

APRIL 1, 2021



# CHILD CARE TRANSITION QUARTERLY REPORT

APRIL 2021

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
CDSS

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## OVERVIEW:

California continues to work toward the fortification of a comprehensive, high-quality, and affordable child care and development system through the transfer of child care and development programs from the California Department of Education (CDE) to the California Department of Social Services (CDSS). Pursuant to the Early Childhood Development Act of 2020, the following child care and development programs currently administered by CDE will be transferred to CDSS effective July 1, 2021, while the California State Preschool Program and other programs for preschool-aged children will remain at CDE: Below is a list of the programs included in the transfer:

- California Alternative Payment Programs (CAPP)
- California Migrant Alternative Payment Programs (CMAP)
- Stages Two and Three of the California Work Opportunity and Responsibility to Kids (CalWORKs) Child Care Programs
- General Child Care and Development Programs (CCTR)
- California Migrant Child Care and Development Programs (CMIG)
- Child Care and Development Services for Children with Severe Disabilities
- The Child and Adult Care Food Program (CACFP)
- Child Care and Development Facilities Capital Outlay
- The Early Learning and Care Workforce Development Grants Program
- The California Head Start State Collaboration Office
- The Early Head Start-Child Care Partnerships (EHS-CCP) Grant from the United States Department of Health and Human Services<sup>1</sup>
- Resource and Referral Agencies
- Local Child Care and Development Planning Councils
- The California Child Care Initiative Project
- Other Child Care Quality Improvement Projects
- The Child Development Management Information System and other related data systems as they pertain to the programs, services, and systems above.

These services and programs will join the child care and nutrition programs currently administered by CDSS – including the Stage One CalWORKs Child Care Program, the Emergency Child Care Bridge Program for Foster Children (Bridge Program), Child Care Licensing (CCL), as well as CalFresh and Nutrition programs.

This third quarterly report responds to the Early Childhood Development Act requirement for quarterly reports “that describe how the department is making progress on the transition...and how the department is furthering the intent of this transition.”

*(Senate Bill 98, 2020 pt 1.7, 10202a, 10202b)*

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<sup>1</sup> This grant will continue to be administered by CDE through an MOU between CDE and CDSS.

## Transition Objectives

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In addition to better integrating and coordinating child care and development programs, the transition of programs to CDSS also offers the opportunity to build upon prior efforts and further the following policy objectives:

- Enabling a whole-family, human-centered approach to caring for children and supporting families disproportionately and inequitably impacted by social determinants of health, in a multi-generational approach with the goal of disrupting poverty and supporting optimal child development, through simplification and coordination with programs across the California Health and Human Services Agency, as well as continued connection to education systems.
- Leveraging data-driven decision making to enhance allocation of child care resources to maximize family access, improve child care program quality, support child care providers, and improve and assess child outcomes.
- Ensuring the broader subsidy system is focused on addressing the needs of the families most in need of services, in culturally and developmentally appropriate ways, including those most separated from opportunity due to race, geography, poverty or other factors and those with variable work schedules and barriers to engaging in employment.
- Streamlining the CalWORKs child care programs by helping families transition smoothly from immediate, short-term child care needed as parents start work or preparation for work activities, to the stable, long-term child care necessary for the family to overcome barriers of paucity and achieve economic empowerment.
- Integrating the Emergency Child Care Bridge Program with other child care and early learning subsidy programs achieving further connection to longer-term child care placements and increasing placement stability.
- Providing effective, uniform, and data-driven, trauma/healing-informed care practices in early learning and care environments, to counter the harmful effects of adverse childhood experiences.
- Further establishing Licensing as the foundation of health and safety in all settings and effectively integrating licensing with quality improvement efforts.

## FIRST AND SECOND QUARTER PROGRESS:

### First and Second Quarterly Reports

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The first and second Child Care Transfer Quarterly Reports include:

- **First quarterly report:** published on October 1, 2020, available on the CDSS Child Care Transition webpage at [Child Care Transfer Quarterly Report, October 2020](#). The report contained an overview of the programs that will be transferred, as well as information about transfer-related activities that had already occurred or that were slated to occur during the remainder of the transition. The first quarter focused on establishing timelines and milestones for the transfer process.

Highlights included developing internal cross-departmental workgroups to initiate knowledge transfer and working collaboratively towards the transition. In addition

to the workgroups, CDE staff were engaged through a monthly meeting to address the questions emerging as the transfer planning was underway and share information as to progress. Externally, much progress was made at providing stakeholders an overview of what the transfer would entail and create spaces and venues for them to provide feedback and stay updated on progress while also informing priorities to be considered in the transfer.

- **Second quarterly report:** published on January 1, 2021, available on the CDSS Child Care Transition website at [Child Care Transfer Quarterly Report, January 2021](#). The second quarter included a focus on significant stakeholder engagement opportunities and the development of the detailed Transition Plan due to the Legislature by March 31, 2021.

Highlights included hosting the third Quarterly Stakeholder Webinar and topically-based listening sessions, facilitating multiple coordinated walkthroughs of operational details between CDE and CDSS, and partnering with statewide and philanthropic collaborators. In coordinated efforts between CDE and CDSS, progress was made at establishing priorities, sharing information, and troubleshooting complexities encountered during the transition. Additionally, much progress was made toward ensuring that the needs and concerns of stakeholders are addressed and elevated.

### THIRD QUARTER PROGRESS:

#### Ensuring a Smooth Administrative Transfer

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CDSS and CDE have developed and implemented targeted workgroups comprised of staff across the two departments on key topics. These teams meet weekly to share critical information, complete tasks pertaining to relevant migration activities, and support the overall transition respective to each administrative and operational function. The workgroups include the following:

- **Contracts:** Responsible for identifying new and existing contracts included in the transition, along with details pertaining to contract structures, funding, governance and oversight responsibilities, federal and state reporting requirements, new and existing grant responsibilities, data sharing and interagency agreements, scheduling and timing of renewals if applicable, and identification of critical stakeholders and program leads. During this quarter, CDSS and CDE engaged in discussions to establish an agreement related to the execution of contracts that have been approved by CDE for fiscal year 2021-22 through CDE's Continued Funding Application process, by which contracts will be effective July 1, 2021. Through this agreement, CDE will complete execution of pending 2021-22 agreements under the existing process and timeline. Consistent with CDE practice, funding for July 1, 2021 agreements will be issued by CDSS once funding becomes available for disbursement after finalization and enactment of the 2021-22 Budget Act.

- Human Resources & Labor Relations: Responsible for identifying staff positions included in the transition, coordination with CalHR and Labor Relations, identification and completion of required staff training, completion of required documentation to support staff transitions, coordination of staff on-boarding materials, and support of identified staffing needs.

The Human Resources transition activities that are being completed this quarter include the finalization of duty statements and organization charts. CDSS is cross-coordinating internally and with CDE to ensure that the final organizational structures for positions/staff transferring from CDE are allocated to the most appropriate CDSS Divisions, Branches, Bureaus, Sections and Units to successfully and appropriately continue the child care and development work and partnerships established by CDE. The final organization charts are projected for completion in May 2021 and will specify the reporting structure for transferring CDE staff and internal CDSS staff who are impacted by this transition and will be moved to the new Child Care and Development Division. The organization charts will be provided to the Legislature separately upon finalization, and CDSS and CDE will collaborate to share the new organization charts with all impacted staff so that they are aware of where and to whom they will report prior to July 1, 2021. Transferring staff will also receive their new CDSS duty statements.

- Facilities & Equipment: Responsible for identifying the physical aspects of the transition, including, but not limited to, identification of staff office space and workstations, access to phone systems and mobile phones if applicable, procurement or migration of required equipment and supplies, identification of applicable reasonable accommodations, and coordination of other facility and equipment access requirements.

CDSS has made progress this quarter with many aspects related to workspace and logistics for transferring CDE staff, including scheduled staffing consolidation in CDSS that has resulted in available floor space for the new Child Care and Development Division at CDSS headquarters, and procuring equipment needed to support continued operations. Other activities related to facilities and equipment are in progress and on track to be completed prior to the transition. As a means of ensuring transferring CDE staff are updated about the status of these components, CDSS and CDE continue to coordinate by sharing and updating a Frequently Asked Questions (FAQ) document that is available for review by staff on a cross-department shared website. This FAQ is specifically addressed during quarterly staff meetings jointly hosted by CDSS and CDE.

- Data Systems & Infrastructure: Responsible for identifying new and existing data systems and information technology infrastructures to be included in the transition, along with details pertaining to the types and purpose or functionality of data systems, current supported platforms and licensing renewals, funding and oversight responsibility of data systems, state and federal reporting requirements, deliverables pertaining to new and existing data sharing agreements, grants, and other agreements, identification of new and existing research activities, identification of stakeholders and stakeholder engagement



activities as they relate to data systems, and other public facing reports, data warehousing and information technology infrastructure necessary to support the transition of identified data systems.

In addition, CDSS has prioritized collaboration with CDE to identify forms, notices, bulletins, regulations and additional child care and development and CACFP resources frequently used by the workforce/program operators to be transitioned and uploaded to the CDSS website/webpages. These documents will be translated and put into accessible formats. A mock-up of our webpages is being designed and will be finalized prior to the transition. CDSS will hold a walkthrough of the newly designed webpages in June 2021 to give an overview on navigating the various resources and contacts to support daily operations.

- Child Care and Development Fund (CCDF) State Plan Development: The federal CCDF is an aggregate of several funding sources that is distributed in block grants by the federal government to the states and territories, the majority of which are to be used for child care services. Responsible for preparing a plan that details how funds will be allocated and expended in Federal Fiscal Years 2022-2024.
  - CDE and CDSS worked collaboratively to draft the 2022-2024 CCDF State Plan this quarter.
  - Three stakeholder sessions occurred this quarter and a public hearing is scheduled for March 30, 2021.
  - The final draft plan including Quality Improvement funding will be provided to the Legislature in April.
  - The State is on track to submit the plan to the federal government by June 30, 2021.
- Trailer Bill Language: Responsible for transferring statutes related to the programs identified in Senate Bill (SB) 98 from the Education Code to the Welfare and Institutions Code and updating relevant sections of the Health and Safety Code in order to implement the transition of the programs from CDE to CDSS in statute.
  - Draft [trailer bill language](#) was posted to the Department of Finance website on March 8, 2021.
- Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) Funding: The CRRSA Act was signed in late December and included approximately \$1 billion in funding for California's child care program. Following the ratification of an [agreement](#) between the State of California the Child Care Providers United (CCPU) union, Assembly Bill (AB) 82 (Chapter 6, Statutes of 2021) allocated CRRSA funds to support the following:

- The extension of existing child care vouchers and the creation of new child care vouchers for children of essential workers, at-risk children, and children with disabilities or special health care needs;
- Per-child stipends for subsidized child care providers in the amount of \$525 per stipend;
- An increase in the number of paid nonoperational days for COVID-related closures (from 14 to 30).
- AB 82 also allocated \$156 million in new and extended AP voucher slots and state administration costs.

Also, as the result of the agreement with CCPU, a workgroup consisting of State and CCPU representatives has been established to discuss uses for the remaining federal CRRSA funding to address COVID-19 pandemic needs and network preservation. The workgroup began meeting this quarter to develop an agreement between the parties regarding COVID-19 support and recovery to be proposed for inclusion in the May Revision of the 2021-22 State Budget.

## Stakeholder Engagement

### Overview

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Stakeholder engagement has been a critical component of transition planning. CDSS and CDE engaged stakeholders early and often to inform key decisions related to the transition planning process. Key stakeholders consulted throughout the transfer include, but are not limited to, parents, child care providers, child care program administrators, the Child Care Providers United union, counties, Alternative Payment Programs (APPs), resource and referral programs, food and nutrition programs and advocates, child care and welfare advocates, child welfare advocates, county offices of education, the TK-12 system, 2-year and 4-year Institutions of Higher Education, Head Start and Early Head Start programs, tribal programs, the California Department of Developmental Services and other state departments within the California Health and Human Services Agency, disability rights advocates, State Preschool, First 5 California (F5CA), the Early Childhood Policy Council (ECPC), legislative staff, and other impacted state departments and statewide partners.

Opportunities for transparency and feedback have included the following:

- [A dedicated webpage on the child care and development transition](#), launched in August 2020, to serve as the primary source of information, including access to surveys and stakeholder comment forms in Spanish and English, as well as information regarding the quarterly interactive webinar series. The website has feedback forms and surveys in English and Spanish, information on engagement opportunities, and updates on transition efforts underway. More than 160 individuals have provided feedback via the live survey that will remain



open throughout the transition process. As well, our mailing list is at almost 1,000 stakeholders.

- **Quarterly stakeholder meetings** providing updates and inviting input. To date, CDSS has held three quarterly stakeholder meetings with over 1,000 participants. On January 28, 2021, CDSS hosted its [third Quarterly Stakeholder Webinar](#), which was attended by approximately 500 stakeholders. The Quarterly Webinar provided updates on the transition, identified areas of focus, and offered next steps. The webinar featured live, simultaneous Spanish translation, as well as American Sign Language interpreters to ensure community stakeholders were adequately supported and able to participate.
- **Topically-specific listening sessions** hosted by CDSS on topics based on stakeholder-identified priorities. Four listening sessions on the topics of (1) Contracts, (2) Issues in Rural Communities, (3) Equity, and (4) Whole Child/Whole Family were completed during the last quarter to gather feedback on specific issues that will be impacted by or will inform the child care transfer. The analysis and reporting of these sessions were completed this quarter and posted for public comment. The sessions were designed in partnership with diverse stakeholders, supported access in Spanish, used culturally relevant approaches, showed results of live polling in real time during the sessions and afterward on the website, and were offered by Zoom or WebEx to accommodate broad participation virtually. The questions posed to stakeholders in the listening sessions as well as poll and survey response options were developed by the stakeholders who supported the design of each listening session. CDSS has transparently shared all feedback publicly and is using it to inform decisions around the transfer of programs.

In February, a detailed analysis of the listening sessions, themes from each session, quotes, and recommendations from stakeholders is provided in the [Stakeholder Listening Sessions Summary Report](#). This feedback contains recommendations and considerations that have been lifted by a diverse community of stakeholders and do not necessarily represent the views and priorities of the Administration.

- **Transition plan walkthroughs** were hosted in February and March. The walkthrough in February provided stakeholders with a guided review of the Stakeholder Listening Session Summary Report, referenced above, and the [Transition Plan Guide document](#). The Transition Plan Guide document details the full list of questions provided in statute that the Transition Plan must address. In addition to the questions, the Transition Plan Guide document provides summary responses based on information included in the Draft Transition Plan. The

walkthrough in March provided stakeholders with a guided review of the Child Care and Development Transition Plan Draft, which was available on our dedicated website for public comment in both English and Spanish for three weeks from February through March. Both walkthrough materials are also available on our dedicated website.

- **CCDF State Plan Public Input Sessions** were held this quarter pursuant to federal requirements that the lead agency is to convene a public hearing to provide an opportunity for the public to comment on the provision of child care services and quality improvement activities under the Plan before it is submitted to the federal government. CDE, in collaboration with CDSS hosted the following three public input sessions this quarter to solicit public and stakeholder feedback regarding the development of the 2022-2024 CCDF State Plan:
  - January 8, 2021: Early Learning and Care Stakeholders Input Session
  - January 15, 2021: Tribal Partners Input Session
  - February 3, 2021: Early Childhood Policy Council Input Session

Feedback received during these sessions was incorporated into the CCDF State Plan Draft, which will be released for public comment on March 15, 2021. A public hearing is scheduled for March 30, 2021. The final draft is being finalized and will be submitted to the Legislature in April.

As previously stated, CDSS has established priorities to mitigate disruption to services, operations and payments to contractors effective July 1, 2021. To support these priorities, CDSS is establishing agreements with CDE to address contracts and payments, and will not establish any immediate changes to processes and timelines. CDSS will engage with stakeholders and the child care and development workforce in advance of implementing changes.

## Parent Engagement

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CDSS has developed a comprehensive plan to engage parents and other critical stakeholders throughout the transfer. Building upon successful client engagement strategies recently employed in other programs, targeted efforts to engage parents and caregivers have included:

- Facilitating opportunities for engagement in workgroups and stakeholder meetings. This requires identifying tools and resources needed to support parents' and caregivers' ability to engage in the process and make the engagement process accessible by removing barriers to participation (e.g., scheduling meetings in the evening and on weekends).
- Considerations and discussion around barriers to access and equitable outcomes that are unique to certain populations groups, (e.g. meeting the needs of children with disabilities and migrant children and families).

- Engagement through various venues and modalities such as utilizing the CCL newsletter, dissemination of information via CCL's child care advocates, CDSS' partnership with Parent Voices and other parent advocacy groups, and others.
- Supporting language access, utilizing culturally relevant approaches, and accommodating potential limitations to full participation during the pandemic, such as video and teleconferencing.

To ensure the concerns and voices of parents and other child care consumers are heard and provide an accessible means of participation, CDSS is working with Parent Voices California to host parent stakeholder meetings, listening sessions, and focus groups to harness parents' voices in the interest of guiding policy and transition planning to help build a more cohesive child care and development system that increases impact and effectiveness and mitigates or reduces barriers to families' access and participation. These focus groups will gather the input of parents on topics including the child care system as a whole, eligibility, access, quality, and cost. Support for parents will be provided to ensure full parental engagement. As with the other listening sessions, these sessions will include live Q&A, interactive polling and follow up surveys to gather additional feedback. In addition to collaborating with Parent Voices, CDSS' continued coordination and partnership with the Child Care Law Center and the California Child Care Resource and Referral Network will leverage parent feedback from additional diverse participants to help inform policy guidance on these same items and address equitable access and improvement to other areas in the child care and development system.

Parent Voices has also formed a child care Transfer Parent Advisory Committee (TPAC) consisting of parents who reflect the racial diversity of California's population and geography (urban and rural) to be active participants during the listening sessions and stakeholder meetings. In addition to racial and geographical diversity, other variables of diversity to be considered are ages of the children, parents of Dual Language Learners, parents of children with disabilities, and parents of children in other vulnerable populations. The first TPAC meeting was held this quarter.

### Early Childhood Policy Council (ECPC)

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The ECPC is a forum for sharing updates and gathering information to ensure that the transition goal of improving outcomes for children and families is achieved. The transition team will coordinate with the ECPC to help inform the transition related to the following:

- Racial and Economic Equity
- Positive Family and Child Outcomes and Access
- Positive Outcomes for Providers and Contractors
- Alignment of the Licensing and Quality Continuums
- Whole Child and Whole Family Approaches to Service Access

CDSS leadership provided an update on the transfer to the ECPC in February during the regular ECPC meeting and provided quarterly updates to the ECPC as outlined in statute. The updates included a high level summary of the information provided in the

second quarterly report, now posted on our dedicated webpage. CDSS staff also attended the workforce subcommittee in March to provide an update on the stakeholder input process throughout the transition and provided updates related to the quarterly reports and overall transition. Also in March, during the Early Childhood Policy Council (ECPC) parent subcommittee meeting, CDSS staff provided an overview of the draft Child Care and Development Transition Plan and facilitated a live feedback and used parent input from this session in the final version of the Transition Plan.

### Public-Private Partnership Development

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To further advance the efforts of the transfer, CDSS has partnered with philanthropic collaborators to support targeted efforts. Two key policy efforts where CDSS is partnering with philanthropy include a system assessment with an equity lens and support for the engagement of parents in the transfer process.

The CDSS is also partnering with philanthropy to help support the design, creation and operation of an internet site serving parents, providers, and offering self-service features for child care licensees. This project is currently in the exploration phase to identify the various platforms serving this purpose. The CDSS intends to actively engage stakeholders to ensure the highest priority needs are identified and translated into project requirements. Project planning began in January 2021. Details pertaining to timeline, stakeholder engagement, and initial findings will be provided in the next quarterly report.

### Other Statewide Partner Engagement

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The CDSS Director and leadership participated in the following meetings and events this quarter to discuss goals and opportunities to collaborate on the transfer:

- January 21<sup>st</sup>: CACFP Roundtable
- January 25<sup>th</sup>: California's Master Plan for Early Learning and Care
- February 3<sup>rd</sup>: ECPC Quarterly Meeting
- February 5<sup>th</sup>: Conversation with the Central Valley Region on the Transition
- February 10<sup>th</sup>: Preschool Development Grant (PDG-R) Core Team Meeting
- February 10<sup>th</sup>: ECPC Workforce Committee Meeting
- February 24<sup>th</sup>: QSLA Leadership Council Meeting
- March 4<sup>th</sup>: CA Head Start Association
- March 17<sup>th</sup>: ECPC Special Session
- March 18<sup>th</sup>: Family Child Care Providers/Members of the Child Care Providers' Union
- March 23<sup>rd</sup>: ECPC Parent Subcommittee

CDSS leadership has also presented and solicited feedback about the transfer at the Tribal Child Care Association of California (TCCAC) Roundtable, as well as in meetings with organizations including the California Alternative Payment Program Association (CAPPA), County Welfare Directors Association (CWDA), Quality Counts California, the

Interagency Task Force, the California Child Care Coordinators Association (CCCCA), EveryChild California, and First 5 Los Angeles.

### Budget Hearings

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CDSS leadership provided an overview of the transition activities on February 16<sup>th</sup> in a joint Committee hearing between Senate Subcommittee 1, Education and Subcommittee 3, Health and Human Services and on March 10<sup>th</sup> in Assembly Budget Subcommittee 2, Education. Additional meetings were held with legislative staff before and after these hearings to ensure they had up to date information regarding transition activities.

### Deputy Director Appointment

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The Governor announced the appointment of Dr. Maria Guadalupe “Lupe” Jaime-Mileham as the Deputy Director of the newly formed Child Care and Development Division at CDSS on January 22, 2021. Dr. Jaime-Mileham previously served as Senior Director for Early Care and Education in the Office of the Fresno County Superintendent of Schools since 2014. She was Deputy Director of the Central Valley Children’s Services Network from 2009 to 2014, Adjunct Infant Toddler Instructor for the West Education Partners for Quality Infant and Toddler Caregiving from 2009 to 2014, and Subsidized Manager for the Central Valley Children’s Services Network from 2001 to 2009. She is a member of the Early Childhood Policy Council, National Association for the Education of Young Children, and the County Offices of Education Program Administrators of Child Development. Dr. Jaime-Mileham earned a Doctor of Education degree from California State University, Fresno and a Master of Education degree from National University. Dr. Jaime-Mileham started her role as Deputy Director at CDSS on February 16, 2021.

### CDE & CDSS Collaboration

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A close working partnership between CDSS and CDE has been critical to operationalizing a seamless transfer of programs and staff from CDE to CDSS. Leadership from both CDE and CDSS have maintained open and regular communication to establish priorities, share information, and troubleshoot complexities encountered during the process. Program leads across both departments are working closely to create detailed transition plans for the programs and operations moving to CDSS; this close partnership and collaboration will continue throughout the transition.

Topic areas are as follows:

- Facilities/space planning for transferring staff;
- Information Technology (IT) system supports for staff;
- IT supports for current service providers/contractors to support the transition process and minimize disruptions to timely payments;

- Increasing flexibility for program administrators in meeting required deliverables for data reporting;
- Collaboration on program policy to be upheld through state plan amendments;
- Promulgation of regulatory requirements and/or amendments;
- Contracts, including requirements, funding terms, renewal timelines, deliverables, and scopes of work;
- Fiscal policy development;
- Human resources operations;
- Labor relations;
- Facilities and licensing; and
- Auditing, monitoring, and program integrity.

The CDSS and CDE leadership meet at least twice each week regarding the coordination of the transfer, with additional executive level meetings at least biweekly. The CDSS and CDE business and administrative services teams also meet bi-weekly to develop a plan to accommodate the new division staff at CDSS headquarters, in CDSS field offices and through remote work accommodations.

As sustaining contracts and payments with no interruption are critical priorities of the transfer process, contract teams from CDE and CDSS meet regularly to identify contracts included in the transfer by type and timeline and determining how contracts, payment processes and reporting systems will be transferred from CDE to CDSS in a way that ensures that both contracts and payments are released timely to child care contractors, including Alternative Payment agencies. This quarter, CDSS and CDE made updates to contract language, which is now in the review process with the Department of Finance and the Department of General Services. CDSS and CDE are now in the process of finalizing the documents and processes necessary for CDE to be able to execute a majority of the transferring contracts on CDSS' behalf, to ensure contract will follow the same process for execution as they have in prior cycles. An MOU is being developed to allow CDE to execute the contracts on CDSS' behalf.

CDSS and CDE are also determining what Interagency Agreements (IAs) are currently in place, which IAs should be continued, and identifying any new short-term and long-term IAs to be created through the transfer process to ensure no disruption in services. The priority for the IA effort is to determine needs around data infrastructure and systems related to fiscal operations to ensure no disruption in payments to providers.

As mentioned previously, CDSS and CDE are in discussions to establish an agreement to allow CDE to complete execution of pending approved 2021-22 agreements under their existing process and timeline while CDSS issues payments effective July 1, 2021.

### Transferring Staff

A total of 185.7 Full-Time Equivalent (FTE) positions will transfer to CDSS from CDE, effective July 1, 2021. Since August 2020, CDSS and CDE Executive Staff have hosted



monthly meetings with all transferring staff to engage them in the transition planning process. During these meetings, CDSS and CDE provide updates, gather feedback and considerations, and respond to staff questions and concerns. Further, CDE and CDSS Labor Relations have requested joint delegated authority from the California Department of Human Resources (CalHR) to begin scheduling and conducting impact negotiations with union organizations, consistent with the established meet and confer process. CDSS and CDE Labor Relations will participate in the meet and confer meetings and represent the departments during this process.

CDSS and CDE have worked carefully to identify the optimal organizational structure for transferring staff. Approximately 67 transferring staff will be assigned to the new CDSS Child Care and Development Division. Other staff will be assigned to other divisions within the Department, co-located with existing core administrative support functions to seamlessly continue operations and oversight of the transferring workload.

Preliminary organizational charts were shared with staff for feedback in March and will be refined in April. The key points of contact on specific topics (e.g., contracts, payments) and processes for elevating questions and concerns will be released early next quarter in order to efficiently address the questions and concerns of providers and other stakeholders. In response to extensive stakeholder feedback, one of the goals of the organizational structure is to sustain existing contractual and monitoring relationships for providers to avoid interruptions.

CDSS is also assessing staffing requirements to determine the impacts of this transition to existing CDSS divisions as well, including the Executive, Administrative, Community Care Licensing, Family Engagement and Empowerment, Information Systems, Legal, and Research, Automation and Data Divisions. The Administration anticipates having updates on these processes to inform the Governor's May Revision of the state budget.

#### Coordination with the Child Care Providers Union

CDSS and CDE leadership regularly meet with CCPU, a provider organization that acts as the representative for the family child care and license-exempt child care and development workforce on matters related to child care subsidy programs. CDSS will continue to collaborate with CCPU members throughout the transfer planning process to ensure their feedback is incorporated in the child care and development system in California.

On March 18<sup>th</sup>, the Director, Deputy Director, and Child Care Program Administrator participated in a session with CCPU members to provide an overview of the transition and receive feedback on priority areas for participating family child care providers.

## Transition Plan Development & Priorities

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CDSS and CDE have engaged in a comprehensive process to complete the Child Care Transition Plan due to the legislature by March 31, 2021. CDE and CDSS worked to develop the Transition Plan during the beginning of 2021. In early February, a Transition Plan Guide was posted to the CDSS website in anticipation of the full plan's release, and a public walkthrough of the guide was conducted on February 4, 2021. A draft of the full Transition Plan was released for stakeholder feedback in late February 2021, and a public walkthrough was conducted on March 4, 2021, with over 700 attendees.

The Child Care Transition Plan provides an update on the substantial progress made toward seamlessly transitioning the child care programs, responsibilities, services, and systems from CDE to CDSS.

This Child Care Transition Plan has been organized into eight sections based on goals and administrative functions required to provide for a seamless transition of the child care and development programs identified for the transfer. Within each section is a description of the overarching goals for the transition, immediate next steps, and details regarding stakeholder engagement. The sections include:

1. Workforce and Logistics
2. Administrative Transition – Continuity of Operations
3. Programmatic Transition – Continuity of Services and Partnerships
4. Continuous Planning and Engagement
5. Program Integration and Enhancements
6. Child and Adult Care Food Program – Continuity of Operations, Services, and Partnerships
7. Alignment with Recommendations from the Master Plan for Early Learning and Care: Making California For All Kids (Master Plan)
8. Budget/Fiscal Outlook

Each subsection specifies how CDSS, in partnership with CDE and stakeholders, plans to meet the intent of the Early Childhood Development Act of 2020. The Transition Plan draft is currently posted to the child care transition webpage of the CDSS website, and open for public comment for a period of three weeks. It will be finalized and submitted to the legislature by March 31, 2021.

## NUTRITION PROGRAMS

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In addition to the child care programs, the Child and Adult Care Food Program (CACFP) is also transferring to CDSS. This quarter, the United States Department of Agriculture (USDA) approved the waiver authorizing the transfer of the CACFP from CDE to CDSS.

To support CACFP-eligible children and adults in care settings having access to nutritious foods and a supportive environment that fosters positive mealtime experiences, CDE and CDSS are working closely for a seamless transition of services that include policy, payments, contract provider agreements, and technical assistance and monitoring systems. CDE worked with the USDA to implement a sponsor agreement (SA) amendment plan whereby the SAs will be reviewed and revised by CDE and CDSS to make sure they are structured in a way that facilitates the transition to CDSS and provides continuity to contract implementation, which is particularly important considering the SAs are established for each federal fiscal year and do not align with the July 1<sup>st</sup> transition deadline.

CDSS is working with CDE to ensure there is no disruption of payments to providers for meals served. Considering the timing of the transition, CDE is also prioritizing the application of emergency funding that was made available by the U.S. Department of Agriculture via state agencies to program operators for the purposes of covering emergency operating costs incurred during the COVID-19 pandemic.

In coordination with CDE, CDSS developed an organizational chart to integrate CDE CACFP staff into CDSS to best align the delivery of nutrition in child care and development programs. Given synergies with other significant food and nutrition-related programs operated by CDSS, a number of CACFP staff will be located within CDSS' Family Engagement and Empowerment Division (FEED) which currently hosts the CalFresh & Nutrition Branch. The goal is to create a division that allows inter-child nutrition program communication. Although CSPP is not transitioning to CDSS, CSPP contractors can and will continue to be enrolled in the CACFP without disruption.

Further, a workgroup has been established to facilitate the transfer of web-based CACFP content from CDE to CDSS and build out information in the form of a user-friendly toolkit for providers and diverse stakeholders. The goal is to find the best mechanism to release CACFP-relevant policy guidance online. The CACFP online toolkit will be packaged in a way that is accessible and digestible for stakeholders to fully understand policy concepts, changes, and requirements.

## CONCLUSION:

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During this third quarter of the transfer planning process, CDSS and CDE made significant progress toward a successful transition of programs. Significant stakeholder engagement continues to guide the transition implementation to ensure the vision of a more seamless, responsive, comprehensive system for families and child care providers is delivered. CDSS is developing processes to operationalize the transferring programs with some needed support from CDE. The additional details of CDE's support are being discussed; however, a timeline of deliverables and milestones accomplished to date and those that will be completed by and beyond the transition date is being finalized and

will be released with the final transition plan. This timeline will specify the duration and details of CDE's support to CDSS per IAs and MOUs and will identify when CDSS will have systems and other resources in place to fully operate all transferring child care and development programs. The next quarterly report will be completed and submitted to the Legislature and ECPC prior to July 1, 2021.