



# Alameda County Early Care & Education Planning Council

## State Contractor's Meeting

Thursday, September 24 2020

Location: via ZOOM

MINUTES

**Attendance:** Recorded by Lorita Riga

**ECE Program Staff:** Lorita Riga, Ellen Dektar, Mara Goby, Angela Cabrera

### **ACTION ITEMS:**

- Share accounting recommendations with Beatriz Leyva-Cutler.
- APs to report waived family fees in monthly reports.
- Continued Funding Applications for FY 21-22 due on November 10<sup>th</sup>.

#### **I. Welcome, Roll Call, Announcements**

- Beatriz Leyva-Cutler with BAHIA is looking for someone to help with accounting needs and asked for recommendations from the group.
- Reminder for APs to report waived family fees in monthly reports.
- MB 20-18 was released by CDE for direct service agencies. This Management Bulletin is discussed in further detail below.

#### **II. California Legislative, State Budget, and other State Updates**

- **Signed Trailer Bill**
  - i. SB 820, the education budget trailer bill was signed by the Governor on September 21 and is now law. The bill makes important ECE policy and budget changes. More information can be found [here](#).
- **CA DSS Transition**
  - i. CDSS has stated their commitment to ensuring that all contracts continue smoothly and will be holding listening sessions in October to solicit feedback.

#### **III. Alameda County Updates**

- Anna Miera is moving from the Alameda County ECE program to First 5 Alameda County; the Workforce Registry administration will move over to First 5 with this transition.
- Alameda County's Health Heroes for Child Care program, which matches student nurses at Samuel Merritt University with child care providers to help with health & safety needs, is continuing to match new cohorts of students. Information is available in [English](#), [Spanish](#), and [Chinese](#).
- Alameda County Public Health Department recently released new smoke and ventilation guidelines during COVID-19, found [here](#) and [here](#).
- Measure C Update: still waiting for the court case to proceed; a measure in San Francisco that is facing similar litigation recently received a positive ruling.

#### **IV. California Department of Social Services / Community Care Licensing: Safety Notice & PIN**

- Lorita highlighted recent PINs from CDSS.
- Share out from Sept. 17 CDSS Webinar:
  - i. The Guardian program for background checks will launch soon, which is intended to make the background check process easier - programs can register now.

#### **V. ELCD Updates: Management Bulletins and other announcements**

- Weekly CDE/ELCD/CDNFS webinars; Sept 4; 11; 18; 25
  - i. CDE is holding webinars on a weekly basis on Fridays to review recent Management Bulletins and other important updates.

- Contractors should hold off on 801A reporting for CSPP if experiencing errors. Contact Lorita for more information.
- 9/2 Webinar on Preapproval Process for equipment purchases, renovation, and repair work.
  - i. Provided an overview of when bids are/are not needed.
- Connection during COVID-19: The CA Inclusion & Behavior Consultation (CIBC) Network has resources at no cost (emailed 9/4)
  - i. Provided a reminder on available resources.
- MB 20-16 Continued Funding Application FY 21-22 (due Nov 10<sup>th</sup>)
  - i. Lorita reminded contractors to submit funding applications by Nov 10<sup>th</sup>.
- MB 20-17 Requirement for DL Plans, Program Quality & DL Services for Direct Service Contractors (word doc of the DL survey was also emailed out by Lorita)
  - i. MB includes a survey that center-based programs need to complete regarding distance learning (DL) plans by October 1<sup>st</sup>.
    - 1. Must provide DL for families choosing not to come in person if program is open (unless a family chooses to self terminate services).
    - 2. Must connect with families at least once a week and provide some kind of support/materials, but does not have to be via Zoom (can be emails, phone calls, texts, videos, etc.).
  - ii. No clear guidance on how to record families participating in DL but must record attendance for those physically attending.
    - 1. BUSD has been recording each time teacher connects with a parent or sends materials for distance learning.
    - 2. Lorita recommends using case notes to track how programs are connecting with families and taking informal attendance for Zoom interactions to ensure programs are connecting with each family at least once a week.
  - iii. Lorita recommends emailing Marijayne for scenarios in which a family wants to keep their space until they feel comfortable coming back but do not want to do DL.
- Interim Guidance for Collecting Family Fees in FY 20-21 (emailed 9/14 & revision emailed 9/15)
  - i. For center-based and AP programs.
  - ii. For July and August, family fees were completely waived and money was set aside to reimburse agencies for waived fees.
    - 1. Programs need to report amount of waived fees and have until October 31<sup>st</sup> to refund or credit family fees if already collected.
  - iii. For Sept. to June, family fees are waived for any family engaging in DL and not receiving in-person services for any reason; families with in-person services have to pay their family fees.
    - 1. Agencies may have to cover the cost of waived fees if the federal government does not provide additional funding.
      - a. Members suggested raising this issue with the LPC for advocacy.
    - 2. Important that programs report waived family fees.
  - iv. Programs can update a family's fee amount if their financial situation has changed.
- FY 20-21 CA Alternative Payment Program Projected Over-Earnings (emailed 9/21)
  - i. If projected to over earn, programs should have notified CDE (Lisa and Marijayne) of the overearning amount.
  - ii. Children and families should not be disenrolled due to projected overearnings in CAPP contracts.
- MB 20-15A: Reimbursement & Data Collection Requirements for AP Programs & Providers
  - i. Revision to MB 20-15.
  - ii. Family day care providers will be reimbursed for certified services, regardless of attendance.
  - iii. Provides an example of how to record an unsuccessful attempt to collect a parent signature.



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- iv. Provides an explanation of the 14 additional non-operational days passed in SB 820, which only apply to providers supported through AP payments.
  - 1. If using these non-operational days, programs have to report if children are using a secondary provider.
- MB 20-18: Reopening and Reimbursement Requirements for Direct Service Contractors
  - i. Programs will be reimbursed based on their MRA or net expenses as long as they are physically open to provide services to families within 21 days from their submitted calendar or by Sept. 8, whichever is sooner, and have remained open throughout the fiscal year.
    - 1. Also applies if a program was not open due to public health guidance, had to close again due to COVID-related reasons, or if the program operates in an LEA that is closed and won't allow program to open.
    - 2. Loriga recommended that programs have their expenses meet their MRA if possible.
  - ii. For LEAs or CBOs operating on school campuses, they must hold, and document, a public hearing (such as a Board meeting for school districts) and a plan for reopening
  - iii. CDE will be asking for reporting on a quarterly basis.
  - iv. For in-person services, do not move children off of services because there is a new higher priority child – priority only applies to new spots.
  - v. Excused absences should only be used for children who are physically attending

### VI. Questions, Comments, Concerns:

- Programs can serve school-age children during school hours and will be reimbursed based on their MRA or net expenses, whichever of the two amounts is lesser – confirmed by CDE.
- Programs do not need to report waived family fees for the last fiscal year, only from July 1 of this year.
- Many programs on school sites are open even though schools are closed – CDE will be collecting more information on this.
- If programs are unable to get in contact with families after multiple attempts, programs can give them a notice of termination via regular mail.
- CDE will be releasing an MB on closures due to smoke or other non-COVID emergencies.

**VII. Adjournment:** The meeting was adjourned by Yesenia Chavez at 2:30 pm.

**Next Meeting:** October 22, 2020 from 1-3pm via Zoom