Child care centers, FCCHs, school-age child care programs, and after school programs may apply for and receive national accreditation from a variety of different accrediting associations. The accreditation guidelines vary but are generally higher than those required by local or state regulations and licensing. Each accrediting process includes a self-study, an application (and fees), a validation visit to verify information, and yearly certification through written documentation. Upon receiving official accreditation, the provider receives a certificate that verifies its status. A list of accrediting associations is provided below:

* National Association for the Education of Young Children (NAEYC)
* National Accreditation Commission (NAC)
* National Early Childhood Program Accreditation (NECPA)
* National Association for Family Child Care (NAFCC)
* American Camp Association (ACA)

**Note:**The above list is an example of some of the child care accrediting associations. Agencies are responsible for obtaining information regarding accreditation options and resources available to them.

#### Where to Find It

For agencies operating center-based programs (i.e., CCTR, CFCC, CMIG, CHAN, and CSPP), contact the program director of an agency to determine whether the agency is accredited by an accrediting association.

For agencies operating AP programs (i.e., C2AP, C3AP, CAPP, CMAP), contact the service provider to determine if an agency is accredited. Documentation of accreditation is typically provided in the form of an accreditation certificate provided by the accrediting association.

#### Rules and Guidelines

* This information field is required.
* Indicate the Accreditation Status based on the choices below:
	+ 0 – No
	+ 1 – Yes. National Accreditation
	+ 2 – Yes. State Accreditation
	+ 3 – Yes. Other Accreditation (not National or State Level)
	+ 4 – Yes. Level/Type of Accreditation Unavailable
	+ 9 – Not Applicable. Information Currently Unavailable

#### Error Messages and Solutions

* **The Accreditation Status is required. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The information on the Accreditation status is missing.

**Solution:** Confirm that one of the choices indicated in the Rules and Guidelines section is selected.

* **"Accreditation Status" must be a valid one-digit accreditation code: 0, 1, 2, 3, 4, or 9*. [801A Electronic File Transfer only]***

**Problem:** The Accreditation Status in the electronic file is not one of the valid choices indicated in the Rules and Guidelines section.

**Solution:** Confirm that the electronic file contains one of the codes listed above.

#### Frequently Asked Questions

* **My site where all our children receive services is accredited by the National Association for the Education of Young Children. How do I report this in my electronic file?**

Since the National Association for the Education of Young Children is a nationally accreditation association, enter a "1" in the appropriate field within the electronic file to indicate the site is nationally accredited.

* **How do I know if our agency has been accredited?**

Each accrediting association will provide each agency with a certificate that verifies their status upon receiving official accreditation.

### Type of Care

The Type of Care information field indicates the setting type (licensed or license-exempt category) in which the child receives subsidized child care services through an agency’s contract with the EED during a report period. A child may have more than one Type of Care during a report period.

#### Where to Find It

On the ELCD-9600, look in the box “Type of Care Code” in Section IV: Data on Children.

#### Rules and Guidelines

* This information field is required.
* If a child had more than one Type of Care during a report period, information on each type must be reported. *[CDD-801A only]*
* If a child receives care from one provider (i.e., same Provider FEIN/SSN and Type of Care combination) at two locations with different zip codes, report this child as having two providers during the report period. All the information would be the same except for the Provider Zip Code. *[CDD-801A only]*
* If a child had more than one Type of Care during a report period, information on each type that is subject to the CDD-801B must be reported. *[CDD-801B only]*
* A provider can have more than one Type of Care during a report period. (For example, a grandmother takes care of a child in her own home [setting code 07] and in the child’s home [setting code 05] on different days during the same report period.)
* **Note:** Change the Services Date if the Type of Care changed from the **prior** report period or changed **during** the report period.
* There are eight options for Type of Care:
	+ 02 – Licensed family child care home
	+ 03 – Licensed large family child care home
	+ 04 – Licensed center-based care
	+ 05 – License-exempt in child’s home by a relative
	+ 06 – License-exempt in child’s home by a nonrelative
	+ 07 – License-exempt outside the child’s home by a relative
	+ 08 – License-exempt outside the child’s home by a nonrelative
	+ 11 – License-exempt center-based care

#### Error Messages and Solutions

* **The Type of Care information is invalid. *[801A Electronic File Transfer]***

**Problem:** The Type of Care is not in the list of valid values.

**Solution:** Enter a valid Type of Care code.

* **You have entered a Type of Care. The child’s information is required. *[801A Input/Edit]***

**Problem:** A Type of Care is entered, but no information is entered in the Child First Name, Child Last Name, and Child Date of Birth fields.

**Solution:** Enter the Child First Name, Child Last Name, and Child Date of Birth. If the Type of Care information is completed in error, change the answer back to “Select from list.”

* **The Type of Care is required. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** No Type of Care code has been entered.

**Solution:** Enter a valid Type of Care code.

* **The Type of Care is not valid for the Program Code selected. *[801A Electronic File Transfer], [801A Input/Edit], [801B]***

**Problem:** The Type of Care/Program Code combination provided is not allowed.

**Solution:** Confirm that the correct Program Code and/or Type of Care are selected. The following combinations are accepted:

* + C2AP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ C3AP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ CAPP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ CCTR can be used with 02, 03, 04, and 11
	+ CFCC can be used with 02 and 03
	+ CHAN can be used with 04 and 11
	+ CMAP can be used with 02, 03, 04, 05, 06, 07, 08, and 11
	+ CMIG can be used with 02, 03, 04, and 11
	+ CSPP can be used with 04
* **One or more duplicate records for this family. *[801A Electronic File Transfer]*, or This Provider/Type of Child Care already exists for this child’s services. *[801A Input/Edit*]**

**Problem:**

**CDD-801A Electronic File Transfer:**

* Two identical rows exist in the electronic file, or
* Two nearly identical rows exist in the electronic file. The only difference between the rows is the program code. This could occur if a child changed programs during the month.

**CDD-801A Input/Edit:** Duplicate provider information is entered for the same child. An agency is trying to add a Type of Care for a Provider FEIN/SSN that already exists for the child.

**Solution:**

* **CDD-801A Electronic File Transfer:** Delete one of the duplicate rows in the electronic file or revise the information in the row with the error to reflect the correct family, child, and provider information. If the child received care from one provider during the report period but changed programs (i.e., from CSPP to CCTR) during the report period, report both program codes for the same provider in the same row under Program Code 1 and Program Code 2.
* **CDD-801A Input/Edit:** The information provided under the Provider FEIN/SSN and Type of Care is entered twice. Verify the information under each type of care displaying the error. Correct the information as necessary. If the child received care from one provider during the report period, but changed programs (i.e., from CSPP to CCTR) during the report period, report both program codes for the same provider under Program Code 1 and Program Code 2.

### Program Code(s)

The Program Code information field indicates the agency’s contract type under which a child is receiving subsidized child care services. Program codes are four-character designations and are a part of an agency’s contract number. An agency with more than one contract will have a different program code for each type of contract. The current program codes are as follows: C2AP, C3AP, CAPP, CCTR, CFCC, CHAN, CMAP, CMIG, and CSPP.

**Note:**

* **CDD-801A only:** The data entry screen allows agencies to list up to three different program codes, if necessary. Enter more than one program code only if the child’s care from the same provider is paid for by **more than one** program code **during the report month**.
* **CDD-801B only:** Only the following program codes are included in the CDD-801B reports: C2AP, C3AP, CAPP, CCTR, CFCC, CMAP, and CSPP (only those children receiving more than part-day CSPP services).

#### Where to Find It

On the ELCD-9600, look in the box “Program Code” in Section IV: Data on Children.

#### Rules and Guidelines

* Only program codes for which an agency has a contract directly with the EED should be reported
* Program Code 1 must contain a valid four-character program code. Program Code 1 should be the program code of the funding source that paid for the greatest amount of subsidized child care services during the report period.
* If a child’s subsidized child care services are paid for by more than one program code by an agency during a report period, indicate this information under Program Code 2 and Program Code 3, as applicable. A maximum of three different program codes may be selected for a Type of Care.
* If the program code changed from the **prior** report period or changed **during** the report period, change the Services Date to the date when the change became effective.
* All subsidized child care services funded through an agency’s contract with the EED during a given report period must be reported.

#### Error Messages and Solutions

* Program Code 1 is required. [801A Electronic File Transfer], or Program Code 1 must be completed. [801A Input/Edit], [801B]

Problem: All three fields for Program Codes are blank [801A Electronic File Transfer] or set to “Select from List” [801A Input/Edit].

Solution: Enter a program code under Program Code 1.

* Invalid Program Code. [801A Electronic File Transfer]

Problem: One (or more) of the Program Codes is not in the list of valid codes.

Solution: Confirm that all Program Codes are valid.

* This is not a valid Program Code for your agency. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The agency does not have a contract for the Program Code provided.

Solution: Verify that the correct Program Code is entered.

* The same Program Code cannot be listed more than once for a setting. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The same Program Code is entered more than once for a setting.

Solution: Change the duplicate Program Code in Program Code 2 and/or Program Code 3 back to “Select from list.”

* Program Code 2 cannot be completed if Program Code 1 is blank. [801A Electronic File Transfer], [801A Input/Edit], [801B], or Program Code 3 cannot be completed if Program Code 1 or 2 is blank. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: One of the Program Code fields is left blank.

Solution: Change the information so that Program Code 1 contains a program code; change the Program Code 2 and Program Code 3 information fields to “Select from list” if no other program codes funded the child’s subsidized child care services at this provider.

* **Program Code 1 is required when “State Subsidized Monthly Payment for This Child Care” and “Total Hours of Care This Month” are provided. *[801B only]***

**Problem:** The State Subsidized Monthly Payment and the Total Hours of Care are entered; however, no Program Code is selected.

**Solution:** Select a Program Code. If an additional provider/type of care section is added by mistake, delete it from the report.

* **Program Code 1 (or Program Code 2 or Program Code 3) is marked as “No Service” for this reporting period. *[801A Electronic File Transfer], [801A Input/Edit]***

**Problem:** The Program Code reported is marked as “No Services” on the Sub-agency/No Services screen of the CDMIS.

**Solution:** An agency’s super user indicated that this program did not operate at all during the report period. If an agency did operate the program during a report period and mistakenly reported “No Services,” the agency’s super user must complete the following steps:

1. Navigate to the CDMIS Main Menu
2. Select the function “Sub-agency/No Services” and click the “Submit” button
3. Remove the checkmark from the box for the indicated program, report month, and fiscal year
4. Click the “Save No Services Periods” button

Once this information is saved, the user will be able to report the program code in the CDD-801A.

* The Child Date of Birth indicates the child is too young or too old for the program type. [801A Electronic File Transfer], [801A Input/Edit], [801B]

Problem: The Child Date of Birth and Program Code(s) entered for the child indicate that the child is not eligible for services under the program selected based on their age.

Solution: Verify that the Child Date of Birth is entered correctly. If the Child Date of Birth is entered correctly and the child is being served because the family file contains an active IFSP or IEP indicating these services are authorized, indicate a “Y” in the Child Has IEP information field to report an over-aged child.

#### Frequently Asked Questions

* **Why are there three blanks for Program Codes on the CDD-801A?**

Most children receive subsidized child care services through an agency’s contract with the EED under one program code. In these cases, enter the information under Program Code 1 and leave Program Code 2 and Program Code 3 set to “Select from list.”

Some children receive subsidized child care services through an agency’s contract with the EED under more than one program code (e.g., CCTR and CFCC). In these cases, enter the information under Program Code 1 and Program Code 2. Program Code 1 should be the program where the majority of the services were provided during the report period. If services were provided equally across programs, enter either program code in either spot.

* **I entered a program code and received an error message that says the Program Code is not valid. The family file shows this program code, but your system won’t allow me to save it. What do I do?**

An old program code may be indicated in the family file. Program codes may be changed or eliminated at the beginning of a FY for a variety of reasons. Check with the agency’s program director to find out what the correct program code should be for this child. Agencies may also request clarification of their consultant.

Additionally, agencies may find that the child’s subsidized child care services are not being paid by the contracts the agency maintains with the EED. For example, Agency A may be serving a family whose care is paid for by a voucher from Agency B. If this is the case, Agency A should not report this family as being served by their agency. Agencies should report only families and children whose subsidized child care services are paid for by contracts maintained directly with the EED.

* **Our agency has CMIG and CCTR contracts with the EED. The CMIG program closes in mid-November each year and reopens the last week in April. How do we notify you that we will not submit the CDD-801A for the CMIG program from December through March because we do not provide any services during those months under that program?**

If an agency’s program(s) will not provide any services for an entire report period, an agency’s super user must report this information by using the “Sub-agency/No Services” function available on the CDMIS Main Menu. Under the “No Service Periods” section of the Sub-agency/No Services screen, place a check mark in the appropriate boxes and click the “Save No Service Periods” button. This indicates to the EED that an agency’s program(s) is closed for the specified report period.

* **On the CDD-801B, one of the children listed shows they received services from the CCTR program. This child actually received services from the CHAN program, and we realize this was reported incorrectly on our CDD-801A. We have corrected the CDD-801A for this child, but, since the child was selected for the CDD-801B, how do we report for this child in the CDD-801B? *[801B only]***

Because this child was originally reported in the CDD-801A with a qualifying program code, the child was sampled for the CDD-801B. However, if an agency identifies that a child was actually in a program that should NOT have been included in the CDD-801B, the agency must exclude this child from the CDD-801B. If only one child in the family is indicated as receiving subsidized child care through an agency’s contract with the EED, the agency must exclude the whole family. Instructions for excluding information is available in Chapter 4: CDD-801B Reporting in the CDMIS User Manual as well as on the CDD-801B Edit Family Information screen within the CDMIS.

### Services Date

The Services Date information field indicates the date on which a child began receiving subsidized child care services through an agency’s contract with the EED by one of the following:

* + A specific provider (the person or entity that physically provides the services)
	+ A specific Type of Care
	+ A specific program type (contract prefix) (i.e., CSPP, CCTR, etc.)

When any of the three items noted above changes, the Services Date must reflect the effective date of the change. This date is used to calculate the ACF-800 Annual Aggregate report, which is a required federal report.

#### Where to Find It

The most accurate documentation should be located in the agency’s provider payment records. Documentation may also be located in the family’s file.

#### Rules and Guidelines

* This information field is required.
* Enter the date (day, month, and year) services began or changed with a specific provider, in a specific Type of Care, or under a particular Program Code.
* If there is a change in the provider, the Type of Care, or the Program Code, enter the date on which the change became effective.
* The Services Date must be on or after the Child Start Date.
* The Services Date must be during or before the report period.
* Change the Services Date when the provider’s FEIN/SSN changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date.
* Change the Services Date when the Type of Care changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date.
* Change the Services Date when the Program Code changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date.

**Example 1:** Janet Jones has received subsidized child care at Happy Day Care Center since April 1, 2018, three days a week after school. On April 15, 2019, she also began receiving subsidized services from Deanna's Family Day Care Home five days a week before school started. In the April 2019 report month, the agency reports two provider FEINs for this child: one for Happy Day Care Center (along with the Type of Care and Program Code) and one for Deanna's Family Day Care Home (along with the Type of Care and Program Code). The Services Date for Happy Day Care would remain April 1, 2018. The Services Date for Deanna's Family Day Care Home would be April 15, 2019.

**Example 2:** George Jones began receiving subsidized child care at Happy Day Care Center on February 15, 2019. George's last day at Happy Day Care Center was April 11, 2019, and the next day, April 12, 2019, George began receiving subsidized care at Deanna's Family Day Care Home. The agency reports two provider FEINs for this child in the April 2019 CDD-801A: one for Happy Day Care Center (along with the Type of Care and Program Code) and one for Deanna's Family Day Care Home (along with the Type of Care and Program Code). The Services Date for Happy Day Care would remain February 15, 2019. The Services Date for Deanna's Family Day Care Home would be April 12, 2019. In the May 2019 report month, the agency would only report one Provider FEIN/SSN for George, which would be Deanna's Family Day Care Home.

**Example 3:** Ben Kim has always received subsidized child care at Happy Day Care Center under the CCTR program. On April 10, 2019, the funding for his care changed from CCTR to CMIG. In April 2019, the agency's records showed that the majority of Ben’s care was provided by the CMIG contract. For the April 2019 CDD-801A, the agency changes the Services Date to April 10, 2019. In addition, the agency selects CMIG for Program Code 1 because CMIG paid for the greatest amount of services in the month. The agency selects CCTR for Program Code 2.

**Example 4:** *For families who were served by an agency under C3AP in December 2018 and were determined eligible for CalWORKs Diversion services effective January 1, 2019, the January 2019 CDD-801A would reflect changes to both the Services Date and the Program Code.*

*For example, Sally Smith was receiving services from your agency under C3AP in December 2018 and was determined eligible for CalWORKs Diversion services effective January 1, 2019. For the December 2018 CDD-801A, there was no change in reporting this family. In the January 2019 CDD-801A, the agency changes the Services Date to January 1, 2019, and changes the Program Code to C2AP to reflect the services now being received under C2AP.*

**Example 5:** *For families who were served by an agency under C3AP in December 2018, were determined eligible for CalWORKs Diversion services to begin December 2018, and were transferred to C2AP immediately, the December 2018 CDD-801A would reflect a change in the Services Date in both Program Code 1 and Program Code 2. The January 2019 CDD-801A would reflect a change in Program Code 1. Program Code 2 would be blank.*

*For example, Jenny Jones received services from an agency in C3AP in December 2018. The determination of her eligibility for CalWORKs Diversion services was made on December 15, 2018. If an agency chose to transfer Jenny to C2AP at the time the eligibility for Diversion services was determined, the December 2018 CDD-801A for this family would reflect a change in the Services Date to December 15, 2018. Program Code 1 and Program Code 2 should reflect services from both C2AP and C3AP (the program listed under Program Code 1 should be the program that provided the most services during that report period). For the January 2019 CDD-801A, Program Code 1 should reflect C2AP as the only services Jenny received.*

**Example 6:** *For families who were served by an agency under C2AP in December 2018, exhausted their 24 months of eligibility after December 31, 2018, and were determined eligible for CalWORKs Diversion services, no changes in the Program Code or Services Date are necessary.*

*For example, Beth Bertolluci is receiving services from an agency under C2AP. Beth exhausted her 24 months of eligibility after December 31, 2018. Beth has been determined eligible for CalWORKs Diversion services, which will begin January 1, 2019. Because the program funding Beth's services did not change, no changes in the Program Code or Services Date are necessary because the family continues to receive under C2AP.*

**Example 7:** *Families who were served by Agency A under C3AP in December 2018, were determined eligible for CalWORKs Diversion services after December 31, 2018, and transferred to Agency B in January 2019, are considered new families.*

*For example, Leif Erickson was receiving C3AP services from Agency X until December 31, 2018. Leif is determined eligible for CalWORKs Diversion services and comes to Agency Y for services under C2AP in January 2019. Leif would be considered a new family and the Family Start Date would be the first day Leif began receiving services from Agency Y.*

#### Error Messages and Solutions

* The Services Date is required. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Services Date is blank.

Solution: Enter the Services Date.

* Invalid Services Date. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Services Date entered is invalid or missing.

Solution: Enter a valid date.

* The Services Month is required. [801A Input/Edit only]

Problem: No month was selected from the dropdown list.

Solution: Select the month from the dropdown list (January – December).

* The Services Day is required. [801A Input/Edit only]

Problem: No day was selected from the dropdown list.

Solution: Select the day from the dropdown list (1 – 31).

* The Services Year is required. [801A Input/Edit only]

Problem: No year was selected from the dropdown list.

Solution: Select the year from the dropdown list.

* The Services Date must be on or before the report month/year. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Services Date is after the report period, indicating that the services are being reported in a month that has not yet begun.

Solution: Confirm that the Services Date is entered correctly.

* The Services Date must be on or after the Child Start Date. [801A Electronic File Transfer], [801A Input/Edit]

Problem: The Services Date entered is before the Child Start Date.

Solution: Confirm that the services and child start dates are entered correctly.

#### Frequently Asked Questions

* **I have a child who has changed centers during the month. Both centers are operated by the same provider but they have different zip codes. Nothing else changed for this child except the zip code of the provider. Do I change the Services Date because of the change in service location?**

Yes. Because the zip code changed for this provider, the Services Date should be changed based on the date the child began receiving subsidized child care services through an agency’s contract with the EED at the new location.

* **I do not know the Services Date. What should I do?**

First, determine whether a Services Date needs to be entered or changed by referring to the examples below.

| **Agencies Reporting the Following** | **Appropriate Action** |
| --- | --- |
| A **new child** for the first time | The Services Date is the date on which the child began receiving services from a specific provider. This date is found on the Notice of Action. For center-based programs, this is usually the first day the child attended the program and was eligible to be claimed for fiscal reimbursement purposes under an agency’s contract with the EED. For other programs, this is usually the first day that the agency paid for care for that child.For a new family with a new child, the Family Start Date, the Child Start Date, and the Services Date will typically all be the same. |
| A child whose **provider (the person or entity that physically provided the services) changed** from the previous report period or changed during the current report period | Change the Services Date when the Provider FEIN/SSN changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date. |
| A child whose **Type of Care changed** from the previous report period or changed during the current report period | Change the Services Date when the Type of Care changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date. |
| A child whose **Program Code (i.e., contract funding source) changed** from the previous report period or changed during current report period | Change the Services Date when the Program Code changed from the **prior** report period or changed **during** the report period. Use the effective date of the change as the new Services Date. |
| A child receiving services from the same provider, in the same type of care, and the same program code but who **changed centers or classrooms** | **Do not** change the Services Date. |

### State Subsidized Monthly Payment for This Child Care

For **C2AP, C3AP, CAPP, CMAP, and CFCC contracts**, the State Subsidized Monthly Payment for This Child Care information field indicates the amount the provider is paid for the subsidized child care services provided during a given report period.

For **CCTR, CHAN, CMIG, and CSPP contracts**, the State Subsidized Monthly Payment for This Child Care information field indicates the amount claimed for fiscal reimbursement purposes under an agency’s contract with the EED during a given report period. This amount includes any adjustments applicable to this child (e.g., for infants, exceptional needs, severely disabled, etc.). This amount does not include the family fee or administrative costs.

#### Where to Find It

For **C2AP, C3AP, CAPP, CMAP, and CFCC contracts**, provider payment information is typically found in the agency’s payment records for the report period. Each agency has its own method of keeping this information. Check with the agency staff responsible for issuing payments to providers. See examples for **C2AP, C3AP, CAPP, CMAP, and CFCC contracts** below.

For **CCTR, CHAN, CMIG, and CSPP contracts**, the amount claimed is dependent upon any adjustment factors that may be applicable to a particular child for a given report period. Typically, the agency’s attendance records will indicate how the Standard Reimbursement Rate being claimed has been adjusted either for time-base (i.e., part-time, full-time, or full-time plus) and/or for unique characteristics of the child (e.g., infant, severely disabled, limited and non-English proficient, etc.). It is possible for adjustment factors to vary across report periods for a given child, or even within a single report period. Check with the agency staff responsible for attendance reporting and for submitting the Attendance and Fiscal Reports to the CDE, Fiscal Administrative Services Division, Child Development and Nutrition and Fiscal Services Office to identify the correct information for a particular child and report period. See examples for **CCTR, CHAN, CMIG, and CSPP contracts** below.

#### Rules and Guidelines

* This information field is required.
* Enter only numbers; do not enter a dollar sign ($) or decimal point (.)
* Zero is not acceptable as this would indicate that no subsidy was paid for the services provided during the report period.
* Round to the nearest whole dollar. Do not enter cents.
* Amounts for C2AP, C3AP, CAPP, CMAP, and CFCC contracts services must be consistent with the Regional Market Rates ceilings in effect for the report period.
* Amounts for CCTR, CHAN, CMIG, and CSPP contracts services must be consistent with the contractor’s Standard Reimbursement Rate in effect for the report period.

For **C2AP, C3AP, CAPP, CMAP, and CFCC contracts:** Enter the total dollar amount the provider was authorized for services provided to the child during the report period. This amount will include the family fee, if the parent paid it directly to the provider and it was kept by the provider.

* **Example 1, Family Fee Collected by Contractor:** *The provider’s charge for child care is $200 for the report period. The family fee is $15 and is collected by the contractor. The contractor reimburses the provider $200 for the cost of care. The State Subsidized Monthly Payment for This Child Care is $200.*
* **Example 2,** **Family Fee Collected and Kept by Provider:** *The provider’s charge for child care is $200 for the report period. The family fee is $15. The $15 family fee is paid by the parent directly to the provider and kept by the provider. The contractor reimburses the provider $185. The State Subsidized Monthly Payment for This Child Care is $200. Because the family pays the family fee to the provider directly (and it is kept by the provider), the amount reported is still $200 because the contractor is reimbursing the provider the balance remaining for that child’s care.*
* **Example 3, Family Fee Collected by Provider and Submitted to Contractor:** *The provider’s charge for child care is $200 for the report period. The family fee is $15. The $15 family fee is paid by the parent directly to the provider, who then turns it over to the contractor. The contractor reimburses the provider $200 for the cost of care. The State Subsidized Monthly Payment for This Child Care is $200.*
* **Example 4, No Family Fee:** *The provider’s charge for child care is $200 for the report month. The family does not pay a family fee because of their family size and income. The contractor reimburses the provider $200 for the cost of care. The State Subsidized Monthly Payment for This Child Care is $200.*

For **CCTR, CHAN, CMIG, and CSPP contracts:**Enter the dollar amount reimbursed by the CDE for the child for the given report period. Include any adjustment factors (e.g., infants, toddlers, etc.) for this particular child. Do not include administrative costs as they are claimed separately on the Administrative Costs line item of the Attendance and Fiscal Reports. Do not include (do not add it to the total and do not subtract it from the total) the family fee or family co-payment in the calculation of this amount.

Below are examples of how to manually calculate the State Subsidized Monthly Payment for This Child Care:

* **Example 1:** *The contractor's daily rate for their CCTR contract is $38.29. They served a six-year-old child for 22 days of a report period. The contractor claims 15 percent administrative costs. The adjustment factor for a child three years old and older receiving full-time care in CCTR is 1.0. The adjusted cost is $716.02 ($38.29 per day x 85% [100% - 15% administrative cost] x 1.0 x 22 days). This amount is rounded to the nearest dollar. The total reported amount is $716.*
* **Example 2:** *The contractor's daily rate for their CCTR contract is $38.29. They served a toddler for 22 days of a report period. The contractor claims 15 percent administrative costs. The adjustment factor for a full-time toddler in CCTR is 1.4. The adjusted cost is $1,002.43 ($38.29 per day x 85% x 1.4 x 22 days). This amount is rounded to the nearest dollar. The total reported amount is $1002.*

#### Error Messages and Solutions

* The “State Subsidized Monthly Payment for This Child Care” is required.

Problem: The State Subsidized Monthly Payment for This Child Care information field is blank under the Program Code listed in the error message.

Solution: Enter the “State Subsidized Monthly Payment for This Child Care” for the listed Program Code in whole dollars without decimal points. Refer to the examples above for help in calculating this amount. If this provider did not provide subsidized child care services to the child during the report period, exclude this Type of Care from the CDD-801B and the corresponding CDD-801A.

* The “State Subsidized Monthly Payment for This Child Care” can contain only whole numbers.

Problem: The “State Subsidized Monthly Payment for This Child Care” under the Program Code listed in the error message has a decimal point. This payment should be rounded to the nearest whole dollar. The CDMIS will not save entries with both dollars and cents provided.

Solution: Confirm that the “State Subsidized Monthly Payment for This Child Care” is entered correctly with only whole dollar amounts listed.

* The “State Subsidized Monthly Payment for This Child Care” must be greater than zero.

Problem: Zero is entered for the “State Subsidized Monthly Payment for This Child Care.”

Solution: The amount entered for “State Subsidized Monthly Payment for This Child Care” cannot be 0 (zero) as this would indicate that no services were provided to this child by this provider. Verify the amount using the examples provided under the Rules and Guidelines section and correct the information, accordingly.

* The “State Subsidized Monthly Payment for This Child Care” cannot be less than the minimum hourly rate available based on the “Total Hours of Care.”

Problem: The total cost of care reported in the “State Subsidized Monthly Payment for This Child Care” for the listed child is less than the minimum hourly cost of care available for subsidized child care.

Solution: Confirm that the “State Subsidized Monthly Payment for This Child Care” is entered correctly. Verify the amount using the examples provided under the Rules and Guidelines section and correct the information, accordingly. Double-check the agency’s records for this child’s care.

* The “State Subsidized Monthly Payment for This Child Care” exceeds the maximum hourly rate available based on the “Total Hours of Care.”

Problem: The total cost of care reported in the “State Subsidized Monthly Payment for This Child Care” for the listed child is greater than the maximum hourly cost of care available for subsidized child care.

Solution: Confirm that the “State Subsidized Monthly Payment for This Child Care” is entered correctly. Verify the amount using the examples provided under the Rules and Guidelines section and correct the information, accordingly. Double-check the agency’s records for this child’s care.

#### Frequently Asked Questions

* **We have a child who received subsidized care for the month listed, but the provider never billed us. How should I answer this question?**

Enter the estimated payment that was authorized (based on the examples provided above) for the report period and that would be paid to the provider when the bill is received.

* **We have a child who was enrolled and therefore listed on the CDD-801A but never received child care for the report month because the parent was not able to find a provider. What should we do?**

If a child was not claimed for fiscal reimbursement purposes under an agency’s contract with the EED for a given report period, the agency must exclude the child from the CDD-801B and corresponding CDD-801A. Instructions for excluding information is available in Chapter 4: CDD-801B Reporting in the CDMIS User Manual as well as on the CDD-801B Edit Family Information screen within the CDMIS.

* **In my center-based program, I do not understand what the adjustment factors are or where to find them.**

Adjustment factors are applied on a child-by-child basis in accordance with regulations. A child may have no adjustment factors applied or may have one adjustment factor applied, depending on the following: their characteristics as certified on the ELCD-9600; and the number of hours per day they are receiving subsidized child care services. A child may also have more than one adjustment factor during a given report period if their hours of service were not the same each day during the report period. Agencies should consult the person in their agency responsible for preparing the Attendance and Fiscal Reports in order to determine whether any adjustment factors should be applied for a particular child during a given report period.

### Total Hours of Care This Month

The Total Hours of Care This Month information field indicates the total number of hours of child care for which payment was required for this Type of Care for the specified Program Code during the report period.

#### Where to Find It

On the ELCD-9600, look in the box “Hours of Care per Day” in Section IV: Data on Children.

**Important:** The ELCD-9600 records the weekly hours of child care. To calculate the monthly hours of child care for a child receiving care based on certified hours or for a child who has the same schedule each week, multiply the weekly hours by 4.33; round the result to the nearest whole number

On the CDE Notice of Action (CD-7617 form), look in the box “Enter Approved Hours of Enrollment” in Section 4: Approved Child Care Services.

**Note:** Check **to see if the family has a subsequent Notice of Action on file (not the initial notice) that applies to the report period** (i.e., completed on or before the report period as indicated by the Effective Date of Action). If such a Notice of Action is on file and the hours of care have changed, enter the updated information.

**Important:** The CD-7617 form records the **weekly** hours of child care. To calculate the monthly hours of child care for a child receiving care based on certified hours or for a child who has the same schedule each week, multiply the weekly hours by 4.33; round the result to the nearest whole number

**Example:** Pat is in child care at the LMN Day Care Center for 30 hours each week. Pat’s total monthly hours are 129.90 (30 hours x 4.33). This amount is rounded to the nearest hour. The total reported amount is 130.

#### Rules and Guidelines

* This information field is required.
* **Important:** Enter thehours of care for the report period; do not enter weekly hours.
* Information inputted into this information field indicates the number of hours agencies claimed for fiscal reimbursement purposes under their contract with the EED. For example, if a family was newly enrolled, but the child did not yet receive subsidized child care services, the Total Hours of Care this Month would be zero and this child would be excluded from the CDD-801B.
* Round to the nearest hour. Do not enter partial hours or minutes.
* The hours of care must be greater than 0 (zero). If a child received 0 (zero) hours of subsidized child care services, the child’s information must be excluded. Instructions for excluding information is available in Chapter 4: CDD-801B Reporting in the CDMIS User Manual as well as on the CDD-801B Edit Family Information screen within the CDMIS.
* Include all hours claimed for fiscal reimbursement purposes under an agency’s contract with the EED during the report period; this includes hours where the child did not physically receive subsidized child care services but was excused and therefore reimbursable under the agency’s contract funding terms and conditions.
* To calculate the Total Hours of Care This Month, the EED defines a variable schedule based on Actual Clock Hours. Examples of this include a timesheet or a sign in and out sheet. The EED defines a regular schedule based on certified hours of need as Authorized Clock Hours. An example of this includes contracted hours or approved hours.

#### Error Messages and Solutions

* The Total Hours of Care This Month is required.

Problem: The Total Hours of Care This Month is blank.

Solution: Enter the Total Hours of Care This Month.

* The Total Hours of Care This Month must be greater than zero.

Problem: The Total Hours of Care This Month entered is 0 (zero).

Solution: Enter the Total Hours of Care This Month.

* The Total Hours of Care This Month can contain only whole numbers.

Problem: The Total Hours of Care This Month for the Program Code has a decimal point or letters. The number of hours should be rounded to the nearest whole hour.

Solution: Confirm that the Total Hours of Care This Month does not contain a decimal point or letters and is rounded to the nearest whole hour.

* The Total Hours of Care This Month for [child’s name] exceeds the maximum hours a child can receive in a month.

Problem: The total hours of care for this child’s care is more than 713 hours (23 hours a day x 31 days in the month), which exceeds the maximum number of hours of care a child can receive in a month.

Solution: Review the family’s file and verify the correct hours of care for this child; enter the corrected amount.

* The Total Hours of Care This Month for [child’s name] exceeds the maximum hours a child can receive in a month for all types of care listed.

Problem: More than one provider is listed for this child and the total hours of care from these providers adds up to more than 713 hours (23 hours a day x 31 days in the month), which exceeds the maximum number of hours of care a child can receive in a month.

Solution: Review the family’s file and verify the correct hours of care for this child; enter the corrected amount.

#### Frequently Asked Questions

* **I have a child who is enrolled for 75 hours per month, but for this particular month, was only here for 8 hours on one day. Should I enter 75 hours or 8 hours for total hours of care?**

Report the hours of care that the CDE reimbursed or was required to reimburse (if payment has not yet been made) for that child's care for the report period. For center-based programs, if during a given report period the child’s schedule is different and only 8 hours of care were reimbursed, enter “8.” For AP programs, if the actual billed hours from the provider was for 8 hours, enter “8.” If the actual billed hours from the provider was for 75 hours, enter “75.”

* **I have a child who is enrolled for 180 hours per month, but for this particular month, did not receive any services at all. Should I report them or exclude them from the report?**

If a child was not claimed for fiscal reimbursement purposes under an agency’s contract with the EED for a given report period, the agency must exclude the child from the CDD-801B and corresponding CDD-801A. Instructions for excluding information is available in Chapter 4: CDD-801B Reporting in the CDMIS User Manual as well as on the CDD-801B Edit Family Information screen within the CDMIS.