



**changing tides**  
family services

# **PARENT HANDBOOK**

- **FAMILY CHILD CARE HOME  
EDUCATION NETWORK**

**EFFECTIVE OCTOBER 27, 2022**

## **CHANGING TIDES FAMILY SERVICES**

### **MISSION:**

***Changing Tides Family Services increases the health and success of children, youth, families and individuals***

### **VALUES:**

- ***Respect***
- ***Integrity***
- ***Excellence***
- ***Health and Wellness***
- ***Flexibility***
- ***Fiscal Responsibility***

**APPROVED BY THE CHANGING TIDES FAMILY SERVICES' BOARD OF DIRECTORS ON OCTOBER 27, 2022**

<b>CHANGING TIDES FAMILY SERVICES</b>		
<b>PARENT HANDBOOK</b>		
<b>FAMILY CHILD CARE HOME EDUCATION NETWORK</b>		
<b>INTRODUCTION</b>		
1.01	Family Child Care Home Education Network (FCCHEN).....	6
2.01	Program Components of FCCHEN.....	6
2.02	Early Childhood Mental Health.....	8
3.01	Parent’s Rights to Information and Megan’s Law .....	8
3.02	Your Relationship With Your FCCHEN Provider.....	8
<b>PARENT PARTICIPATION</b>		
4.01	Admission Policy/Child Care Eligibility List (CEL).....	9
5.01	Enrollment.....	10
5.02	Verification of Family Composition and Completion of Associated Paperwork.....	10
5.03	Determination and Verification of Eligibility.....	12
	Income Eligibility.....	12
5.04	Determination and Verification of Need.....	14
	Need for Care Categories.....	14
	Employment.....	14
	Job Search.....	16
	Vocational (Job) Training and GED.....	16
	Parental Incapacity.....	18
	Seeking Permanent Housing (aka “Homeless”).....	18
5.05	Verification of Eligibility and Need .....	19
	Child Protective Services.....	19
5.06	Other Information Needed to Complete Enrollment.....	20
5.07	Notice of Action (NOA).....	20
5.08	Certificates.....	20
6.01	Recertification and Continuity of Care.....	20
7.01	Family Fees.....	21
7.02	Failure to Pay Family Fees.....	22
7.03	How to Make Payment for Family Fees.....	22
8.01	Parent Discontinuance of Service.....	23
8.02	Re-applying.....	24
9.01	Appeal Hearings.....	24
<b>PROVIDER REIMBURSEMENT</b>		
10.01	Provider Participation Policy.....	26
10.02	Provider Rates.....	27
10.03	Maximum Reimbursement.....	27
10.04	Rate Changes.....	28

<b>ATTENDANCE FORMS</b>		
11.01	Attendance Reporting.....	28
11.02	Reimbursement for Absences.....	30
11.03	Payment Reimbursement Schedule.....	30
11.04	Non-Reimbursable Charges.....	31
11.05	Methods of Payment.....	32
12.01	FCCHEN Provider End of Participation.....	33
13.01	Grievance Procedure.....	33
14.01	Uniform Complaint Policy.....	33
<b>GENERAL POLICIES</b>		
15.01	Confidentiality of Service.....	34
16.01	Data Collection.....	34
17.01	Conflict of Interest.....	35
18.01	Fraud Policy.....	35
19.01	Declaration of Operation and Non-Discrimination.....	36
20.01	Hold Harmless Provision.....	36
21.01	Requests for Copies.....	36
22.01	U.S. Postal Service (Mail).....	36
	Sample Attendance Form.....	37
	Sample Child Care Certificate.....	39



## **INTRODUCTION TO PARENT HANDBOOK**

For the purposes of this handbook, ***parent*** means a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner, or any other adult living with a child who has responsibility for the care and welfare of the child.

***Welcome to Changing Tides Family Services,  
a non-profit family resource agency.  
Se habla español***

Changing Tides Family Services receives funding from the California Department of Social Services (CDSS) to provide subsidized child care services to qualifying families.

***This handbook covers the Family Child Care Home Education Network (FCCHEN) subsidized child care programs.***

***Program administration will be in compliance with any directives received by the funding source, whether permanent or temporary/emergency in nature.***

If you:

- meet the definition of parent
- meet eligibility and need requirements
- are registered on the Child Care Eligibility List
- are within current enrollment ranks
- and have up-to-date immunizations for children

You may qualify for a FCCHEN child care subsidy that will cover part or all of your child care costs.

In order for your FCCHEN provider to be reimbursed for services, you need to be aware of and follow both Changing Tides Family Services' policies and those of the governmental agencies which provide the child care funding.

The purpose of this handbook is to explain those and our policies to you so that you can receive FCCHEN subsidized child care services and your provider can be reimbursed in a timely fashion for the child care you are eligible to use.

## **1.01 FAMILY CHILD CARE HOME EDUCATION NETWORK (FCCHEN)**

Changing Tides Family Services offers an educational child care subsidy program known as the Family Child Care Home Education Network (FCCHEN). These services are provided by licensed family child care providers (located throughout Humboldt County) who have agreed to provide enhanced educational services to child(ren) enrolled in the FCCHEN programs. As a parent enrolled on the FCCHEN program, it is your responsibility to select a **participating** FCCHEN provider for your children. The facility or individual chosen by you must be licensed and operating in accordance with applicable State of California law. You select the FCCHEN provider; Changing Tides Family Services does not place children in care nor recommend providers.

Per program guidelines, you must select a primary provider whose services will normally fully meet the schedule needed for your child. The program does not allow you to select two (or more) providers and split the care hours for one child, if either provider's schedule could accommodate the child.

You may change FCCHEN providers to meet your needs. Please contact your Case Manager for more information.

Contact Changing Tides Family Services staff—under certain circumstances it may be possible to receive reimbursement for a back-up licensed family child care home provider for up to 10 days in a contract period.

**Child care providers are independent contractors and not employees of Changing Tides Family Services**

## **2.01 PROGRAM COMPONENTS OF FCCHEN**

The FCCHEN program is funded by the California Department of Social Services with the goal to achieve educational and developmental outcomes and desired results for families and children.

Desired results for families:

- Families achieve their goals
- Families support their children's learning and development

Desired results for children:

- Children are personally and socially competent
- Children are effective learners
- Children show physical and motor competence
- Children are safe and healthy

In order to achieve the desired results for families and children, several tools are used by the FCCHEN providers and Changing Tides Family Services staff. These tools are applied at the child, family, provider home, and program level.

#### Child level:

- After 60 days from enrollment, then every six (6) months, a Desired Results Developmental Profile (DRDP) is completed and the results shared with you during a conference and with Changing Tides Family Services (for planning purposes)
- Currently the DRDPs used by the FCCHEN program include the infant/toddler, preschool, and school-age versions
- The DRDP is completed for each FCCHEN child enrolled ten (10) or more hours per week

#### Parent level:

- Each year, you have the opportunity to complete a confidential survey regarding program satisfaction
- The results of the survey are used by Changing Tides Family Services for program planning
- You will have the opportunity to discuss your child's developmental progress during a conference with your FCCHEN provider, every six (6) months
- Goals for your child are discussed at the conferences, or during periodic check-ins with the provider
- You will have the opportunity twice a year to participate in Parent Advisory Committee meetings in order to provide input regarding the program

#### Environment level:

- Each year, a study is conducted of each FCCHEN provider's care-giving environment. The assessment tool used is the Family Child Care Home Environmental Rating Scale or FCCERS
- The results of this study are used to help improve the education environment in each FCCHEN home and also on a program level

#### Program level:

- The results of the tools used above are reviewed and used for program planning on an annual basis
- Quarterly curricula based on seasonal themes is distributed and includes specific activities for all ages in areas such as science, math, literacy, adult/child interactions, dramatic play, etc. This coordinated effort in each FCCHEN home helps to ensure all children receive educational opportunities in all topics
- Periodic site visits are conducted by Changing Tides Family Services staff to assist FCCHEN providers with educational activities. For example, this might include literacy visits in which a staff member with preschool experience reads to enrolled children. Technical assistance is also provided to you, as well as providers, to assist with various topics

## **2.02 EARLY CHILDHOOD MENTAL HEALTH**

This program will strive to respond effectively to all children, with a focus on young children with disabilities, challenging behaviors, and other special needs. Assistance can include site consultations, provision of resources, referrals, skills development, action plans and assuring reasonable steps are taken to maintain the child’s safe participation in the program.

## **3.01 PARENT’S RIGHTS TO INFORMATION AND MEGAN’S LAW**

Per Oliver’s Law, individuals have the right to information regarding any substantiated or inconclusive complaints about a child care provider.

All licensed family child care homes are required to provide you, upon enrollment, a copy of any “Type A” Community Care Licensing Violations within the past year. Further, upon request, licensed providers are required to show you copies of Community Care Licensing reports for the past three years. Licensed providers are also required to give parents notice of their rights.

**Megan’s Law** (AB 488 Parra) provides the public with internet access to detailed information on registered sex offenders. Parents can visit the Department of Justice “Registered Sex Offender” database at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov).

*To learn a licensed program’s complaint history, you are strongly encouraged to call Community Care Licensing at 1-844-538-8766 or visit the CCL website at <http://ccl.ca.gov/PG3581.htm>.*

Changing Tides Family Services does not assume responsibility to inform you of any past complaint(s) regarding any particular child care provider.

## **3.02 YOUR RELATIONSHIP WITH YOUR FCCHEN PROVIDER**

You select a FCCHEN provider and entrust that provider with the care, education, and well-being of your children. To support timely enrollment, parents must contact and select potential providers ahead of time and to decide who you want to select. We strongly recommend that you visit the FCCHEN provider’s site and discuss with the provider all relevant issues related to your child’s care, including:

- Days and times when the provider is available to provide care
- Provider charges for basic child care for the days/hours you need
- If you have dual enrollment on the Early Head Start – Child Care Partnership, the child care provider has agreed to not charge you for any co-payment, supplies, food or fees as a monthly stipend applies and Food Program participation is required.
- Their policies such as health, transportation, behavior, etc.



Payment to a provider will not begin until all documentation is in order. Staff will independently verify documentation after the appointment. You cannot make guarantees to providers regarding services. If the submitted documentation is incomplete, a denial Notice of Action (NOA) will be issued to you. An approval NOA will only be issued to you once the submitted documentation is verified by staff. If providers have questions about the program, they should contact staff Changing Tides Family Services directly.

You may end your services with the provider either because you no longer want to use that provider or because you are no longer eligible to receive a child care subsidy. As a courtesy you should give your provider notice in accordance with your provider's rules. If you do not keep in contact with your provider for seven (7) consecutive calendar days, the provider will notify us and attempts will be made to reach you by the Case Manager. If you do not give notice to your child care provider and do not use child care, Changing Tides Family Services will be unable to pay your provider for any of that time period.

The better you communicate with your FCCHEN provider, the better your provider will be able to care for your children.

## **PARENT PARTICIPATION**

### **4.01 ADMISSION POLICY/CHILD CARE ELIGIBILITY LIST (CEL)**

Changing Tides Family Services maintains a Child Care Eligibility List of eligible families which is kept in priority order as determined by the California Department of Social Services. Changing Tides Family Services enrolls families in accordance with these priorities.

- First priority - Families with children receiving Child Protective Services (current open case) or at risk of abuse/neglect
- All others - Families with the lowest income adjusted for family size

***The Child Care Eligibility List is not first come, first served***

When there are multiple families with comparable income on the Child Care Eligibility List for a particular eligibility group, families with exceptional needs children are given priority.

If there is no family of the same income ranking with a child with exceptional needs, the family with the same income ranking that has been on the list the longest shall be admitted first.

If your family is selected for enrollment you will be contacted by Changing Tides Family Services for pre-screening and if eligible, to begin the process. An appointment will be scheduled that is convenient for you, and paperwork will be sent to you prior to the appointment to assist you in the enrollment process. This paperwork is due three business days prior to the appointment. Paperwork can be sent and received by mail, email, fax or scheduled pick up time (we have

a 24 hour drop box for drop off) and the appointment may be held over the phone, remote online session, etc.

Parents, foster parents and other legal guardians are not eligible to receive a child care subsidy to care for their own children. Care will also not be authorized to a child care provider if another caretaker adult in the child's household is available to care for the children.

***Due to funding limitations, even if a family is fully qualified for a subsidy, it may not be possible to access services.*** Although emergency situations arise for families, these programs may not cover all of a family's needs due to constraints within state regulations.

### **5.01 ENROLLMENT**

In order to enroll you must meet criteria for:

- Family Composition
- Eligibility and Need

And you must:

- Provide Documentation

The following information outlines what you must do in order to enroll successfully

### **5.02 VERIFICATION OF FAMILY COMPOSITION AND COMPLETION OF ASSOCIATED PAPERWORK**

You will be required to submit the following completed forms or information three (3) business days prior to the enrollment appointment and subsequent recertification appointments (refer to the checklist sent by the Case Manager):

1. Your full name, address and telephone number (home or message), as well as the name of the second parent/caretaker in the household (two-parent families).
2. Names, gender and birth dates of all children under the age of 18 in the family, whether or not they will be served by the program.

***CHANGING TIDES FAMILY SERVICES IS REQUIRED TO VERIFY THE INFORMATION YOU SUBMIT***

- Regarding your children that you wish to enroll in the program, they must:
    - Meet State age limits (unless they meet qualifying criteria)
    - Live or use child care in Humboldt County
    - Reside with you for any periods of time for which child care subsidies are paid
3. Supporting documentation regarding the number of children and parents in the family, which may include:
    - Birth certificates
    - School or medical records
    - County welfare department records
    - Court orders regarding custody, visitation, or child support
    - Adoption documents
    - Foster care placement documents
    - Other reliable documentation indicating the relationship of the child to the parent
  4. Evidence of California residency
  5. A completed Needs Assessment Form
  6. A completed Emergency and Identification Information Form
  7. Pre-admission Health History (*only required for non school-aged children*)
  8. Immunization records (*only required for non school-aged children*)
  9. Current custody/visitation orders filed with the courts and notarized and signed declarations (*as applicable*)
  10. Eligibility and Need Documentation as described later in this handbook
  11. Other documentation as instructed by the California Department of Social Services

Other required forms include:

1. Household Configuration Form
2. Fraud Policy
3. Family Fee Agreement
4. Regional Market Rates
5. Releases of Information
6. Travel Time/Study Time Requests
7. Income Worksheet
8. Requirement to Report Income Changes Form
9. Under Penalty of Perjury Declarations
10. Current IFSP/IEP for enrolled children (age 13-21 years)
11. Child School Information

**Exceptional Needs Documentation:** copy of the current IFSP/IEP and a statement from a legally qualified professional that the child requires the special attention of adults in a child care setting and includes the name, license #, contact information of the legally qualified professional.

### **5.03 DETERMINATION AND VERIFICATION OF ELIGIBILITY**

Parents must demonstrate initial need and eligibility for care and then recertify this information on a periodic basis depending upon the factors described below:

**Eligibility Categories**—Any ONE of the following:

- Income eligibility – family gross monthly income meets current State requirements
- Parent is currently receiving public cash assistance
- Homelessness
- Child Protective Services (CPS)/At Risk of Abuse/Neglect – (*may meet both the need and eligibility requirement—refer to section 5.05*)

#### ***Income Eligibility:***

You must report to Changing Tides Family Services income your family receives from all sources, which includes (but is not limited to):

- Gross wages or salary, advances, tips, bonuses, commissions overtime
- Wages for migrant, agricultural, or seasonal work
- Gross income from self-employment minus business expenses with the exception of wage draws
- Public cash assistance/ CalWORKs cash aid/TANF
- Child and/or spousal support
- Financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support
- Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent
- Payments or clothing allowance for children placed through CWS
- Social Security Administration benefits (SSA)
- Survivor benefits
- Unemployment Benefits
- Work study or financial aid
- Disability benefits, worker's compensation payments
- Retirement benefits, pensions, annuities
- Veterans pensions
- Inheritance, allowances for housing/automobiles, insurance/court settlements (lost wages and punitive damages)
- Dividends, interest on bonds, income from estates or trusts, net rental income or royalties

- Net proceeds from the sale of real property, stocks, or inherited property
- Rent for room within the family's residence
- Gambling or lottery winnings
- Other enterprise for gain

In some cases, parents may be asked to submit twelve (12) months of income so an average may be determined. Changing Tides Family Services verifies public assistance income using the Verification of Benefits (Passport to Services or Issuance History) or a copy of the Recipient Notice of Action. If the family's income exceeds 85% of the state median income, the family must report this change to the Case Manager within thirty (30) calendar days. **The Case Manager will request updated income documentation due within fifteen (15) calendar days and issue a Termination of Services Notice of Action if no other eligibility criteria can be met and the family exceeds the current income threshold.**

Income that is not counted in determining eligibility is as follows:

- Earnings of a child under age 18 years
- Loans
- Grants or scholarships to students for educational purposes other than any balance available for living costs
- Food stamps or other food assistance (CalFresh/SNAP/WIC)
- Earned income tax credit or tax refund
- GI Bill entitlements, hardship duty pay, hazardous duty pay, hostile fire pay, or imminent danger pay
- Adoption assistance payments received pursuant to the Welfare and Institutions Code
- Non-cash assistance or gifts
- All income of any individual counted in the family size who is collecting federal Supplement Security Income (SSI) or State Supplemental Program (SSP) benefits
- Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages
- Reimbursements for work-required expenses such as uniforms, mileage, or per diem expenses for food and lodging
- Business expenses for self-employed family members
- When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay
- Disaster relief grants or payments, except any portion for rental assistance or unemployment
- AmeriCorps and FEMA stipends, room and board, and grants
- Foster care payments, Approved Relative Caregiver funds, Emergency Assistance payments, Tribal Approved Relative Caregiver Funds and Guaranteed Income from Guaranteed Income Pilot Projects

## **5.04 DETERMINATION AND VERIFICATION OF NEED**

### **Need for Care Categories**

Need is defined as any approved activity that parents are engaged in that prevents them from caring for their own children for part of the day. In a two-parent household, both parents must be able to document an overlapping need for care. A parent can have more than one need, which may include:

- **Employed:** You have a job or are self-employed
- **Job Search:** You are actively seeking employment
- **Vocational Training:** You are in a legitimate training or educational program
- **Parental Incapacitation:** You are medically or psychiatrically incapacitated, to the extent that your ability to provide care for the child is significantly limited, as verified by a legally qualified professional
- **Seeking Permanent Housing:** Your family is homeless and needs to find permanent housing
- **Child Protective Services (CPS)/At Risk of Abuse/Neglect:** (***may meet both the need and eligibility requirement—see section 5.05***)

Should the parent voluntarily request more hours of child care, documentation supporting the changes may be requested by the Case Manager.

### **Employment:**

Changing Tides Family Services requires documentation of the days and hours of employment of the parent/s in the family through:

1. An Employment Verification Form, which must be signed by you as a release of information and completed by the employer's authorized representative. Changing Tides Family Services is required to independently verify information you submit. Staff will directly contact the employer to verify the information that is not directly faxed by your employer to our office.
2. Consecutive wage stubs showing your name, name of employer, gross income, pay period dates, year to date, and date issued. The Case Manager will inform you how many wage stubs are needed depending on how often you are paid.  
(A letter from an employer may temporarily substitute for a wage stub. The letter must be on business letterhead and include gross wages, pay period, work hours, and must be signed by the employer, personnel officer or supervisor. To verify hours worked, you may also be required to submit timecards.)

Travel time: You may request, in writing, travel time between the child care location and place of employment. Reasonable hours will be approved after verified by the Case Manager, not to exceed four (4) hours per day.

Sleep time: Should your work schedule include night or swing shift hours between 10 p.m. and 6 a.m., you may request sleep time in writing to cover child care after you clock out of work and if you return to work the same day. This is approved on a case-by-case basis, not to exceed the hours authorized for employment and travel between those hours.

**NOTE: If you are a child care provider:**

Licensed Family Child Care Home (FCCH) or license exempt home providers are not eligible for subsidized services during their business hours because their work does not preclude the supervision of their own children or foster children.

If you are employed as an assistant in a licensed **large** family child care home, you must provide the following:

- Copy of FCCH large license
- Signed statement from licensee that you are the assistant
- Proof that your fingerprints are associated with the FCCH
- Verification of payroll deductions (such as a wage stub)

Center owners are not eligible for subsidized services during their business hours if the license is for an age group that corresponds with the ages of the owner's children or foster children, because their work does not preclude the supervision of their own children or foster children.

***Self-Employment***

If you are self-employed, you will be required to provide a completed Self-Employment Verification Form and any of the following as applicable:

- A letter from the source of the income indicating the cost of services
- Itemized profit and loss statements by month for the previous twelve (12) consecutive months
- Copy of the most recently filed (signed and completed) tax return
- Additional documentation of income and hours worked which could include appointment logs, client receipts, job/mileage logs, a list of clients with contact information
- Copy of business license or workspace lease/rental agreement, website printouts, business card

Changing Tides Family Services staff must review the above documentation and verify by directly contacting the leasor, customers, or other reasonable contacts to determine the amount of time for authorized services.

If your employment is in the home, the nature of your work must preclude the supervision of the children. If you work in your own home, you will be asked to provide justification for your need for care if your children are over the age of five (5) years.

In rare instances, if it is still not possible for Changing Tides Family Services staff to make a reasonable assessment of the hours needed for self-employment, staff is authorized to divide your self-employment income by the applicable minimum wage. The resulting quotient shall be the maximum hours of care per month.

### ***Job Search:***

A completed Self-Declaration Form which includes:

- Your name
- Date job search began
- Plan to secure employment
- Days and number of hours that child care is needed
- Parent signature



The period of Job Search eligibility is limited to less than thirty (30) hours per week and no more than five (5) days per week. The period of eligibility shall start on the day authorized by Changing Tides Family Services. Should you secure employment and need more hours of care, please contact your Case Manager.

### ***Vocational (Job) Training and General Education:***

If you are enrolled in an accredited school (recognized by the U.S. Department of Education), child care and development services shall be limited to six (6) years from the start/initiation of services or twenty-four (24) semester units (or its equivalent) after the attainment of a Bachelor's Degree. If you reach these limits, services will end the fiscal year in which the limits are reached. You may change your vocational (job) goal, but services will be limited to the time or units remaining from the start/initiation of services for vocational (job) training.

You must supply the following:

1. A completed Training Verification Form which includes:
  - a. Name and address of the school or program being attended
  - b. Date that the current educational term begins and ends



- c. Statement of vocational (job) goals and the anticipated completion date of all required educational activities needed to meet those goals
  - d. Class schedule that lists your name, current courses, the number of units per class, and the days of the week and times of each class
  - e. Signature and stamp of the registrar of the school or institution
2. Report cards, transcripts or other records documenting progress or completion of vocational (job) goals. Students must show adequate progress towards stated goals or Changing Tides Family Services will discontinue services. (See “**Progress**” below).

Changing Tides Family Services shall determine the days and hours needed per week and whether you are making progress, based on documentation. Changing Tides Family Services may request that you provide a publication from the training institution describing the classes required to complete your vocational goal.

Services may be provided for classes related to the General Education (GED) test or English language acquisition if such courses support the attainment of your vocational goal. Online or televised instructional classes that are unit bearing classes from an accredited school (recognized by the U.S. Department of Education) shall be counted as class time at one hour a week for each unit. You must provide a copy of the syllabus or other class documentation and, as applicable, the web address of the online program.

Adequate progress must be documented from the most recent semester/training period at recertification, in order to continue services based on training. To make progress each training period, you must earn a 2.0 grade point average (GPA) in a graded program or pass the program’s requirements in at least 50% of the classes or meet the training institution’s standard in a non-graded program.



The first time you do not document adequate progress, you may continue to receive services for one additional certification period. At the conclusion of that eligibility period, you must, in the classes for which subsidized care was provided, have made adequate progress. If you do not make adequate progress, services will no longer be authorized while you are in training, for a period of at least six (6) months from the effective date that services for training were ended per your Notice of Action.

If you attend vocational training due to eligibility for rehabilitation services by the CA Dept. of Rehabilitation or retraining through the Employment Development Department (EDD), please contact your Case Manager.

If you request additional child care services for study time or travel time to support the vocational training, Changing Tides Family Services shall determine, as appropriate, the amount of services needed for:



- Travel to and from the location at which services are provided and the training location, not to exceed half of the weekly hours authorized for training to a maximum of four (4) hours per day; or
- Study time, including study time for online and televised instructional classes, according to the following:
  - Two (2) hours per week per academic unit in which you are enrolled; and
  - On a case by case basis, and as may be confirmed with the class instructor, additional time not to exceed one hour per week per academic unit in which you are enrolled; and
  - On a case by case basis, no more than the number of class hours per week for non-academic or non-unit bearing training.

### ***Parental Incapacity***

Subsidized services for incapacitation shall not exceed fifty (50) hours per week. To receive services for incapacitation, you must submit a Statement of Incapacity form completed by a legally qualified professional which includes:

- A statement that the incapacitation prevents you from caring for the child for some part of the day (if a physical incapacity, the extent to which the parent is incapable of providing care and supervision)
- Days and number of hours that you are unable to care for the children
- Name, address, telephone number, license or credential number, and signature of the legally qualified professional rendering the opinion of incapacitation
- Confirmation from the legally qualified professional that care is needed for school age children

Changing Tides Family Services shall determine the days and hours of service based on the recommendation of the health professional and consistent with State regulations.

Changing Tides Family Services recognizes that situations of parental incapacity may involve emergency situations. Unfortunately, State regulations do not allow for exceptions to the regular procedures for enrolling eligible families.

### ***Seeking Permanent Housing (also referred to as Homeless)***

Documentation of seeking permanent housing shall include either:

- A written referral (dated within the last 3 months) from a legal, medical or social service agency, local educational agency, Head Start program, or an emergency or transitional

shelter that includes the agency name, address, phone number and title and signature of the person identifying the family as homeless; or

- A Self-Declaration Form written by you under penalty of perjury listing:
  - A statement that the family (including names of affected children) is homeless and a description of the current living situation
  - Plan to secure a fixed, regular and adequate residence
  - Days and number of hours that child care is needed

The period of homeless eligibility is limited to less than thirty (30) hours per week and no more than five (5) days per week. If you are homeless or become homeless while on our program, contact your Case Manager regarding your needs and the specific rules that apply to this need category.

If an increase in care hours is needed based on a different need for care than homelessness, please contact your Case Manager.

### **5.05 VERIFICATION OF ELIGIBILITY AND NEED**

#### ***Child Protective Services***

Children who are receiving child protective services, as determined by a referring agent from the Humboldt County Department of Health & Human Services Child Welfare Services (CWS) or “legally qualified professional” may meet both the need and eligibility requirement. You will need to provide Changing Tides Family Services with a completed written referral form dated within the last six (6) months from either:

- a) DHHS CWS, stating that the child is receiving protective services (open case) and that child care and development services are a necessary component of the child protective services plan **or,**
- b) A legally qualified professional stating that the child is at risk of abuse or neglect and that child care and development services are needed to reduce or eliminate that risk.

“Legally qualified professional” means a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health or social services for the general public.

The individual making the referral must indicate the probable duration of the open case or at risk situation and indicate that you should have a one time exemption from paying any fees (you will not need to provide income documentation in order to be enrolled). If the individual does not indicate that your family should be exempted from fees, you must satisfy income eligibility requirements at enrollment and subsequent recertifications (refer to **Income Eligibility**).

### **5.06 OTHER INFORMATION NEEDED TO COMPLETE ENROLLMENT**

- Complete FCCHEN provider documentation on file (a licensed home must be approved in order to participate on this program)
- Other documentation as instructed by CDSS

### **5.07 NOTICE OF ACTION**

A Notice of Action is the written communication issued to you regarding approval, change, denial, or termination of child care services. Until you receive an approval of services NOA, you are not enrolled on the program. Any child care used by the parent is the parent's responsibility to pay until an approval NOA is issued; child care approvals are not backdated.

### **5.08 CERTIFICATES**

Your certified hours of care will appear on a certificate. The certified hours of care are the result of your overlapping need for care hours between two parents, approved travel, study, sleep time, and any court filed custody/visitation. The certificate will also include the start date and end date of the schedule, and the name of the child care provider. A copy of the certificate will be provided to you at enrollment, annual recertifications, and after schedule changes. Your provider will also receive a copy of each certificate issued to you. The provider must sign and return a copy to the office. If you wish to increase the hours on the certificate, please contact your Case Manager to inquire on the documentation needed. If you wish to decrease the hours on the certificate, please contact your Case Manager for a voluntary change form.

### **6.01 RECERTIFICATION**

Families shall be recertified for services no later than 50 (fifty) calendar days following the last day of the 12-month certification period, which starts with the day the agency's authorized representative signed the last application for services. The Case Manager will:

- Notify you in the last 30 days (thirty) days of the 12-month certification period that a recertification (complete renewal of services) will need to be completed in order to stay enrolled
- Send in writing the date the recertification is due (appointment date) and which documents are needed. The recertification appointment date, will be no earlier than one day following the last day of the 12-month certification period
- If all required documents are complete and submitted by the deadline, a Notice of Action Approval of Services will be issued to you and new certificates will be issued to the child care provider. A new 12-month certification period will begin
- If the recertification process is not completed by day 50 after the initial or prior 12-month certification period, a Notice of Action Termination of Services will be issued to you and payments will cease to your provider

### **CONTINUITY OF CARE**

At times, subsidy programs may be over-enrolled, openings occur in other subsidy programs, or child care providers are no longer eligible to participate in certain programs. Families may be

contacted regarding a change in program subsidy with the same hours of care and family fee (if applicable).

### **7.01 FAMILY FEES**

You may be required to pay a family fee (share of cost) to Changing Tides Family Services. This fee is not related to the cost of care at the child care provider. Fees are assessed on a sliding scale for the child enrolled with the most hours of care. Family fee amounts are established by the State of California and determined by the family's gross monthly income, adjusted for family size, and whether the child is enrolled for full time (130 or more hours per month) or part time (less than 130 hours per month) care as defined by the California Department of Department of Social Services (CDSS). If you receive CalWORKs cash aid, please notify your Case Manager.

Changing Tides Family Services collects family fees directly from you. Per State requirement, family fees are due by the first of the month, before care begins. Statements are mailed around the 20<sup>th</sup> each month for the next month's fees. For example, July fees will be billed around June 20 and are due by July 1.

Adjustments to fees will not be made based on schedule changes or child care usage. A parent may submit proof of lower income in order to reduce a fee. Should services begin or end mid-month, fees will be charged accordingly.

You, as the parent on file, are responsible for paying family fees. Changing Tides Family Services does not mediate split custody payments. If you are paying a family fee to another subsidized program funded through the CDSS please inform your Case Manager as a credit may be possible (certain restrictions apply).

Fee arrangements may be available to you if you are billed for more than one month's fee at a time (such as during a first time enrollment) or if the Hearing Officer approves an arrangement during an appeal.

If you are no longer participating on the program and have a credit balance, the fee transactions are audited for accuracy and a refund check issued to you after one full billing cycle. Should the balance leftover stay at less than \$5 for more than one full billing cycle and you are no longer a participant, the balance may be written off.

Should services begin or end mid-month, fees will be charged for the entire month.

**Family fee credit** – if you are making family fee/share of cost payments to another subsidy program other than Changing Tides Family Services, please inform your Case Manager.

## **7.02 FAILURE TO PAY FAMILY FEES**

If you fail to pay your fee by the first of the month, you will be issued a Notice of Action (NOA) terminating your child care services two (2) weeks from the NOA date. It may be possible to correct this NOA by fully complying by the effective date listed.

- 1) If you are unable to pay delinquent fees, Changing Tides Family Services will accept a reasonable plan for payment of those delinquent fees, if you submit an appeal by the deadline and the Hearing Officer agrees to a reasonable payment plan.
  - a. Changing Tides Family Services will continue to reimburse services to your child(ren) provided that you pay current fees when due and you comply with the provisions of the repayment plan
  - b. If you do not comply with the provisions of the repayment plan and/or pay current fees, your services will be ended
  - c. Upon termination of services for nonpayment of delinquent fees, your family will remain ineligible for service until all delinquent fees are paid
  - d. After all fees are paid in full, you will remain ineligible for a period of at least three (3) months
  
- 2) If you receive three NOAs for failure to pay your fee on time within the *contract period*, per Changing Tides Family Services' policy:
  - a. Your child care services will be ended
  - b. Your family will become ineligible to receive child care services until all fees are paid
  - c. After all fees are paid in full, you will remain ineligible for a period of at least three (3) months

Contract period:  
July 1 - June 30

Changing Tides Family Services reserves the right to submit unpaid fee debts to a collection agency to recover funds from parents who have had services ended and/or who are ninety (90) days behind in their fee payments.

Changing Tides Family Services may share information regarding use of services with financial entities as necessary in the course of conducting business regarding fee balances and transactions.

## **7.03 HOW TO MAKE PAYMENT FOR FAMILY FEES**

Changing Tides Family Services accepts payment in the following ways:

- Personal checks, cashier's checks, and money orders at our office at 2379 Myrtle Ave. Eureka CA 95501.
- Cash must be paid in person at our office listed above during open hours. Do not leave cash in our mail box. No change is available if you pay in cash.
- Online payments may be made through our website at [www.changingtidesfs.org](http://www.changingtidesfs.org) .

Providers may make a business decision to discontinue providing care to your family. We urge providers to inform parents of all rules and timelines for ending a contract, including the parent's responsibility to pay their providers for any care provided after ending their service with Changing Tides Family Services.

### **8.01 PARENT—DISCONTINUANCE/END OF SERVICE**

You may choose to end services with Changing Tides Family Services. You should notify us two (2) weeks in advance and should notify your child care provider in accordance with the provider's policies regarding ending services.

We urge providers to inform parents of all rules and timelines for ending a contract, including the parent's responsibility to pay their providers for any care provided after ending their service with Changing Tides Family Services.

Your services may end for any of the following reasons:

1. Failure to adhere to any rules established by Changing Tides Family Services
2. Failure to submit verifiable information regarding eligibility or need for services, or any other required documentation, by the assigned due date
3. Failure to have contact with the provider for seven (7) days or use child care services (abandonment of care) that your child(ren) is enrolled to use for 30 (thirty) consecutive calendar days or more
4. Moving out of state, change in residency
5. Failure to use services for school age children during school breaks
6. Unexcused or excessive absences
7. No approved provider
8. Parent no longer has custody of children served on the program
9. Failure to accurately maintain Attendance Forms on a daily basis
10. Falsification of information on Attendance Forms, or refusal to sign Attendance Forms
11. Failure to be recertified or failure to keep scheduled appointments
12. Submission of fraudulent, false or misleading information or documentation
13. Use of abusive or vulgar language, and attempts to bribe, coerce, extort or threaten any Changing Tides Family Services employee, client, or vendor
14. Sending inappropriate or offensive communications of any type to any Changing Tides Family Services staff member(s)
15. Involvement in criminal conduct or theft of any kind involving Changing Tides Family Services staff or Changing Tides Family Services locations
16. Carrying firearms or other weapons on the premises of any Changing Tides Family Services location

17. Using alcohol or illegal drugs on Changing Tides Family Services premises or being under the influence of alcohol or illegal drugs on Changing Tides Family Services premises
18. Failure to pay family fees by the due date or according to payment plan (this includes, but is not limited to, personal checks that are returned for non-sufficient funds/bounce and credit card payments that are declined or disputed)
19. If your personal check is returned for insufficient funds, you may receive a termination of services notice of action (NOA) for failure to pay fees on time
20. If you receive three (3) NOAs for failure to pay your fee on time within the contract period/fiscal year, per Changing Tides Family Services' policy, you will become ineligible to receive child care services
21. Family's gross monthly income (submitted and calculated) exceeds State income eligibility guidelines and no other eligibility criteria are met
22. Failure to submit income documentation 15 calendar days after initial notification of exceeding the income guidelines
23. Child reaches State age eligibility limits
24. Reduction in funding
25. Catastrophic events out of the control of Changing Tides Family Services

### ***Possible Bill for Overpayment***

You may be billed for an overpayment by Changing Tides Family Services if you:

- Secured program services after having submitted false or misleading information at enrollment or recertification

You will be ineligible for services unless the debt is paid off.

## **8.02 RE-APPLYING**

You are not eligible to re-apply for a subsidized child care program until three (3) months after the effective date of the termination Notice of Action (NOA) if the reason was for failure to follow the rules or until three (3) months after the fee balance is paid in full. There is no guarantee that there will be available space in any program to re-enroll you after a termination of services. All parents wanting to re-enroll must update their application on the eligibility list. Some parents may be deemed ineligible to receive services for a period of one to five (1-5) years, as determined by the Changing Tides Family Services Executive Director.

## **9.01 APPEAL HEARINGS**

In accordance with the California Department of Social Services guidelines, if child care services are changed or discontinued, parents are issued a Notice of Action (NOA) in advance that states the effective date and reason for the action.



If your services are ended for any reason or you do not agree with a decision we have made regarding your eligibility for services, you are entitled to a fair hearing, if you request one by the deadline on the Notice of Action. Procedures for requesting a fair hearing are on the last page of the Notice of Action.

If you elect to have a fair hearing, Changing Tides Family Services will continue to pay for child care during the fair hearing process.

To request a hearing, please make contact with the Hearing Officer by the deadline on the NOA (by 5 p.m. on the effective date). Be sure to include your name with your appeal request. You can make contact in writing by completing the appeal page attached to the Notice of Action, or sending a fax, email or leaving a voicemail. With your hearing request, please note if you prefer a hearing in person or by phone. Appeals to Changing Tides Family Services should be sent to:

Hearing Officer  
2259 Myrtle Ave. Eureka, CA 95501  
Phone (707) 444-8293, Fax (707) 444-8298  
Email [info@changingtidesfs.org](mailto:info@changingtidesfs.org)

The Hearing Officer will make contact with you within ten (10) calendar days of receiving the appeal request and notify you of the date and time of the hearing. If you wish to submit documentation to support your case, it must be submitted before or during the hearing, not after the hearing. If you need to reschedule the hearing, you must contact the Hearing Officer prior to the hearing. More than two (2) requests to reschedule the hearing will result in denial of the appeal and the notice of action will stand.

If you are not able to attend the hearing, you may send an authorized representative or you may also have an authorized representative attend with you. If you select an authorized representative, please inform the Hearing Officer by phone or in writing of the representative's name one work day prior to the hearing. If the hearing is to be conducted over the phone, the Hearing Officer will make the phone call to you at the agreed time and ask questions to verify your identity.

A decision will not be made during the hearing, either in person or by phone. A decision letter is mailed to you within ten (10) calendar days after the hearing. Should you not agree with the decision of the Hearing Officer, you can appeal to the CDSS by sending a copy of the decision letter and notice of action to:

California Department of Social Services  
Child Care and Development Division  
Attn: Appeals Coordinator  
744 P Street, MS 9-8-351  
Sacramento, CA 95814

Phone: 1-833-559-2420  
Fax: 916-654-1048  
Email: [CCDDAppeals@dss.ca.gov](mailto:CCDDAppeals@dss.ca.gov)

Within thirty (30) calendar days after receipt of your appeal, CDSS will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of the CDSS 's decision letter.

You waive your rights to appeal if you:

- Submit an appeal request late (after the deadline on the NOA)
- Fail to appear at the in-person hearing
- Fail to answer the phone at scheduled phone appeal time (three attempts in 30 minutes)
- Fail to submit an appeal request to the CDSS within fourteen (14) calendar days, if you do not agree with the local decision

## ***PROVIDER REIMBURSEMENT***

***Program administration will be in compliance with any directives received by the funding source, whether permanent or temporary/emergency in nature.***

### ***10.01 PROVIDER PARTICIPATION POLICY***

FCCHEN providers must meet certain criteria in order to be reimbursed for child care services. These criteria are:

1. Be licensed by Community Care Licensing (CCL). For licensed providers, the provider must be in good standing with CCL. Changing Tides Family Services must have a copy of the current license in order to make payment. If the provider moves, licenses are not transferrable, child care cannot be paid until a new license is issued to the provider. Other documentation may be required from any provider that moves.
2. Provide care in Humboldt County or provide care to families residing in Humboldt County
3. Refrain from religious instruction or worship during program hours
4. Receive an Orientation Site Visit from FCCHEN staff
5. Receive an initial and annual Family Child Care Environmental Rating Scale Site Visit from FCCHEN staff or authorized representative
6. Complete the FCCHEN Services Agreement
7. Complete the Provider Program Rules Agreement Form
8. Operate on a nondiscriminatory basis, giving equal treatment and access to services without regard to race, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability
9. Submit a valid rate sheet to Changing Tides Family Services showing the rates that the provider charges for services to members of the general public

10. Allow parents unlimited access to their children when the child(ren) are in care
11. Complete a W-9 form for Internal Revenue Service reporting
12. Complete all forms in the applicable Provider Packet, including a Provider Program Rules Agreement Form
13. Be at least 18 years old and clear of active or contagious tuberculosis
14. Have no convictions of any crime involving violence against, abuse or neglect of children.
15. Agree to maintain confidentiality regarding all children and families receiving services
16. Report to Changing Tides Family Services if location of care changes and/or if provider's address changes, as well as if the facility ownership changes

You should discuss rates with your provider so you understand the costs of your services.

Changing Tides Family Services will ask the provider to submit documentation of the above requirements in order to assure that we are following state regulations. Services may require additional documentation to establish that the provider is charging the same rates for subsidized children that they are charging for non-subsidized children.

### **10.02 PROVIDER RATES**

As an independent contractor, a provider sets their own rates.

The California Department of Social Services (CDSS) requires that:

- All providers must have a valid current rate sheet on file at Changing Tides Family Services that states the rates they charge non-subsidized children
- Every child on Changing Tides Family Services' programs must have a child care certificate stating the days/hours of authorized care and the maximum reimbursement for that child
- Changing Tides Family Services will not provide reimbursements that exceed the ceiling (see Maximum Reimbursement below)

Providers are prohibited from charging more for subsidized families than they charge non-subsidized families.

### **10.03 MAXIMUM REIMBURSEMENT**

The State of California periodically conducts surveys of child care providers throughout the state to determine the average cost of care per region. Based on the data collected, the State sets a ceiling on the amount that agencies such as ours can reimburse for child care. Changing Tides Family Services will be able to reimburse your provider for either the authorized schedule of the child, the ceiling applicable to that child, or the provider's rates, whichever is less. Any difference between the provider's charge and the amount Changing Tides Family Services pays may be billed by the provider to you (unless you have dual enrollment on Early Head Start – Child Care Partnership). This is considered your co-payment to the provider.

## 10.04 RATE CHANGES

Your provider may change their rates at any time. However, there are limitations re: the manner in which Changing Tides Family Services reimburses child care providers' rate changes.

- Changing Tides Family Services requests written notice for any rate changes two (2) weeks in advance of the rate change effective date, for example if the provider is changing rates on January 1, the written rates should be submitted to our office in mid-December.

## ATTENDANCE FORMS

### 11.01 ATTENDANCE REPORTING

In order to comply with law and regulations, Changing Tides Family Services must apply very specific requirements for the recording of attendance:

1. Changing Tides Family Services issues an Attendance Form to the child care provider, for each child for each month. Only care for the specified month should be documented on the Attendance Form. Care for two (2) months should never overlap on one Attendance Form. If the provider has not received an Attendance Form by the time care has started, you should contact your Case Manager immediately.
2. Attendance Forms should be kept with providers and are the only form of documentation accepted for billing
3. You or your authorized representatives are required to record exact time in and out for each day including a.m. and p.m. and sign accordingly—*a child must be signed in and out each day as care is provided*
4. Only adults 18 years and older may sign children in or out of care. You should give the provider a written authorization so they will know who is authorized to sign your children in and out of care, if not you.
5. Whoever is authorized to bring the child to care and to pick the child up from care must sign the Attendance Form at the actual time and write the exact time on the Attendance Form. The provider should never sign Attendance Forms for you, unless they are taking the child to school or picking the child up from school, in which case they should sign their own name.
  - a) If a child is scheduled for before-school care only, the provider may sign the child out of care with the exact time noted
  - b) If a child is scheduled for after-school care only, the provider may sign the child into care with the exact time noted
  - c) If a child is scheduled for before and after school, the provider may initial next to the exact times the child leaves for and returns from school
6. Child care providers who have been authorized by the parent(s) to pick up children must sign on a daily basis

A sample Attendance Form is included at the end of this handbook

7. When the last day of care for the month has been provided, the billing side of the Attendance Form must be signed and dated by you (not the authorized pick-up person) and the provider **in ink and with full signatures**. The end of month signatures verify all of the information on the Attendance Form is true and correct, under penalty of perjury. If the parent has not signed the Attendance Form at the end of the month and the parent is unreachable after attempts are made by staff through mail, email, text, or phone, the CCS Director may authorize payment for eligible days and hours of care if the provider has signed that information on the Attendance is true and correct
8. Child care providers are prohibited from asking parents to pre- or post-sign Attendance Forms. If the Attendance Form appears to have been signed all at once by you, the reimbursement may be delayed or care may not be covered. This is linked to Changing Tides Family Services' need to detect and prevent fraud
9. If you make a mistake on the Attendance Form (for example, signing on the wrong date), you should cross out the error and initial it, and fill in the correct information
10. If you use care that is not broadly consistent with the child care schedule (care that is less than 50% of what is scheduled or care that crosses from full time to part time or vice versa), the Case Manager will attempt to contact you regarding services
11. The hours recorded on the Attendance Form must be the exact hours the child was actually in care. If the hours of care differ from those on the Child Care Schedule (CCS), you should use the appropriate reason code to explain the discrepancy
12. If the certificate no longer reflects the child care needs, you must notify your Case Manager if more hours are needed
13. Attendance Forms may not be altered or modified by either you or the provider
14. If an attendance form is not used due to the child no longer attending, the form should be sent back to the Case Manager

If a child is absent or does not use scheduled care, you or the authorized pick-up person must fill in the "Reason Code" box with one of the following codes:

Provider Closed All or Part of the Day for holiday or other reason	All Ages – Child Absent From Care or In Care for Fewer Hours than on authorized schedule		School-Aged Children	
<b>C</b>	<b>S</b>	Child or family member sick, at Dr.'s appointment, or absent for other medically-related reason	<b>S</b>	Child sick and used more hours than usually scheduled on a school day
	<b>A</b>	Other absences (e.g. child/parent vacation, visiting relative, or other personal reason)	<b>M</b>	Minimum Day

- The **"C"** code is to be used when a provider is closed and unavailable to provide care for all or part of a scheduled day of care.
- The **"S"** code is to be used when:

- Any child is absent from care or uses fewer hours than scheduled due to a medically-related reason.
- A school-aged child is ill on a school day and is in care for more hours because of the illness.
- The “A” code is to be used when a child is absent from care or uses fewer hours than scheduled due to a non-medical reason.
- The “M” code is to be used for school-aged children only. It explains why a school-aged child used more hours on a school day (but within the approved hours on the CCS). It can also be used to explain why a kindergartner’s school hours and child care hours change on a minimum day.

### **11.02 REIMBURSEMENT FOR ABSENCES**

Changing Tides Family Services can pay FCCHEN providers for holidays, absences and vacations as follows:

- The first ten (10) closure days per fiscal year (days coded as “C”) when no care is used (regarding provider closures)
- The first ten (10) medically unrelated absence days per fiscal year (days coded as “A”) when no care is used (regarding child absences)

Changing Tides Family Services may only pay varied schedules for the actual care provided and cannot pay for hours or days for which the provider did not provide care or was unavailable to provide care.

In addition:

- Changing Tides Family Services reserves the right to refuse to pay for unexplained absences
- If there are excessive absences, Changing Tides Family Services will attempt to obtain an explanation from the parent regarding services needed
- Children/families enrolled as CPS have unlimited best interest (IBI) absences
- The state limits payment to an alternate, eligible provider when a parent’s regular provider is not available on a scheduled day to ten (10) sick days for a child that is ill or ten (10) closure days



### **11.03 PAYMENT REIMBURSEMENT SCHEDULE**

Changing Tides Family Services will make every attempt to issue payment to your provider within twenty-one (21) calendar days of receipt of properly completed, accurate Attendance Forms if the Attendance Forms are received at a Changing Tides Family Services office by 5 p.m. the third calendar day of the month after care was provided.

- If the third falls on a holiday, weekend, or a day of office closure, Attendance Forms may be submitted by 5 p.m. on the following business day.

- Attendance Forms are accepted at the 2379 Myrtle Avenue office in Eureka.

Exceptions to Changing Tides Family Services' commitment to issue payments within these timelines include, but are not limited to:

- Natural disasters or events which result in agency closure days
- Delay in receiving contract funds from the State
- Electronic/internet issues which may affect Changing Tides Family Services or banking institutions
- Circumstances beyond the control of Changing Tides Family Services

For Attendance Forms that are received at Changing Tides Family Services' office after the third of the month but prior to the end of the month after care was provided, Changing Tides Family Services will attempt to issue payment within twenty one (21) calendar days.

If the Attendance Form arrives more than one month after child care was provided, Changing Tides Family Services will NOT pay for services

Complete and accurate Attendance Forms must be submitted to the Changing Tides Family Services' office no later than one month after the month of service. Attendance Forms received later than the last day of the month after care was provided will not be processed or paid. *For example:* in order to be reimbursed for child care services provided in the month of February, the Attendance Form must be received at a Changing Tides Family Services' office prior to March 31.

The last payment for any Attendance Form submitted in a fiscal year is the last week of July. Once the books are closed, no payments can be issued.

**11.04 NON-REIMBURSABLE CHARGES**

Changing Tides Family Services is bound by the regulations which stipulate the conditions under which we can or cannot reimburse child care providers. Under these regulations, Changing Tides Family Services will not reimburse providers:

1. In advance of services rendered
2. Until the provider has completed all the necessary paperwork for reimbursement, approval of care will not be backdated
3. In the absence of a valid enrollment on our program and without a written child care schedule (CCS) approved by Changing Tides Family Services
4. If the information in the file is not current
5. If any information on the Attendance Form is false or inaccurate
6. If Attendance Forms are not received by the last day of the month after care was provided. *For example:* if the Attendance Form for February child care services was received after March 31
7. If the child is suspended from child care
8. For instructional minutes of a public educational program available to a school age child, or a private school in which the child is enrolled and attending

9. For time when the child is receiving any other child care and development program
10. Days on which the provider is not open to provide services (except for days as described in 11.02)
11. If you or Changing Tides Family Services ends the agreement for services

The provider may have other services that you might want to use, but Changing Tides Family Services will not be able to pay for them. Changing Tides Family Services does not pay for the following charges:

- Transportation charges
- Private school costs or tuition
- Late fees
- Notice time when care is not used
- Field trips
- Meals (unless as part of a separate agreement between the child care provider and Changing Tides Family Services as part of the Child and Adult Care Food Program/CACFP)
- Days in excess of 10 per fiscal year for provider non-operation (e.g., vacations, holidays, or when provider is otherwise unavailable).
- Days in excess of 10 per fiscal year for non-medically related absences of the child (licensed providers who charge for absences)
- Hours the child is being “home-schooled” and the child would normally be in school
- Hours the child is in care due to school suspension or expulsion

In years past, the State did not allow for FCCHEN parents to be charged a co-payment by providers due to the connection to state center-based funding. This requirement no longer applies. If the provider has current rates on file and the RMR ceiling applied is less than the customary rates charged to the general public, then a co-payment may be owed by you. If you arrange for the provider to give care outside the certified schedule, on a private pay basis, any related expenses are between you and the provider. If you arrange for the provider to provide care outside the certified schedule, on a private pay basis, any related expenses are between you and the provider.

### **11.05 METHODS OF PAYMENT**

Changing Tides Family Services makes payment to providers by direct mail (hard check) or through direct deposit which electronically transfers money into the financial account of the provider’s choosing. If a child care provider chooses direct deposit, the provider can choose either:

- Savings Account
- Checking Account

Changing Tides Family Services recommends using direct deposit in order to avoid lost or stolen checks.



If your provider does not receive a check by mail, they will need to request a replacement check in writing. Changing Tides Family Services staff will confirm the check has not yet been cashed, issue a stop payment, and then re-print the check. (This may take several business days.) The provider may be able to pick the check up in person and will need to show a valid photo ID.

### **12.01 FCCHEN PROVIDER END OF PARTICIPATION**

Changing Tides Family Services may end the business relationship or terminate payment from child care providers under certain circumstances, as outlined in the FCCHEN Provider Handbook.

### **13.01 GRIEVANCE PROCEDURE**

The Changing Tides Family Services' Grievance Procedure may be used by parents who have a complaint regarding Changing Tides Family Services' services, and which is not addressed by the appeal procedure or uniform complaint procedure.

Parents (complainants) shall first discuss a complaint with the appropriate Division Director. If the discussion does not resolve the matter, the parent should present their concern in writing to the Division Director within fourteen (14) days after the cause for the complaint has occurred. The written complaint should clearly state "complaint", what law or regulation or application of the same the parent is objecting to, and a statement regarding what the parent believes would be a fair resolution to the matter. If the parent is not satisfied with the Division Director's response, the parent may present the complaint (and copies of documents pertaining to the complaint) in writing to the Executive Director within fourteen (14) days after receipt of the Division Director's written response. The Executive Director shall render a decision in writing no later than sixty (60) days after receiving the complaint at their level. This decision shall be considered final.

Further details are outlined on the Grievance Procedure. A copy of the grievance procedure is available at Changing Tides Family Services' administrative office at 2259 Myrtle Avenue, Eureka, CA. 95501. Call 707-444-8293 or email [info@changingtidesfs.org](mailto:info@changingtidesfs.org).

### **14.01 UNIFORM COMPLAINT POLICY**

It is the intent of the Changing Tides Family Services to fully comply with all applicable state and federal laws and regulations. Individuals, agencies, organizations, students and interested third parties have the right to file a complaint regarding the Changing Tides Family Services' alleged violation of federal and/or state laws. This includes allegations of unlawful discrimination (Ed Code sections 200 and 220 and Government Code section 11135) in any program or activity funded directly by the State or receiving federal or state financial assistance.

Complaints must be signed and filed in writing with the California Department of Social Services.

Write	Call	Email
California Department of Social Services Civil Rights 744 P Street, M.S. 9-7-041 Sacramento, CA 95814	(916) 654-2107  You may call toll free at (866) 741-6241; collect calling at (800) 688-4486; or you may call via the California Relay Service operator at (800) 735-2929.	<a href="mailto:crb@dss.ca.gov">crb@dss.ca.gov</a>

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

## **GENERAL POLICIES**

When you receive subsidized child care services, you agree to accept the regulations and policies set by state law, funding sources, and Changing Tides Family Services. The following is additional information regarding rules and policies for Changing Tides Family Services' child care subsidy programs.

### **15.01 CONFIDENTIALITY OF SERVICE**

Changing Tides Family Services will maintain confidentiality regarding the use of personally identifiable information regarding parents, children and providers. However, information may be shared as necessary with the California Department of Social Services and its agents as appropriate, Community Care Licensing, or Changing Tides Family Services' agents (auditors, legal advisors, business associates, insurance representatives, and other authorized entities).

Parents and providers should be aware that Changing Tides Family Services staff from different programs may exchange information regarding parents, providers, or children served as necessary in order to support program integrity. Information may also be released outside of Changing Tides Family Services with a signed Changing Tides Family Services Release of Information from the enrolled parent, or if a valid subpoena is issued to Changing Tides Family Services, or as part of a law enforcement, welfare fraud, or Child Protective Services investigation.

All Changing Tides Family Services staff shares the responsibility to ensure that confidentiality is maintained

### **16.01 DATA COLLECTION**

Changing Tides Family Services is required to collect the following data:

- if your family is receiving public assistance
- the documented need for receiving child care
- the ZIP Code of your residence address

- whether your family has one or two parent/s
- date your family first received subsidized child care services
- type of child care
- the name of the child care provider
- phone number of the provider
- address of the child care provider
- date payments begin/end with the provider
- gender of you and your child
- race and ethnicity of your child

### **17.01 CONFLICT OF INTEREST**

It is possible that employees of Changing Tides Family Services may participate as a parent or provider in the child care services programs. In order to reduce the appearance or the potential of a conflict of interest, it is necessary that any employee who is receiving benefits of child care programs inform designated staff. This will enable Changing Tides Family Services to implement additional internal controls to avoid any appearance of conflict of interest. Examples of this include but are not limited to:

- Any relationship of the employee or the employee's immediate family (as defined in Changing Tides Family Services' Personnel Policies) to any child care provider receiving reimbursements on behalf of a parent
- Any relationship of the employee or the employee's immediate family to any parent participating on any child care subsidy program managed by Changing Tides Family Services
- Any relationship of the employee or the employee's immediate family to any other employee or Board member of Changing Tides Family Services

### **18.01 FRAUD POLICY**

Fraud is defined as intentional deception(s) or misrepresentation(s) made by a person with knowledge that the deception could result in some unauthorized benefit to him/herself or some other person.

Funds that pay for subsidized child care services are public taxpayer dollars. Changing Tides Family Services is required to actively prevent fraud and to act promptly if fraud is suspected.

If any party obtains child care funds or benefits by deliberately providing inaccurate or incomplete information, Changing Tides Family Services shall actively pursue recovering such funds. Parents are required to accurately represent their income, family size, age of child(ren), work schedule, daily sign in and sign out, and any changes to same as well as to all aspects of program participation described in this Handbook. Providers are required to accurately represent attendance, rates charged to the general public, change in licensing status, and all other information described in this Handbook.

Credible information received by Changing Tides Family Services from any source regarding possible misuse of public funds will be treated seriously and investigated by Changing Tides Family Services staff and/or law enforcement. Recovery of funds may be pursued through a collection agency, small claims court, or the District Attorney's office. Falsification of information or any deliberate act that wrongfully secures child care payments is cause for termination from the program.

### **19.01 DECLARATION OF OPERATION AND NON-DISCRIMINATION**

Changing Tides Family Services operates in accordance with all applicable state and federal laws. The program does not discriminate on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, in determining which children are served. We welcome the enrollment of children with disabilities and exceptional needs.

### **20.01 HOLD HARMLESS PROVISION**

Parents and providers shall hold harmless Changing Tides Family Services, its employees, officers and Board members for any actions related to the administration of the programs.

### **21.01 REQUESTS FOR COPIES**

If you request copies of materials you and/or your provider have submitted to Changing Tides Family Services, you must complete a Request for Information form. You may be required to pay a fee.



### **22.01 U.S. POSTAL SERVICE - MAIL**

Parents and providers must

- Accept mail sent by Changing Tides Family Services, as submitted by parents or providers for their own file
- Respond to notifications sent by mail (certified mail)

If parents or providers feel they are not receiving mail from Changing Tides Family Services, they should address this problem with the US Postal Service office in their area. Changing Tides Family Services is not responsible for lost mail.

Changing Tides Family Services strives to assist families enrolled on our program to reach their goals, and we look forward to working with the providers they choose to care for their children.



Please visit our website for information on workshops that may benefit your provider. We also post jobs and community resources on our website.

[www.changingtidesfs.org](http://www.changingtidesfs.org)

We also have a Facebook and Instagram page

<https://www.facebook.com/changingtidesfamilyservices/>

<https://www.instagram.com/changingtidesfs/>

**Changing Tides Family Services**  
 Child Care Services - Sample Attendance Form – FCCHEN, EHS-CCP



The following is a list of some of the requirements for completing an attendance form. For more details, please refer to the program handbook/booklet.

**For Parents/Authorized Representatives:**

- Parents or authorized representatives are required to record exact time in and out for each day and sign accordingly – a child must be signed in and out each day as care is provided.
- The parent must sign for each absence day and enter one of the codes listed below in the "Reason Code" box on the back page.
- If the parent makes a mistake on the attendance form (for example, signs on the wrong date), s/he should cross out the error and initial it, and fill in the correct information.
- When the last day of care has been provided, the billing side of the attendance form must be signed and dated in ink with the full signature of the enrolled parent.
- Blue or black ink is preferred.
- Incomplete or inaccurate attendance forms may delay payment.

**For Providers:**

- Attendance forms are due by 5pm the 3<sup>rd</sup> calendar day of the month after care was provided. If the 3<sup>rd</sup> falls on a holiday, weekend, or a day of office closure, attendance forms may be submitted by 5pm on the following business day.
- If the provider is closed and charges for the closure, please complete the billing information below.
- When the last day of care has been provided, the billing side of the attendance form must be signed and dated in ink with your full signature. Blue or black ink is preferred.
- Incomplete or inaccurate attendance forms may delay payment.

Provider closed for all or part of the day for holiday or other reason.	All Ages – Child absent from care or in care for FEWER hours than on authorized schedule	School-aged Children	
C	S Child or family member sick, at Dr.'s appointment, or absent for other medically-related reason	S	Child sick and used more hours than usually scheduled on a school day
	A Other absences (e.g. child/parent vacation, visiting relative, or other personal reason)	M	Minimum Day

**Provider Invoice**

Please bill your rate in the same manner as you would the general public. (Note: All charges must also appear on your rate sheet if you wish for us to consider payment.)

\$ 240.00 for Child Care because I charge \$ 30 per day The provider must record any additional charges.

\$ \_\_\_\_\_ for Registration    \$ \_\_\_\_\_ for Insurance    \$ \_\_\_\_\_ for Materials    \$ \_\_\_\_\_ for Other \_\_\_\_\_

My closures were JAN. 17, 2022 I charge for closures: Y Yes    No

Grand total is \$ 240.00

**BOTH THE PARENT AND PROVIDER MUST PROVIDE FULL SIGNATURES IN INK ON OR AFTER THE LAST DAY OF CARE PROVIDED AT THE END OF THE MONTH. FAILURE TO COMPLETE THIS STEP WILL RESULT IN DELAY OF PROCESSING PAYMENT AND MAY RESULT IN NON-PAYMENT.**

I (the parent/provider) declare under penalty of perjury under the laws of the United States and the State of California that the facts contained in this attendance form are true, correct and complete for the entire month.

<u>Olga Doe</u>	<u>1-31-22</u>
Provider Signature	Date
<u>Jane Smith</u>	<u>1-31-22</u>
Parent Signature	Date

**The front of the Attendance Form must be signed and dated by both provider and parent.** Providers and parents should make sure to sign at the end of the month so they can accurately verify the total hours of care used. Changing Tides Family Services will not pay for days/hours that occur after the Attendance Form has been turned in or past the date of the signatures. Providers and parents should sign for themselves only.

Sign in daily			Use if child has split schedule				Sign out daily			Office Use Only	
Date	Time In	Full signature of adult signing child in	Time Out	Initials	Time In	Initials	Time Out	Full signature of adult signing child out	Code	DHV	
Su											
M	1/17							Jane Smith	C		
T	1/18	7:00a Jane Smith	8:00a	ØD	2:35p	ØD	5:15p	Jennifer Smith-grandma		√	
W	1/19	7:00a Jane Smith	8:00a	ØD	12:15	ØD	5:30p	Jane Smith	M	√	
Th	1/20	7:00a Jane Smith	8:00a	ØD	2:35p	ØD	5:15p	Jennifer Smith-grandma		√	
F	1/21	With grandma						Jane Smith	A		
Sa											
Su											
M	1/24	7:00a Jane Smith	8:00a	ØD	2:35p	ØD		Jane Smith		√	
T	1/25	7:00a Jane Smith	8:00a	ØD	2:35p	ØD		Jane Smith		√	
W	1/26	fever						Jane Smith	S		
Th	1/27	7:00a Jane Smith	8:00a	ØD	2:35p	ØD		Jane Smith		√	
F	1/28	10:00p Jane Smith					11:59p	Olga Doe		√	
S	1/29	12:00a Olga Doe	10am					Jane Smith		√	

Refer to each example above by the date listed. The parent is Jane Smith and the provider is Olga Doe. The child is scheduled to use care Monday through Friday from 7am-5:30pm, but may work a night shift. School hours are 8:05am-2:35pm. Each day the child is scheduled must have complete times and full signatures or have a reason code entered.

1/17	Example of provider being closed on a holiday, parent notes "C". Example of school day hours (am and pm care used).
1/18	Example of school day hours (am and pm care used).
1/19	Example of a minimum day, provider notes "M".
1/21	Example of a non-sick absence, parent notes "A" (visiting grandma).
1/26	Example of child sick with fever, no care used.
1/28	Example of overnight care, starts at 10pm, noted by parent. Provider notes that midnight occurs and continues care on next day. Parent notes pick up at 10am.

Sample Attendance Form



Changing Tides Family Services  
 2379 Myrtle Avenue  
 Eureka, CA 95501  
 (707) 444-8293

Provider

Type of Care **FCCH**  
 Fund **CFCC**

**/Humboldt**

Effective Date **12/01/2021**

**Child Care Certificate**

Parent Name \_\_\_\_\_ Reason For CCS **Enrollment**  
 Child Name \_\_\_\_\_ Child DOB \_\_\_\_\_

The schedule below has been approved effective **12/01/2021** through **12/31/2022** based on the parent's approved child care needs for this child. We will only pay for care between the hours listed on this schedule. If the schedule indicates a range of min/max hours or days, we will never pay for more than the maximum and may pay for less depending on the parent's documentation of need. The reimbursement listed below may be capped (based on the State-mandated payment ceiling).

Non-school	Start time	End time	Min/Max hrs	School	Start time	End time	Min/Max hrs
Monday	7:00AM	5:30PM	10.5	Monday	7:00AM	8:05AM	4
Tuesday	7:00AM	5:30PM	10.5		2:35PM	5:30PM	
Wednesday	7:00AM	5:30PM	10.5	Tuesday	7:00AM	8:05AM	4
Thursday	7:00AM	5:30PM	10.5		2:35PM	5:30PM	
Friday	7:00AM	5:30PM	10.5	Wednesday	7:00AM	8:05AM	4
					2:35PM	5:30PM	
				Thursday	7:00AM	8:05AM	4
					2:35PM	5:30PM	
				Friday	7:00AM	8:05AM	4
					2:35PM	5:30PM	
Min Days Per Week	<b>5</b>	Max Days Per Week	<b>5</b>	Min Days Per Week	<b>5</b>	Max Days Per Week	<b>5</b>

**Provider rate description**

See provider rates on file

**Rate allowed by State regulations**

Pay per provider's rate not to exceed:

FCCH School Age  
 Part time month \$535.10  
 Full time month \$705.29

**Comments**

Proration policy: For partial month (certificate begins/ends mid-month) or if closure days maxed.

Provider Signature \_\_\_\_\_

Case Manager

School district

Date

School name

School track Traditional (Elementary)



**changing tides**  
family services

## Handbook Receipt Program:

- Family Child Care Home Education Network

I have received a copy of the program policies effective  
October 27, 2022.

Check  one:

- I am the parent/guardian or  
 I am the child care provider  
Site Name \_\_\_\_\_

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to: 2379 Myrtle Ave. Eureka CA 95501