



Family Orientation Slideshow

What is SNCS?

Sierra Nevada Children's Services

A private, community-based nonprofit child care **resource and referral agency** that has served families, early care and education professionals and the community since 1978.

How can SNCS help you?

Child Care Subsidy

Assist you with child care payments.

Resource & Referral

Find quality early care and education that meets the needs of your family.

Child Development

Workshops and trainings for parents and early educators, child development resources from the Lending Library.

Resources

Ask us and we will guide you in the right direction!

Resources



- Dental, legal, clothing, counseling, education, employment, health, food, special needs
- Sierra Nevada Children's Services www.snscs.org
- Nevada County Community Resource Directory www.dial211.com
- Megan's Law www.meganslaw.ca.gov

Your Guide to Services

The **Parent Guide** includes information about:

- Funding programs
- Your options for child care
- Eligibility requirements
- General rules and regulations
- Share of child care costs
- Complaint procedures
- Confidentiality

Your options for **accessing** the Parent Guide:

- A copy is included in your orientation folder
- Request a copy from your Family Support Specialist
- Check our website at www.snccs.org (Parents > Program Specifics)
- Our website always has the most current version

Options for Early Care / Education

Child Care Center

Family Child Care Homes

License Exempt Centers

Trustline

Relatives

Contacts

Community Care Licensing: (916) 263-5744

Trustline: 800-822-8490

* If your funding is FCCH Network you are eligible for Network educators only

Early Quality Matters (EQM)



- Quality Counts California (QCC) is facilitated and funded by First 5 California and the California Department of Education.
- Early Quality Matters (EQM) is a region-wide program, under the state-wide QCC system, for all licensed family child care, child care centers, and alternative sites serving children birth to age five.
- Providers participating in EQM are **dedicated to improving quality program environments, teacher-child interactions, and child learning outcomes.** They commit to ongoing professional development, program assessments, and accountability, and have the opportunity to receive on-site coaching, professional consultation, stipends, and a state recognized quality rating.

www.qualitycountsca.net

www.4cnevco.org

In-Home Care

- Care that occurs in the child's home with a License Exempt Provider (LEP).
- The parent is considered the employer.
- The parent is responsible for complying with state and federal laws as an employer (i.e., paying the provider minimum wage).
- More information is available at SNCS to parents who choose this option.

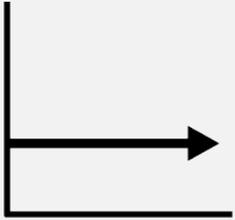


Can I use more than 1 early educator?

Reimbursement is limited to 1 early educator per child, with the following exceptions:

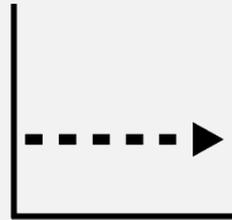
- When a family's first provider is not a licensed center and the parent also chooses a licensed center for large group school readiness experiences.
- When the hours of operation of the family's first provider cannot accommodate the certified need for child care.
- When the child is ill and the parent has to obtain care from an alternate provider; payment to an alternate provider is limited to 10 days per child per fiscal year.
- When the regular provider has a paid or non-paid day of non-operation and the parent has to obtain an alternate provider.

Schedule Types



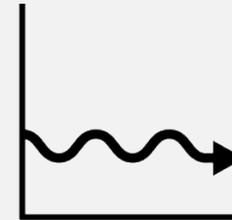
Set Schedules

- Predictable days and hours
- Reimbursed based upon the certified need for care
- Eligible for reimbursement of limited absences and holidays



Patterned Schedules

- A rotating schedule
- For example: rotating between day and night shifts, rotating the off days, rotating over a 6-week cycle
- Reimbursed based upon the certified need for care
- Eligible for reimbursement of limited absences and holidays



Variable Schedules

- Parents who are on-call, do pick up work, or other work without a predictable schedule
- Reimbursed based upon the actual hours that child care is used
- Does not qualify for reimbursement for absences and/or provider closures

What is my benefit amount?

Maximum reimbursement to your early educator is based on the following:

- The age(s) of your child(ren)
- Your certified need for child care
- Type of child care you choose (Center, Family Child Care Home, TrustLine/Relative)
- County in which child is receiving services

Determining Eligibility

Eligibility for services is based on:

- Your family size
- Your adjusted gross monthly income
- Your need for child care

* If you obtain assets valued over one million dollars you will not meet eligibility requirements

Family Size

Family size includes:

- All parents in the household
- All children under 18 years of age, for whom the parents are responsible, who live in same household as the child receiving services
- Documentation is required to support the number of adults and children in your family size

Definition of Parent

Parent is defined as... *biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner as defined in Family Code section 297, or any other adult living with a child who has responsibility for the care and welfare of the child.*

(Title 5, Division 1, Chapter 19, Subchapter 3, Article 1, Section 18078)

Examples of Family Size

Example 1: Family Size of 4



Mother



Father



Child from a previous relationship



Child in common



Mother



Boyfriend

*** The mother's boyfriend does not accept responsibility for the care and welfare of the child ***



Child from a previous relationship

Examples of Family Size

Example 3: Family Size of 3



Mother



Boyfriend

* The mother's boyfriend does accept responsibility for the care and welfare of the child *



Child from a previous relationship

Example 4: Family Size of 1



Guardian & Child

* When a child and his/her siblings are living in a family that does not include their biological or adoptive parent, only the child and related siblings shall be counted to determine the family size *

Countable Income

Adjusted monthly income:

The family's total countable income, minus verified child support payments paid by the parent whose child is receiving services, excluding non-countable income sources.

What income to report:

All income that is received in the previous month. SNCS will determine what is counted and what is not.

Documentation of income:

All reported income must be verified by documentation of the income, including any child support that is received.



Countable Income

- ✓ Wages, salary, commissions, overtime, bonuses, tips
- ✓ Wages for migrant, agricultural, or seasonal employment
- ✓ Gross income from self employment, less business expenses with the exception of wage draws
- ✓ Public cash assistance
- ✓ Disability or unemployment compensation
- ✓ Worker's Compensation
- ✓ Child or spousal support
- ✓ Gambling or lottery winnings
- ✓ Survivor benefits & retirement benefits
- ✓ Dividends, interest on bonds, income from estates or trusts, net rental income or royalties

Countable Income

- ✓ Rent for room within the family's residence
- ✓ Foster grants for children receiving foster care services; or other financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent
- ✓ Inheritance
- ✓ Veteran's pension; other pension or annuities
- ✓ Allowances for housing or automobiles provided as part of compensation
- ✓ Portion of student financial aid provided for living expenses
- ✓ Insurance or court settlements for lost wages or punitive damages
- ✓ Net proceeds from the sale of real property, stocks, or inherited property
- ✓ Other enterprise for gain

Family Fees

What is a Family Fee?

- A family fee is a co-payment based on your family size and income
- Your fee is applied to the funding that is received by SNCS from the State and reimbursed to early educators

How are Family Fees billed?

- Billing is based on the child using the most care
- Full time is 30 or more hours per week; part time is less than 30 hours per week
- Adjustments will not be made for absences, or actual use of child care
- Family fees are billed monthly, prior to the month services are rendered
- Payments must be made by check, money order, or online using PayPal



Will I have any other expenses?

Yes, if...

- Your early educator charges more than your benefit level. To view the Regional Market Rate (RMR) ceilings for Nevada County you may go to: <https://rcscm.adm.dss.ca.gov/> .
- Your early educator requires advance notice to end services, but your child is not attending.
- You have absences or other unreimbursed care, based upon a difference in your authorized child care schedule and the schedule agreed upon in the contract with your provider.
- Your early educator charges diaper fees, transportation costs, late fees, etc... that are not included in the early educator's base fee. Any non-reimbursable portion of your educator's registration fees are also your responsibility.
- California does not pass a state budget on time and SNCS is unable to reimburse your early educator.

So, make sure...

- You discuss the possibility of co-payments with your early educator
- You consider these expenses in your monthly budget

Need for Child Care

Need Criteria:

- Employment or Self Employment
- Seeking Employment
- Vocational Training
- Parental Incapacity
- Children are at risk of abuse, neglect, or exploitation
- Seeking Permanent Housing (basis of eligibility is homelessness)

Documentation:

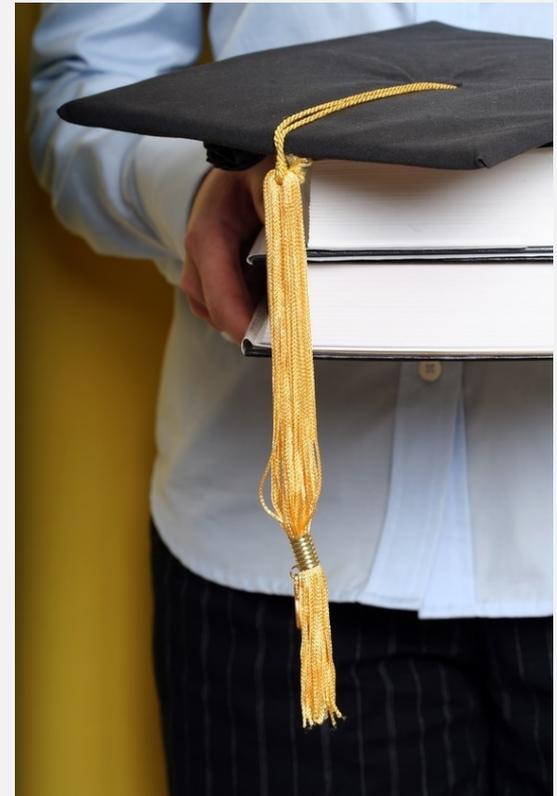
- Depends on your need for services
- Must demonstrate the days and hours of your need
- Employers will be contacted to verify employment information
- The child care schedule is established annually, based upon the parent's need. Once established, the child care schedule will remain the same, unless the parent voluntarily reports a change in need.

Training Requirements

Vocational training must lead directly to a recognized trade, paraprofession, or profession.

Services will be limited to:

- ✓ *Six years* from the initiation of services for the purposes of training; or
- ✓ *Twenty four semester units*, or its equivalent, after the attainment of a Bachelor's Degree



Training Requirements

You will be required to make adequate progress, which is defined as:

- In a graded program, earn 2.0 GPA; or
- In a non-graded program, pass the program's requirements in at least 50% of the classes or meet the training institution's standard for making adequate progress

The first time you do not meet the above condition your services may continue for one additional eligibility period.

If adequate progress is not made during the second eligibility period, you will be disenrolled and services based on Vocational Training will again be available to you after six (6) months from the date of disenrollment.

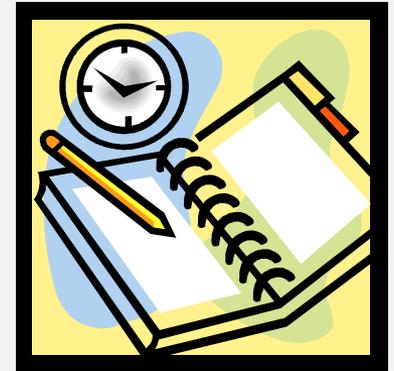
Seeking Employment

- Child care is authorized for less than 30 hours per week, and no more than 5 days per week (M-F)
- You must sign a job search agreement prior to using services to seek employment
- Child care may not be authorized for 2 parents in a household to job search at the same time.

Approved Childcare Schedules

Your Certificate of Enrollment (COE) indicates the approved childcare schedule and includes:

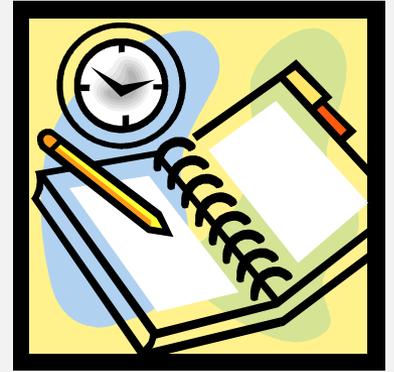
- The days and hours of your need
- Travel time
- Study time if you are a student
- Sleep time if you are employed between 10:00pm and 6:00am



* Child care schedules for study, sleep, and/or travel time are not automatic, and may be authorized upon the parent's written request.

Reporting/Requesting Changes

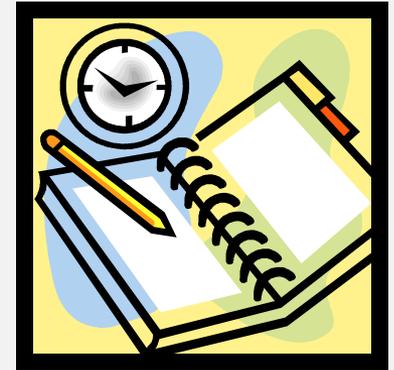
- If your eligibility is based on income, you have the responsibility to report to SNCS within 30 days if your income exceeds 85% of state median income (SMI) (see Appendix II in the Parent Guide)
- You may voluntarily report a change in order to:
 - Decrease your Family Fee
 - Increase/Decrease services
 - Extend the period of Eligibility
 - Temporarily Suspend Service
 - Self Dis-enroll



Voluntary Report of Changes

You may voluntarily report a change to request a schedule change if your need for service changes. You will be required to:

- Submit a written Voluntary Request for Change
- Provide documentation to support the requested change

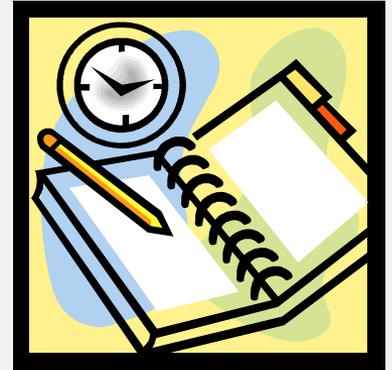


* You have the right to retain the original certified child care schedule.

Temporary Suspension of Service

Families who temporarily have no need for child care service, but do not wish to be disenrolled from the program may voluntarily report a change requesting a Temporary Suspension of Service.

* SNCS is not responsible for child care reimbursement during the time in which the temporary suspension of service is in effect.



Temporary Suspension of Service:

- Shall be no more than 12 consecutive weeks per fiscal year.
- Shall only be granted once per fiscal year regardless of the duration.

* Failure to resume child care services shall be considered Abandonment of Care and will result in a Notice of Action to disenroll the family from services.

Attendance Sheets

- ✓ Indicate daily, exact in and out times; block times and pre-signed times will not be accepted.
- ✓ Daily signatures are required for CFCC, no initials or partial signatures. Pre-signed signatures will not be accepted.
- ✓ Use ink only; no pencil.
- ✓ Indicate exact absence reason with your signature on scheduled days that your child does not attend.
- ✓ Sign “Penalty of Perjury Statement” at the bottom.
- ✓ Provide signatures for all persons authorized to drop off or pick up.
- ✓ If you do not see your attendance sheet please ask your early educator for it right away, let your family support specialist know if your early educator doesn’t have them available or easily accessible on a daily basis.
- ✓ Incomplete daily entries cannot be fixed later, cannot be reimbursed and will become your financial responsibility.

Attendance Sheets

Correct: Proper In/Out Times and Signatures

ATTENDANCE SIGN IN/OUT								
(See reverse for attendance record instructions)								
Date	Time In (AM/PM)	Full Signature	Time Out (AM/PM)	Provider Initials	Time In (AM/PM)	Provider Initials	Full Signature	Time Out (AM/PM)
Jul 1 Fri	8:29	[Signature]					[Signature]	5:06
Jul 2 Sat								
Jul 3 Sun								
Jul 4 Mon	8:32	[Signature]					[Signature]	5:02
Jul 5 Tue	8:28	[Signature]					[Signature]	4:57
Jul 6 Wed	8:22	[Signature]					[Signature]	4:53
Jul 7 Thu	8:00	[Signature]					[Signature]	5:00
Jul 8 Fri		out sick						
Jul 9 Sat								
Jul 10 Sun								
Jul 11 Mon		out sick						
Jul 12 Tue	8:12	[Signature]					[Signature]	4:52
Jul 13 Wed	8:19	[Signature]					[Signature]	4:54
Jul 14 Thu	8:21	[Signature]					[Signature]	4:51
Jul 15 Fri		out sick						

ATTENDANCE CERTIFICATION	
I certify under penalty of perjury that child care services as recorded on this attendance record have been provided.	
Parent Full Signature: [Signature]	Date: 7-29-16
Provider Full Signature: [Signature]	Date:

Attendance Sheets

Correct: Proper Absence Reasons

ABSENCES		
DATE	REASON(if sick, name illness) List reason/s for absence: flu, measles, broken arm, etc.	PARENT'S SIGNATURE
7-8-16	Sore throat, fever	[Signature]
7-11-16	Throwing Up	[Signature]
7-15-16	Broke Arm	[Signature]

Attendance Sheets

Incorrect: Blank/Unexcused Absences

ATTENDANCE SIGN IN/OUT								
(See reverse for attendance record instructions)								
Date	Time In (AM/PM)	Full Signature	Time Out (AM/PM)	Provider Initials	Time In (AM/PM)	Provider Initials	Full Signature	Time Out (AM/PM)
Jul 1 Fri	8:29	J Doe					J Doe	5:06
Jul 2 Sat								
Jul 3 Sun								
Jul 4 Mon	8:32	J Doe					J Doe	5:02
Jul 5 Tue	8:28	J Doe					J Doe	4:57
Jul 6 Wed								
Jul 7 Thu	8:22	J Doe					J Doe	4:53
Jul 8 Fri								
Jul 9 Sat								
Jul 10 Sun								
Jul 11 Mon	8:12	J Doe					J Doe	4:52
Jul 12 Tue	8:19	J Doe					J Doe	4:54
Jul 13 Wed	8:17	J Doe					J Doe	4:51
Jul 14 Thu								
Jul 15 Fri	8:14	J Doe					J Doe	4:48

Attendance Sheets

Incorrect: Using Block Times

ATTENDANCE SIGN IN/OUT								
(See reverse for attendance record instructions)								
Date	Time In (AM/PM)	Full Signature	Time Out (AM/PM)	Provider Initials	Time In (AM/PM)	Provider Initials	Full Signature	Time Out (AM/PM)
Jul 1 Fri	8:00							5:00
Jul 2 Sat								
Jul 3 Sun								
Jul 4 Mon	8:00							5:00
Jul 5 Tue	8:00							5:00
Jul 6 Wed	8:00							5:00
Jul 7 Thu	8:00							5:00
Jul 8 Fri	8:00							5:00
Jul 9 Sat								
Jul 10 Sun								
Jul 11 Mon	8:00							5:00
Jul 12 Tue	8:00							5:00
Jul 13 Wed	8:00							5:00
Jul 14 Thu	8:00							5:00
Jul 15 Fri	8:00							5:00

Absences

Broadly consistent child care use and regular attendance is paramount in order to ensure children get the most out of their early learning and child care experience.

There are 2 types of absences:

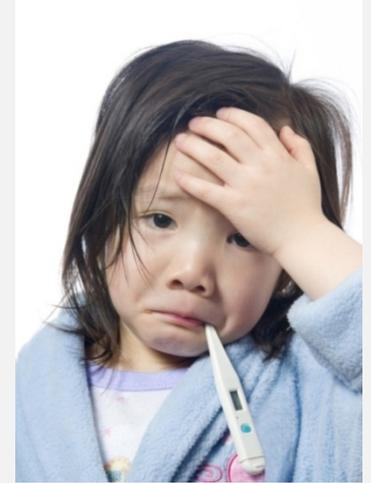
- Excused Days
- Unexcused Days

Part time care with a license exempt provider and variable schedules for actual hours used are not reimbursed for absences.

Excused Absences

- ✓ Illness or quarantine of child or parent
- ✓ Medical appointments for child or parent
- ✓ Court ordered visitation
- ✓ Provider closures (10 per fiscal year)

Note: Verification from a physician will be required for absences in excess of 5 consecutive days due to illness



Limited Absences

Best Interest Days (10 per fiscal year)

- Visitation with a non-custodial parent that is not court ordered
- Parent/child vacation
- Visiting relative
- Any other day that the parent deems is in the best interest of the child to be absent from child care



Family Emergencies (10 per fiscal year)

- Immediate need for treatment of any family member (other than child in care) by a physician or dentist
- Death of a family member; funeral or memorial service
- Catastrophic events, such as theft, fire, flood, weather, car trouble, impassable roads
- IEP (if child is required to be present)

Unexcused Absences

- Any absence that is not included in the Excused Absence policy
- Reimbursement limited to 10 days per fiscal year
- Unexcused absences in excess of 10 per fiscal year may result in disenrollment from services

Abandonment of Care

- Parents must notify their Family Support Specialist within 3 days, if they do not intend to use care for 3 consecutive days of their child's approved and scheduled days of attendance, as determined by their certified need for care. Parents who do not use childcare for 3 consecutive days of their child's approved and scheduled attendance and fail to notify their child care provider and/or their Family Support Specialist of their extended absence, will be determined as having abandoned their care.
- Abandonment of Care will result in the issuance of a Notice of Action for disenrollment from childcare services.

Notice of Action (NOA)

2 types:

- *Application for Services* informs you of SNCS decision to approve or deny child care services.
- *Recipient of Services* informs you that eligibility requirements are no longer being met, the fee or the amount of services will be modified, fees have not been paid, or other changes have occurred.

Both NOAs provide you with an opportunity to appeal the decision.

Reasons for Disenrollment

Reasons you will receive a Disenrollment NOA include, but are not limited to:

- Failure to comply with the program requirements and parental responsibilities
- Knowingly provide inaccurate or incorrect information to misrepresent eligibility, need, and/or attendance
- Failure to pay your family fees on time
- Family no longer meets eligibility requirements
- Voluntarily request to end services
- Abandonment of care

* A third disenrollment NOA during a certification period will result in automatic disenrollment from the program, however, you have the right to request an appeal hearing.

Recertification

Recertification:

- ✓ After you are enrolled, you must re-establish your eligibility and need once a year
- ✓ Your family support specialist will notify you when it is time to recertify
- ✓ At your recertification, you may be required to provide your previous year's federal tax return if you have no other records to document your income or family size.

How long do services last?

Once you establish eligibility and need for services, your family shall be considered to have met all eligibility and need requirements for not less than 12 months.

- ✓ Services will continue for the next certification period as long as, at the time of re-certification, you establish eligibility based on your family size and income, and demonstrate a need for services
- ✓ As long as you comply with program requirements
- ✓ Until your child's 13th birthday (with a few exceptions)
- ✓ As long as funding is available

Questions?



Please also refer to your Parent Guide for full details regarding all program information.

Thank you