



Early Learning Scholarship and Preschool for All Program Operating Guidelines Fiscal Year 2018-2019

Updated July 2018

Vision

Every child in San Francisco from birth to age five has access to high quality and affordable early care and education.

Mission

The San Francisco Office of Early Care and Education leverages federal and state funding, aligns local resources, supports the early care and education workforce and increases capacity to build a high quality, affordable, data driven and streamlined early care and education system for children 0-5 and their families.

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The Early Learning Scholarship System

Introduction

On July 1, 2017 the Office of Early Care and Education (OECE) launched San Francisco's new Early Learning Scholarship Program (ELS). The ELS provides eligible San Francisco families who have children 0-5 years old with financial assistance to pay for quality early care and education. More than 320 Early Care and Education Centers and Family Child Care Programs across San Francisco have been qualified to participate in this exciting new program that prioritizes quality and continuity of care, supports the ECE workforce, and ensures that San Francisco's youngest children, especially those who have the most to gain from participating, have access to high-quality early care and education.

The Early Learning Scholarship funding approach is a key component of the San Francisco Citywide Plan¹ for Early Care and Education and was informed by a year-long [Comprehensive Fiscal Analysis \(http://sfoece.org/wp-content/uploads/2016/04/CFA-Report.pdf\)](http://sfoece.org/wp-content/uploads/2016/04/CFA-Report.pdf) that included a review of all federal, state and local funding used to support ECE services, and analysis of revenues and expenses of a diverse variety of San Francisco Centers and Family Child Care Programs. More than 100 local stakeholders participated in the process, which resulted in recommendations to streamline and improve the existing local funding approaches.

Building on research and in response to input from the Early Care and Education (ECE) field, the Early Learning Scholarship approach aims to:

- Pay programs enhanced rates that cover the cost of operating a quality program, defined as meeting Tier 3 of the Bay Area Quality Rating and Improvement System (QRIS)²;
- Ensure continuity of care for Target Populations; and
- Reduce redundant paperwork and reporting.

As we head into year two, we plan changes that will help us reach our shared vision for ensuring every San Francisco child has equal opportunity from birth as we follow our strategic goals:

- Enable all families with children 0-5 years old access to affordable, high quality early care and education.
- Increase the percentage of children who are school-ready.
- Address the professional development and compensation needs of the workforce in all early care and education settings.

Purpose of Guidelines

These Operating Guidelines support our Early Learning Scholarship (ELS) qualified programs with information regarding ELS funding. This information reflects current local ELS policies and procedures, yet is subject to change and will routinely be updated by OECE. Changes that impact operations at the ELS qualified programs will be posted online. These guidelines and addendums will be available at <http://sfoece.org/operating-guidelines/>.

These Operating Guidelines support our Early Learning Scholarship (ELS) qualified programs with information regarding ELS funding. The Operating Guidelines reflect current local ELS

¹ <http://sfoece.org/policy/>

² For a description of the QRIS and the Tier 3 requirements, go to Program Quality section.

and PFA policies and procedure and is subject to change. Policy changes will be issued via Program Information Memo (PIM) and the Guidelines will be updated at least annually by OECE.

For information specific to the San Francisco Title 5 pilot, please refer to the [Individualized Child Care Subsidy Program Handbook for the Counties of San Mateo and San Francisco](http://sfoece.org/wp-content/uploads/2017/04/SM-SF-Subsidy-Program-Handbook-Rev-04-20-17-.pdf) (<http://sfoece.org/wp-content/uploads/2017/04/SM-SF-Subsidy-Program-Handbook-Rev-04-20-17-.pdf>) posted on the Funded Program section of www.sfoece.org.

Integrated Services

Integrated Services Agencies

In the ELS/PFA system, integrated services are a key component to ensuring quality of services and supporting our goal of improving our system.

The Integrated Service Agencies (ISAs) are central to the implementation of the OECE Citywide Plan for Early Care and Education (ECE). The ISAs help us to effectively leverage state and federal child care subsidy opportunities and support the Early Learning Scholarship (ELS) and Preschool for All (PFA) goals of continuity of care and family choice in high quality early care and education options. OECE has contracted with Children’s Council of San Francisco and Wu Yee Children’s Services to be our ECE Integrated Services Agencies (ISAs) to manage components of the system including, but not limited to:

- Subsidy oversight
- Client eligibility and subsidy enrollment
- Child care provider services, including orientation to voucher reporting
- Subsidy payments coordination and leveraging of the citywide subsidy system to ensure state and federal dollars are used before city/county funding whenever possible
- Outreach and support to families through comprehensive ECE Resource and Referral services

Compass Family Services

OECE contracts with Compass as a service partner to ensure San Francisco homeless families with young children are able to access and maintain high-quality, early care and education services from birth until kindergarten. A key component to the success of this effort is the Homeless Early Care and Education Case Management program provided by Compass to families residing in San Francisco who are homeless, including families living in a domestic violence shelter. Compass helps these families to obtain federal/state/local subsidies as well as provide support and navigation throughout the entire child care process including locating, enrolling, and sustaining families in quality ECE programs that best fit the needs of the family.

Early Learning Scholarship Specific Guidelines

Target Populations

The San Francisco Early Care and Education (ECE) system is focused on serving the needs of 0-5 year olds with a focus on low-income families.

OECE has adopted a particular emphasis on *Target Population* families which include: low-income African American children, low-income Latino children, low-income English Language Learners, families who are homeless, children at risk of abuse and/or neglect or involved with the child welfare system, and children with identified special needs or disabilities.

- **Low Income:** a family whose income is at or below 85% of the State Median Income.
- **Homeless:** OECE is using the City's Department of Homelessness and Supportive Housing's definition of family homelessness which includes unsheltered, sheltered, doubled-up, and families housed in Single Room Occupancy (SRO) dwellings (in priority order if resources are constrained). If a family is placed in a temporary housing program, they would be considered homeless.
- **Identified Special Need:** OECE defines children with identified special needs as children assessed by a licensed professional who has determined the child has special needs or the child has an existing Individualized Education Program (IEP), Individual Family Service Plan (IFSP), Regional Center Report, or is receiving Supplemental Security Income (SSI).

ELS Qualified Programs

ELS qualified programs are Centers and licensed Family Child Care Programs that have been approved through an application process to provide early care and education services to locally subsidized (i.e., ELS – Bridge, – Gap, - Moderate, -Reserved, -Voucher, and Preschool For All (PFA) Tuition Credit families.

Qualified programs have committed to a process of continuous quality improvement and to achieving a standard of quality at Tier 3 or above on the Quality Rating and Improvement System. Qualified programs receive coaching and professional development to enhance the quality of early education and care. Family child care providers receive support through one of two Family Child Care Quality Networks led by Children's Council and Wu Yee. Centers receive support through SF Quality Connections.

Description of funding streams

Below is a description of the Early Learning Scholarship funding streams. A child can only be supported by one of these funding streams at a time.

ELS Reserved

This funding is assigned to a specific program, and is designated to support Target Population families. If a program is approved for ELS Reserved funding, the program must fill a *Reserved* space with an eligible child to receive full tuition reimbursement until the child reaches Kindergarten, subject to funding availability. ELS Reserved spaces will be funded at the ELS rate, which is based on the cost of providing quality services at a minimum of Tier 3 on the QRIS.

Programs awarded ELS Reserved funding must enroll families from the San Francisco Child Care Connection (SF3C) waiting list to fill their Reserved spaces. Other low-income families may be enrolled into Reserved spaces if Target Population children are unavailable. Programs will receive funding from the Office of Early Care & Education (OECE) for actual (versus projected) enrollments only.

This funding stream aims to give programs a degree of funding stability (much like Title 5 state contracts), that voucher enrollments do not. When an ELS Reserved space in your program becomes available, notify your SF3C Program Relationship Counselor or your ECE Integrated Services Agency (Wu Yee Children's Services or Children's Council of San Francisco) and they will work with you to identify an eligible family waiting for services. Once the program and family agree to enroll a child, the program submits an *Intent to Enroll* form to SF3C. Once a start date is approved by SF3C, families have provisional eligibility and care may begin. A formal Notice of Action/Certificate will be issued by the ECE Integrated Services Agency. Within 30 days, the ECE Integrated Services Agency will meet with the family to update the need, eligibility, and family fee as necessary, and will send an updated Notice of Action/Certificate as appropriate.

Centers or Family Child Care Programs selected by families will receive funding for enrolled eligible children at the ELS rate, which is based on the cost of providing quality services at Tier 3 on the QRIS.

ELS Voucher

This funding provides a portable parent/guardian-based City-funded voucher to eligible, low-income children whose families need ECE services but for whom other state or federal subsidies are unavailable. Programs caring for approved children will receive full tuition reimbursement, at the Tier 3 rate, for at least a minimum of one program year, as long as the child remains enrolled. Target Population families will be funded until the child reaches kindergarten, subject to funding availability.

ELS Voucher funded enrollments may not supplant state/federal funded spaces. Families are selected throughout the year for available ELS Voucher funding through SF3C, based on available funding. When ELS Voucher funding becomes available, SF3C identifies the next most eligible family waiting for services on SF3C. Either Wu Yee or SF3C contacts the family and does a provisional eligibility check. The family is then provided with referrals to ELS programs that meet the family's needs, including which of the programs have reported vacancies. The family contacts programs and ideally tours those they are most interested in. Once the program and family agree to enroll a child, the program submits the ELS Voucher Intent to Enroll form to either Wu Yee or SF3C. Once a start date is approved, families have provisional eligibility and care may begin. A formal Notice of Action/Certificate will be issued by the ECE Integrated Services Agency. Within 30 days, the ECE Integrated Services Agency will meet with the family to update the need, eligibility, and family fee as necessary, and will send an updated Notice of Action/Certificate as appropriate.

ELS Moderate

OECE is interested in expanding, over time, ELS subsidies for low-moderate income families. In its pilot phase continuing into FY 2018-2019, this funding is assigned to a specific Center who serves eligible children whose families desire ECE services, but who are not eligible for other state or federal subsidies and are not able to afford the full cost of care. Families are selected for available ELS Moderate funding through SF3C. Families will be verified as low-moderate income - defined as above 85% of State Median Income and at or below 110% of Area Median Income (insert link Family Monthly Fee Schedule) by the ECE Integrated Services Agencies

(See [Family Fee Schedule](#) for more information). ELS Moderate provides funding support for a minimum of one program year.

ELS Gap

This funding provides an enhanced rate to fill the gap between state and/or federal funding and the cost of providing quality services at Tier 3 on the QRIS. The gap funding amount per child will depend on the amount of the state and/or federal subsidies supporting that child.

Gap funding will be calculated using the following formula: The Tier 3 rate minus any of the following as applicable: The State Reimbursement Rate, Regional Market Rate, Early Head Start/Head Start Rate, the applicable Child and Adult Food Program rate (Title 5 contracted (CSPP/CCTR) and Early Head Start/Head Start sites only) = ELS Gap funding amount.

NOTE: The Gap funding amount will change as state/federal policy adjusts the funding amount of the underlying subsidies, such as increases in the State Reimbursement Rate or Regional Market Rate.

Gap funding is paid at either a full time or part time Gap rate according to the number of authorized hours in each month. Full-time or part-time Gap payments are determined by the full-time/part-time status of the underlying state or federal reimbursement. For example, a program serving a family with a part-time CalWORKs voucher would receive the part-time Gap payment rate.

Centers and Family Child Care Programs awarded ELS Gap funding must enroll families from SF3C, except for CalWORKs and Early Head Start/Head Start-funded enrollments.

ELS Bridge

When approved by Children's Council of San Francisco, this funding provides continuity of care for children of families who lose their eligibility for state and/or federal child care subsidies. OECE aims to help such families maintain continuity of care in the safe, nurturing, high-quality setting and primary caregiving relationship for their child. Centers and Family Child Care Programs may apply to Children's Council of San Francisco for ELS Bridge funding for a child they are serving (age 0-5) who has lost their state and/or federal subsidy eligibility. If approved, they will be funded at the ELS rate, which is based on the cost of providing quality services at Tier 3 on the QRIS, for at least a minimum of one program year. Target Population families will be funded until the child reaches kindergarten if they do not regain eligibility for state or federal subsidies, subject to funding availability.

Centers with Title 5 contracts will be prioritized for ELS Bridge funding. The length of continuity and criteria for approving eligible children may change depending upon funding availability.

If a State-funded (CAPP, CalWORKs, and Title 5) family loses their subsidy, programs can request ELS Bridge funding for the child by completing an ELS Bridge Application (see Appendix D for the form) and submitting to Children's Council of San Francisco. The family's data file, including all eligibility and need documentation and current level of authorized services, will be shared with Children's Council no later than 19 days before the effective date of the termination Notice of Action issued by the contractor.

Children's Council will contact the family within 48 hours of receipt of the file to confirm that the process for requesting Bridge funding has begun and confirm that the reason for losing their subsidy is not resolvable. The family will also be screened for other subsidy availability (CalWORKs, CAPP etc.) If no options exist in other subsidy programs and Bridge funding is available, Children's Council will process the Bridge approval and notify the program and the family.

Families who are involved in the child welfare system and are receiving ELS funding whose Child Protective Services (CPS) case is closing and are unable to obtain state or federal funding, may request ELS Bridge funding to provide continuity of care. Families selected for Bridge will remain in Bridge funding until an ELS Voucher or desired Reserved space becomes available at which time they will transfer into that funding stream.

Families receiving ELS funding whose CPS case is closing and are enrolled in programming with a non-Qualified ELS program, must switch to an ELS Qualified program in order to be eligible for ELS Bridge/Voucher/Reserved funding. Exceptions to this policy may be made by OECE on a case-by-case basis.

ELS Center Rates

For 2018-19 rates please go to [ELS Center and Family Child Care Reimbursement Rates](#).

ELS Family Child Care Rates

For 2018-19 rates please go to [ELS Center and Family Child Care Reimbursement Rates](#).

Annual Quality Grants

OECE is augmenting the State QRIS Quality Grants (provided to Title 5 contracted programs) and extending Quality Grants to all ELS subsidized children in Centers and Family Child Care Programs rated at Tier 4 and 5 on the QRIS. This annual, per child amount will be calculated as a one-time annual payment based on actual subsidized enrollments determined at a single point in time. Programs may choose either October or February as the enrollment month on which the program's Quality Grant award is based. Programs will be contacted by Children's Council to determine which month they want their Quality Grant award based on.

Programs do not need to apply annually for this funding amount; it will be automatically calculated and paid annually during the term of their funding agreement (3 years).

Programs must have a valid QRIS score from First 5 San Francisco prior to the month in which a determination of the Quality Grant amount is made. The scores are automatically reported to OECE by First 5. Programs that do not currently have a QRIS score will be contacted by First 5 to schedule a rating. If a program's QRIS score increases prior to the month in which a determination of the Quality Grant amount is made they will receive the higher amount.

Annual Quality Grant Amounts:

One-Time, Per Child Amount	Tier 4	Tier 5
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Infant/Toddler	\$ 300	\$ 330
Preschooler	\$ 200	\$ 220

Funding Agreements and Agreements with Qualified Programs

Funding Agreement

Programs who were awarded ELS Reserved, ELS Moderate, PFA Tuition Credit, ELS Gap on Title 5 contracts, and/or Transition Funding are required to sign a Funding Agreement between OECE, the program, and one of OECE's ECE Integrated Services Agencies. The Funding Agreement outlines the requirements the program must comply with to receive OECE funding, including referencing the most recent version of the Operating Guidelines as the primary description of requirements.

The Funding Agreement also states the maximum amount of funding that a program can earn in ELS Reserved, ELS Moderate, PFA Tuition Credit, ELS Gap on Title 5 contracts, and/or Transition Funding. Programs may not exceed the total amount of their funding award in any funding type except for Quality Grant and ELS Gap on Title 5 amount. The Quality Grant amount may exceed the funding amount awarded, as this amount is calculated annually and dependent on enrollments at the time of calculation. Title 5 programs may over earn **ELS Gap on Title 5 for preschoolers up to 10%** over their Funding Agreement amount. Title 5 **programs will not** be able to over earn for their ELS Gap on Title 5 for their CCTR enrollments at this time.

Programs with CSPP contracts who expect to **earn over 10%** of their projected Title 5 CSPP monthly enrollment must contact OECE, after which the request will be reviewed on a case-by-case basis.

Programs have flexibility to use their OECE funding to maximize earnings as long as the amount of funds within each funding type **does not exceed the amount awarded**. For example, a program awarded two infant Reserved spaces may enroll one infant in Reserved and one toddler in Reserved if that will work best for their program. Similarly, a program awarded ELS Gap on Title 5, may enroll more toddlers than infants than were indicated in their funding award, **as long as they do not exceed the maximum amount awarded** for ELS Gap on Title 5. However, **programs may not use funding in one funding type to cover expenses related to another funding type**. For example, a program who anticipates under-earning in their PFA funding cannot use that PFA funding to enroll another ELS Moderate or ELS Reserved child. OECE requires that programs communicate any changes in how they plan to use their OECE funding to their OECE point of contact.

The Funding Agreement must be signed by the program before payments can be made. Copies of the signed agreement are available via request of the appropriate ECE Integrated Services Agencies.

Qualified Program Agreement

Programs who were qualified through the ELS Notice of Funding Availability (regardless of whether they were awarded ELS Reserved, ELS Moderate, PFA Tuition Credit, ELS Gap on

Title 5 contracts, and/or Transition Funding) are required to sign a Qualified Program Agreement between OECE, the program, and both of OECE's ECE Integrated Services Agencies. This Agreement outlines the requirements the program must comply with to receive ELS Voucher and ELS Gap on state voucher funding, including referencing the most recent version of the Operating Guidelines as the primary description of requirements. The Agreement must be signed by the program before payments can be made. Copies of the signed agreement are available via request of either ECE Integrated Services Agencies.

Infant, Toddler, and Preschool Definitions

ELS Gap funding will use the definitions of infant, toddler, and preschool age determined by the underlying State subsidy (State vouchers, Title 5 contracts, etc.).

ELS City funding streams will use the following age group definitions:

- Infant: ages 0 to 24 months
- Toddler: more than 24 months to less than 36 months
- Preschool: ages 3 until the child is eligible for kindergarten

The Child and Adult Care Food Program (CACFP)

The Child and Adult Care Food Program (CACFP) is a federally-funded program designed to provide aid to Centers and Family Child Care Programs, to assist them in providing nutritious foods that contributes to the wellness, healthy growth, and development of young children. CACFP is part of the National Food and Nutrition Service safety net to improve access to food and a healthful diet and plays a vital role in improving the quality of care and making it more affordable for many low-income families.

We strongly encourage ELS programs to participate in the CACFP to receive valuable resources and support health and nutrition. For more information on how to apply, click on the California Department of Education Nutrition Services link (<http://www.cde.ca.gov/fg/aa/nt/>).

Family Eligibility

Income Eligibility Requirements

For ELS Voucher, ELS Reserved, ELS-Bridge, and ELS Gap funding

A family's gross income must be at/or below **85%** of the State Median Income (SMI) at the time of their subsidy eligibility determination to meet OECE's income eligibility requirements. Families approved for ELS funding and who enroll with an eligible program may continue receiving ELS funding until their income exceeds 110% of the Area Median Income (AMI). The table below lists the maximum monthly gross income by family size for both 85% of the State Median Income and 110% of the Area Median Income.

Maximum Family Gross Monthly Income by Family Size

	Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8
85% of the State Median Income (SMI)*	\$4,894	\$5,270	\$5,922	\$6,870	\$7,817	\$7,995	\$8,172
110% of Area Median Income (AMI)**	\$8,458	\$9,513	\$10,571	\$11,413	\$12,263	\$13,104	\$13,950

*85% of 2016 State Median Income

**110% of 2017 Area Median Income calculated from the following source: sfmohcd.org

For ELS Moderate funding

A family's gross income must be above 85% of the SMI and at/or below 110% of the AMI at the time of their subsidy eligibility determination to meet OECE's income eligibility requirements.

Families NOT Under the Income Eligibility Requirements

Homeless families, children with identified special needs or disabilities, and those connected to the child welfare system (i.e., Family and Children's Services) are exempt from any income eligibility requirements. However, families of children with identified special needs or disabilities will be required to provide income documentation to the Integrated Services Administrator for the purposes of Family Fee determination.

For Preschool For All (PFA) funding

There is no income eligibility requirement, as this funding was designed to be available to all eligible 4 year olds regardless of their families' income.

Need Requirements

For ELS Voucher, ELS Reserved, ELS Gap (excluding Head Start), and ELS Moderate families must demonstrate a *need* for child care services in order to be eligible. To certify family need for child care services, the family must document participation in one or more of the following:

- Employment
- Seeking employment
- Vocational training
- Seeking housing
- Incapacitation
- Child Protective Services (CPS) case plan
- Documented *At Risk* child by a licensed professional
- It is determined to be in the best interest of the child for their healthy development and growth to be enrolled in an ECE setting (Target Population only)

Families are eligible for ELS funded full time (30 or more hours per week) or part time (17.5 to 30 hours per week) services depending on the parent's and program's desired program schedule.

Families enrolled through Preschool For All funding do not need to demonstrate a *family need* for services in order to be eligible.

Certifying Eligibility and Need

Family income eligibility and need verification for families seeking ELS Voucher & Reserved, ELS Moderate, ELS Bridge, and ELS Gap funding for State vouchers will be performed by the ECE Integrated Services Agencies. Family need and income eligibility verification for California Department of Education Title 5 contracted spaces will be performed by the contracted Title 5 program.

Recertification of Eligibility and Need

All ELS City subsidized families will have their subsidy Need and Eligibility recertified every 24 months by the Integrated Services Administrator. Target Population families with ELS City funding remain eligible until they reach kindergarten.

Families who receive ELS Bridge funding will need to recertify their Need and Eligibility within 30 days of receiving Bridge funding, in addition to every 24 months thereafter.

Requirements for Family to Access State or Federal Funding

The Office of Early Care & Education (OECE) will maximize the availability of local, state and federal funding so that the greatest number of families will be served. If OECE and/or its Integrated Services Administrator determine that an ELS subsidized family is eligible for state or federal funding that does not require the family to select a different program, the family will be required to switch to that state or federal funding source. This allows more local funding to be available to serve additional families.

Families receiving ELS funding must sign a *Family Agreement* stating that they understand that if OECE or its partners determine the family is eligible for state or federal funding, to continue child care with their existing program they will be required to switch to the applicable state or federal funding. They also agree to work with their program and the agencies administering the state or federal subsidy to complete all the necessary paperwork and transfer processes within a reasonable amount of time, not to exceed more than 60 days from the date they received their notice of state/federal funding eligibility. If a family does not comply with the steps necessary to switch to the state or federal funding they are eligible for, they will lose their locally funded Early Learning Scholarship and funding will be terminated.

Child Eligibility

Family Child Care

Consistent with the state policy, a family child care educator is not eligible for Early Learning Scholarship services to care for their own child during business hours because the employment does not preclude the supervision of their own child.

Age Requirement

For ELS Voucher, ELS Reserved, ELS Bridge, and ELS Moderate

Children eligible for enrollment into an ELS (Voucher, Reserved, Bridge, and Moderate) program must be between the ages of 0 to less than 4 years old at the time of enrollment. While OECE is prioritizing children under age 4 for ELS funding, OECE will consider funding children age 4 and older on a case by case basis. ELS funded children may continue receiving an ELS

City subsidy until they reach kindergarten, typically at 5 years old. Children who miss the September 1st cutoff for kindergarten and do not attend Transitional Kindergarten will be funded for an additional year at which time they may enroll in Kindergarten. If a locally funded child is kindergarten eligible yet wants to continue in their current Center or Family Child Care Programs setting for an additional year, OECE will make a case-by-case determination depending on the unique developmental situation of the child.

For ELS Gap

Eligible children are between 0 and until they reach kindergarten, typically at 5 years old.

Note: For ELS funded *homeless families*, all children ages 0 - until they reach kindergarten are eligible. ELS funded homeless families with older siblings may be served through age 12. For ELS funded children in the child welfare system, all children through age 12 are eligible. All ELS funded children over 5 years old will be subsidized at the California Department of Education's Regional Market Rate.

For Preschool For All (PFA) Tuition Credit

An eligible PFA Tuition Credit program may enroll up to the total number of PFA eligible children indicated in their Funding Agreement. Eligible children must be four (4) years of age on or before December 2nd of the Program Year in which they are eligible (see the definition of Program Year in the section on *Preschool For All Specific Guidelines*). Typically, PFA-eligibility is for one Program Year, but children whose date of birth excludes them from enrolling in Kindergarten, or children who are eligible for Transitional Kindergarten (TK) but the desired program is unavailable or the family does not want a TK program, will be funded until they reach kindergarten. If the child's developmental needs are such that an additional year of preschool is warranted, the program must submit a request to OECE in writing and supporting documentation by a qualified individual may be required. [Simplify]

Residency Requirement

Children funded by **Early Learning Scholarship** or **Preschool For All** funds must be a San Francisco resident during the time that they are enrolled in the funded program, except for Title 5 funded enrollments and families involved in the children welfare system (FCS). Proof of residency must contain the name and address of at least one parent/guardian, and be collected by the program at the time of enrollment. Programs must keep a copy of proof of residency in each child's file.

Any of the following documents (with parent/guardian name) are acceptable:

- A utility (electric, gas, water) bill, cellular phone bill, cable television bill, dated within ninety (90) days
- Current automobile, homeowner, or rental insurance policy
- Current bank or property tax statement showing address
- A current CD 9600 form, endorsed by the parent(s) (*This is a form used by programs that are funded by the California Department of Education.*)
- Letter from a social services or governmental agency dated within ninety (90) days

- *Only* in circumstances where a home is shared and/or one of the documents above is not available, a letter shall be submitted from the lessor confirming residency

Note: Homeless families can self-report that they are homeless in San Francisco. ELS-subsidized homeless families receiving Compass’ Child Care Case Management services who subsequently relocate outside of San Francisco to obtain permanent/stable housing will continue to receive their ELS subsidy for up to 3 months from the date of their move. The ELS subsidy will provide funding, up to the Regional Market Rate (RMR) ceiling, to obtain care with a licensed child care program. This funding acts as a bridge to maintain families’ continuity of care and to assist families in finding and obtaining other available subsidized child care services in their new county.

Child Enrollments

Filling Child Vacancies

For spaces funded by the following funding types, children must be identified from the San Francisco Child Care Connections (SF3C) centralized waiting list. The SF3C is managed by the Children’s Council. For more information about SF3C, go to <https://www.sfcel.org/index.cfm?Menu=Public&Nav=00&formaction=none>.

Note: It is critical for programs to share any current and/or planned vacancies with SF3C. Programs can report vacancies by visiting the www.SFProviderVacancy.org website or by contacting SF3C staff.

Types of OECE Funding Either Required or Encouraged to Enroll Vacancies from SF3C:

REQUIRED	ENCOURAGED, BUT NOT REQUIRED
ELS Reserved	Head Start/Early Head Start
ELS Voucher	Preschool for All Tuition Credit
ELS Moderate	
ELS Gap on Title 5 Contracted Spaces	

ELS qualified programs must fill all ELS funded vacancies with children identified by SF3C staff who are on the San Francisco Child Care Connection (SF3C) centralized waiting list. OECE will monitor the enrollment of OECE-funded vacancies to ensure they are filled with children who were identified from the SF3C waiting list.

For ELS Reserved

Enrollments for this funding type are prioritized for siblings on the OECE Sibling Priority List. Children involved or at risk of being involved in the child welfare system, homeless, and Target Population families. Programs must fill vacancies by enrolling eligible children identified and referred by SF3C staff off of the SF3C waiting list.

Once the program and family agree to enroll a child, the program submits an *Intent to Enroll* form to SF3C. Once a start date is approved by SF3C, families have provisional eligibility and care may begin. A formal Notice of Action/Certificate will be issued by the ECE Integrated Services Administrator. Within 30 days, the ECE Integrated Services Administrator will meet

with the family to update the need, eligibility, and family fee as necessary, and will send an updated Notice of Action/Certificate as appropriate.

For ELS Voucher

Enrollments for this funding type are prioritized for siblings on the OECE Sibling Priority List, children involved or at risk of being involved in the child welfare system, homeless, and eligible low-income families (i.e., at or below 85% of SMI) on the SF3C waiting list. As funding becomes available, eligible families waiting on SF3C will be contacted and offered an ELS Voucher and can use that ELS Voucher at any ELS Qualified program.

Families are selected by SF3C throughout the year for available ELS Voucher funding. When ELS Voucher funding becomes available, SF3C identifies the next most eligible family on the SF3C list. Either SF3C or Wu Yee contacts the family and verifies some eligibility information.

If it appears the family is eligible, the family is sent a letter outlining the ELS Voucher process, a list of documents they will need for their certification appointment, an ELS Voucher Intent to Enroll Form, and a list of ELS Qualified programs that meet their family’s needs. The list of programs will indicate which programs have current vacancies, based on information that has been reported to SF3C by programs.

Families will then contact programs they are interested in, and be encouraged to tour their programs. Families will have 30 days to identify a program. After 30 days, the family’s ELS Voucher will expire. Once a program and family agree to enroll a child, the program submits the ELS Voucher Intent to Enroll form for that family to either SF3C or Wu Yee.

Once a start date is approved by SF3C or Wu Yee, families have provisional eligibility and care may begin. A formal Notice of Action/Certificate will be issued by the ECE Integrated Services Administrator. Within 30 days, the ECE Integrated Services Administrator will meet with the family to update the need, eligibility, and family fee as necessary, and will send an updated Notice of Action/Certificate as appropriate.

For ELS Moderate

Enrollments for this subsidy are reserved for eligible moderate-income families (i.e. above 85% SMI and at or below 110% AMI). Programs must fill vacancies by enrolling eligible moderate-income families identified and referred by SF3C staff off of the SF3C waiting list, once family and program agree to enroll. The need and eligibility for this subsidy will be certified by the ECE Integrated Services Agencies.

Note: Early Head Start/Head Start contractors are not required, but encouraged to use SF3C for their enrollments and waitlist.

SF3C Enrollment Priorities

Children will be selected from the SF3C waiting list according to the enrollment priorities listed below. Children are not selected from the list according to the order that they joined the list.

Primary Enrollment Priority	Secondary Enrollment Priority	ELS Reserved	ELS Voucher	Family Fee
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Primary Enrollment Priority	Secondary Enrollment Priority	ELS Reserved	ELS Voucher	Family Fee
1. Sibling of Enrolled Child with ELS Reserved or ELS Voucher subsidy, i.e., “on the OECE Sibling Priority List”	1a. Target Population AND Lowest-Income/Longest-on-List	✓	✓	Yes
2. Involved or at risk of being involved in the child welfare system (FCS)	2a. Longest-on-List	✓	✓	No
3. Homeless	3a. Unsheltered 3b. Sheltered AND Lowest-Income/Longest-on-List	✓	✓	No
4. Other Target Population (Special Needs, English Language Learners, African American, Latino)	4a. Lowest-Income/Longest-on-List	✓		Yes
5. Low-Income	5a. Lowest-Income/Longest-on-List	✓	✓	Yes
6. Moderate-Income	6a. Lowest-Income/Longest-on-List	✓	✓	Yes

Reporting Vacancies to SF3C

ELS Reserved Vacancies

When programs have ELS Reserved vacancies, they should contact SF3C staff to develop their vacancy profile. Based on the program’s needs, SF3C will begin to refer families that best match the vacancy profile. SF3C staff will proactively reach out to programs at least bi-monthly for vacancy updates, but programs are strongly encouraged to share anticipated and real-time vacancies more regularly.

Programs that Want to Fill a Vacancy with an ELS Voucher Child

Programs wishing to fill a vacancy with an ELS Voucher enrollment should report their anticipated and real-time vacancies at the following website managed by SF3C:

www.sfprogramvacancy.org. When ELS Voucher funding becomes available, Children’s Council and Wu Yee will provide families selected from the SF3C waiting list with a list of ELS Qualified programs that match their preferences and indicate which have vacancies.

What is a vacancy profile?

A vacancy profile describes the characteristics of ELS Qualified program vacancies that SF3C staff uses to best match families to vacancies. This includes information such as in the table below:

SF3C Enrollment Procedures
SF3C Enrollment Procedures for ELS-City (Reserved)

<i>Criteria</i>	<i>Vacancy Profile</i>	<i>Criteria</i>	<i>Vacancy Profile</i>
<i>Child's Age</i>	<i>Toddler</i>	<i>Philosophy</i>	<i>Reggio Emilia</i>
<i>Zip Code</i>	<i>94112</i>	<i>Sibling Space Available</i>	<i>Infant, Toddler</i>
<i>Setting</i>	<i>FCC</i>	<i>Date Space Available</i>	<i>8/24/17</i>
<i>Hours Care is Available</i>	<i>7:00 AM – 7:00 PM</i>	<i>Quality Rating</i>	<i>Not Yet Rated</i>
<i>Language(s) Spoken</i>	<i>English, Cantonese</i>	<i>Type of Subsidy</i>	<i>Title 5 CFCC</i>
<i>Classroom Balance Preferences</i>		<i>Classroom Balance Preferences</i>	
<i>Gender</i>	<i>Boy</i>	<i>Other</i>	<i>-</i>

1. Provider contacts SF3C staff about vacant Reserved space and develops vacancy profile, such as age of child, hours of care, languages served, gender of child and other factors necessary to maintain classroom balance
2. SF3C staff identifies two next most eligible families determined by priority; during high need, staff may full more than two. (See SF3C Enrollment Priorities section.)
3. SF3C contacts the families, checks for provisional eligibility and offers best match options based on family/provider profile matches
4. SF3C sends up to two Site Tour Request Family Information forms per vacancy with interested families' contact information to provider to set up tours.
5. Families tour **provider**
6. If parent/guardian and **provider** agree on a fit, provider sends Intent to Enroll form to SF3C to confirm that they want to enroll the child
7. Based on the family's provisional eligibility, SF3C will respond to the provider's Intent to Enroll form with a child start date and a formal Notice of Action/Certificate will be issues by the ECE Integrated Services Administrator.
8. Within 30 days of the child's start date, the Integrated Services Administrator will meet with the family to update their need, eligibility, and family fee as necessary. The Administrator will also send the provider an updated Notice of Action/Certificate of eligibility.

Note: If family is homeless (ACCESS), SF3C team will work directly with Compass Family Services who will be offering case management services to homeless families.

SF3C Enrollment Procedures for ELS-City (Voucher)

1. OECE authorizes the release of ELS-City (Voucher) funding
2. SF3C identifies next most eligible family determined by priority (See SF3C Enrollment Priorities Section)
3. Either SF3C or Wu Yee contacts the family and checks for provisional eligibility
4. Family is provided with a letter, list of documents needed for eligibility, an ELS Voucher Intent to Enroll Form, and referrals to providers that meet the family's needs(including which providers have current vacancies based on available data).
5. Families contacts providers and arranges for a time to tour
6. If parent/guardian and **provider** agree on a fit, provider sends *ELS Voucher Intent to Enroll* form to SF3C or Wu Yee to confirm that they want to enroll the child
7. Based on the family's provisional eligibility, SF3C or Wu Yee will respond to the provider to confirm authorization. A formal Notice of Action/Certificate will be issues by the ECE Integrated Services Administrator.

SF3C Enrollment Procedure Note: If family is homeless (ACCESS), SF3C team will work directly with Compass Family Services who will be offering case management services to homeless families.

Frequently Asked Questions about ELS Reserved and Voucher Enrollments from SF3C

What if the program and family don't think they are a good match?

Both program and family must agree on a good fit before the child is enrolled. For Reserved spaces, if a family is not interested in the program's space, the vacancy will continue to be offered to more families. If there is not a good fit with referred families, programs can request additional referrals from SF3C staff. For ELS Vouchers, if a family is not interested in the program's space, the family can contact and tour another ELS program until the family identifies a program who meets their needs.

How does Provisional Eligibility work?

When SF3C staff selects a family on SF3C for either a Reserved or Voucher space, either SF3C or Wu Yee does a provisional eligibility check to ensure the family will certify as eligible for the space. After a program and family agree to enroll a child, the ECE Integrated Services Administrator will schedule a meeting with the family within 30 days to verify the family's need, eligibility, and family fee as necessary. If a family has substantially under-reported their income or their need cannot be verified, care may be terminated.

SF3C Enrollment Procedures for ELS Gap (Title 5) - Same process as currently in place

1. Program pulls children from SF3C (If not participating in the "Open Match" process)

2. SF3C prescreens family for eligibility
3. SF3C sends Site Tour Request form with interested family contact information to program to set up tour.
4. Family tours **program**
5. If parent/guardian and **program** agree on a fit, program certifies family and enrolls child.

Note: programs are encouraged to opt into SF3C’s “open match process” to increase efficiency and expediency of placements into Title 5 and ELS Reserved spaces.

Contact Information for SF3C Staff

ELS Reserved programs have an assigned SF3C point of contact which is indicated in the ELS Program list on OECE’s homepage: www.sforce.org.

The SF3C Team		
Name	Phone	Email
Lily Ma-Huang (粵語 •Español)	(415) 343-3302	lma@sf3c.org
Isidro Valverde (Español)	(415) 276-2916	ivalverde@sf3c.org
Nancy Ha	(415) 343-4670	nha@sf3c.org
Irma Hernandez (Español)	(415)343-3348	irma@sf3c.org
Susan Mansoori, SF3C Manager	(415) 276-2935	smansoori@childrenscouncil.org

Sibling Priority

OECE will provide priority for ELS Voucher or ELS Reserved spaces to siblings between the ages of 0 and Kindergarten of currently enrolled children (0-12 years if child is involved in or at risk of being involved in the child welfare system or homeless), subject to funding availability.

Programs or parents should contact their Integrated Services Administrator or SF3C when they know a family would like to enroll a sibling. If funding is available, the sibling will be supported through a Reserved or ELS Voucher space at the same program as their sibling or another ELS qualified program. If funding is not available, the sibling will be placed on the OECE Sibling Priority List until funding to support their placement at an ELS qualified program becomes available.

Families Enrolled with an ELS Reserved Program but Want to Change Programs

A family with a child in a Reserved space who is seeking to change to another program (sometimes referred to as an *Enrolled but Waiting* family) may move to any ELS program with an available Reserved space as soon as a space is available. If a family cannot find an

available/desirable Reserved space, but still want to change programs, the family will be placed back on SF3C and must wait until they are selected for an available state, local voucher or ELS Reserved space. Such families are not given special status. Exceptions to this policy may be made by OECE on a case-by-case basis.

Requirements to Enroll & Serve Low-income Families

For Centers Receiving Early Learning Scholarship Funding

Centers with thirty-four (34) or more children enrolled must ensure that at least 15% of children enrolled across the agency (not at each site) are low-income. For Centers with thirty-four (34) or fewer children enrolled, a minimum of five (5) children must be low-income. Low income is defined as a family earning at or below 85% of the State Median Income for their family size.

For Family Child Care Programs Receiving Early Learning Scholarship Funding

Both small and large FCCs must ensure that at least two (2) children enrolled are low-income. Low income is defined as a family earning at or below 85% of the State Median Income for their family size.

For Preschool For All (PFA)

There is no minimum number of low-income children required for Preschool For All funding.

Child Attendance Policy

A quality early childhood program can help children get ready for Kindergarten, as well as develop the social and emotional foundation children need to persist in school. The benefits are optimal if children show up. Good attendance in a quality early care and education program leads to lifelong learning and positive habits of getting into a schedule of regular attendance.³

Programs must establish their own policies for regulating excused absences and apply them consistently across all of their enrolled children, not solely those that are OECE-funded.

Best Interest of Child (BIC) days are additional excused days of non-attendance for any reason that does not qualify as an excused absence (vacation, leave, etc.). Additional days of non-attendance for any reason that does not qualify as an excused absence are considered Unexcused or Over-BIC limit absences.

OECE-funded children are allowed up to ten (10) BIC days during the Program Year. When this allowable number of BIC days nears or reaches this allowable limit, the program is responsible for establishing with the family terms of an attendance agreement and connecting them to additional supports (if needed) to ensure the ten (10) BIC days limit is not exceeded. If the limit is exceeded, additional days of non-attendance for any reason that does not qualify as an excused absence will be considered unexcused/over BIC limit. Programs should work with each family on a case-by-case basis. If guidance is needed, please contact your Integrated Service Agency. In some cases of excessive or unexcused absences OECE may formally terminate funding for that child.

³ www.attendanceworks.org

OECE will provide guidance to programs about best practices for discussing unexcused absences with families, drafting attendance agreements, accessing additional supports, and policies for termination of funding.

Programs must ensure sufficient utilization of the OECE-funded services, including monitoring non-attendance to determine whether absences are excused, BIC days or unexcused. Programs have a vital role in helping families understand the importance of attendance and informing them of non-attendance patterns that may jeopardize enrollment and/or eligibility for OECE funding. The program is responsible for informing the family and the ECE Integrated Services Administrator of all terminations of OECE funding due to excessive absences.

Limited Term Service Leave

Limited Term Service Leave (LTSL) may be approved for families receiving an ELS subsidy when they do not need child care services for an extended period of time, yet anticipate a need for child care services again following the LTSL. The maximum length of LTSL is 12 weeks or 16 weeks (for maternity or a medically related leave of absence). All LTSL requests must seek prior approval through the Integrated Services Administrator for an ELS subsidized child.

Note: Families requesting LTSL who are in ELS Reserved funded spaces must have program approval prior to being granted an LTSL. The program will not receive payment for services during the time the parent/child is out on LTSL.

Nondiscrimination Policy

OECE-funded programs must have a written enrollment policy that includes language about not discriminating against any child or his or her parent(s) on the basis of race, color, national origin, immigration status, sex, sexual orientation, religion or disability. Programs must apply that policy to all children and families in the program, not just those receiving OECE funding. Written enrollment policies must be made available to parents/guardians upon request.

Children with Identified Disabilities or Special Needs

OECE defines children with identified disabilities or special needs as children who have been assessed by a professional who has determined the child has special needs or the child has an existing Individualized Education Program (IEP), Individual Family Service Plan (IFSP), Regional Center Report or is receiving Supplemental Security Income (SSI). Families with a child with identified disabilities or special needs will not be required to meet income guidelines for that child, but will need to provide income information so that Family Fees may be determined.

Programs receiving OECE funding will make reasonable accommodations for children identified as eligible for special education and/or related services under the Individuals with Disabilities Act (IDEA). Appropriate special education and related services placement will be determined by the child's Individualized Education Program. All OECE funded programs must comply with applicable provisions of the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA).

Recordkeeping and Data Reporting

Enrollment and Recordkeeping

OECE-funded programs shall establish and maintain a basic file for each family receiving Early Learning Scholarship or Preschool For All funding. The program may choose to establish a separate file for each OECE-funded child, or to use an existing child data file (such as those maintained per Head Start or Title 5 requirements) to organize the required OECE documentation. The basic data file must contain:

- Enrollment Form that includes information about the child and family (Note: For ELS funded children, this form must include information about the family income level, such as CD 9600 or Head Start Application, if applicable)
- Documentation of Home Residence (as Noted above)
- If PFA, then a Family Agreement Form
- **Family Service Agreement Forms** (for ELS Voucher, and/or ELS Reserved, and/or PFA Tuition Credit, or ELS Gap for Title 5 enrollment): The program must have the family sign this form at intake and maintain a copy in the program's family file.
 - All ELS funded families need to sign a Family Agreement form. Private paying families do not.
- **Data Acknowledgement form:** The program must have the family sign this form at intake and maintain a copy in the program's family file.
 - For ELS funded programs (i.e., with a funding agreement) a Data Acknowledgement form must be completed for all families (private and subsidized).
 - For ELS qualified programs (i.e., without a funding agreement) a Data Acknowledgement form only needs to be completed for their ELS funded kids.
- Copies of Child's Developmental Screenings and Assessments (ASQ & DRDP – if not already entered into Cocoa)
- Documentation from two Parent-Teacher Conferences per program year

Child Attendance and Data Reporting

Accurate records of child attendance are an important part of maintaining eligibility to participate in ELS and Preschool for All programs for both programs and parents.

For Programs receiving ELS Reserved, ELS Moderate, ELS Gap (Title 5) or Preschool for All funding: Programs shall maintain electronic enrollment and attendance records *for all children* (subsidized and unsubsidized) using the Cocoa database and its electronic sign-in and sign-out features. Attendance data entered into Cocoa is used to verify attendance for your ELS payments. However, programs must continue to submit paper attendance sheets for any children with state voucher (CalWORKS/CAPP) funding.

For ELS qualified programs who do not receive ELS Reserved, ELS Moderate, ELS Gap

(Title 5) or Preschool for All funding: Programs who are ELS qualified but are not funded for any Reserved, Moderate, Gap or PFA spaces are NOT required to use Cocoa. These programs must continue to submit paper attendance sheets for any children with ELS Voucher or state voucher (CalWORKS/CAPP) funding to the appropriate Integrated Services Administrator. Programs who would like to use the Cocoa can contact Anne Morrison (anne.morrison@sfgov.org) to request access.

Cocoa

Cocoa is a web-based data management system which requires a login username/password issued by OECE. Program reimbursement is based on actual child enrollment data entered into Cocoa. It is the program’s responsibility to ensure accurate and real-time enrollment and attendance data in Cocoa. Failure to enter timely, complete, and/or accurate data may result in delayed payments.

OECE will provide guidance each year on data programs are required to enter into Cocoa, such as child and family demographics. OECE or Children’s Council of San Francisco will provide technical assistance to programs on the Cocoa database, and will provide a limited amount of start-up funding to purchase tablets, security devices, and enhance Wi-Fi connections to support programs’ adoption of the electronic sign in/out approach.

For more information and resources to assist with these reporting requirements, please go to <http://sfoece.org/data-reporting/>.

Agency Information Reporting Requirements in Cocoa

All programs using Cocoa are required to report the following agency information:

Cocoa Agency Reporting Requirements		
<u>Agency Information</u>	<u>Site Information</u>	<u>Classroom Information</u>
<ul style="list-style-type: none"> • Agency name • Street address and zip code • Organization type • Main contact name, phone number, email 	<ul style="list-style-type: none"> • Site Name • Street address and zip code • Phone number • License Number 	<ul style="list-style-type: none"> • Classroom name • Lead teacher first and last name • Lead teacher permit level

Child Information Reporting Requirements in Cocoa

All programs using Cocoa are required to report the following information for each child whose information they are required to report:

Cocoa Child Reporting Requirements			
<u>Child Information</u>	<u>Family Information</u>	<u>Enrollment Information</u>	<u>Screenings & Assessments</u>
<ul style="list-style-type: none"> • First and last name • Date of birth • Gender • First Language • Ethnicity 	<ul style="list-style-type: none"> • Parent’s first and last name • Relationship to child • Street address and zip code 	<ul style="list-style-type: none"> • Classroom • Start date • Start time • End time 	<ul style="list-style-type: none"> • Screening type • ASQ type • Screening completion date

- Identified special needs and special needs type
- Phone number
- Homeless or not
- Family fee amount and status of payment (not for PFA)
- Days of attendance
- Funding type
- Result in Referral
- First and Second DRDP Form (Head Start requires a Third DRDP form)

Electronic Signatures and Daily Attendance Requirement in Cocoa

All programs required to report child enrollments into Cocoa are required to use electronic signatures to track daily attendance in the Cocoa system. Electronic signatures require the use of a tablet device with Wi-Fi connection, and OECE has provided a limited amount of start-up funding to purchase tablets, security devices, and enhance Wi-Fi connections to support programs' adoption of the electronic sign in/out approach.

FCC Programs that have a hardship implementing electronic signatures are required to contact the Cocoa Helpdesk to request assistance and to develop a timeline for adopting electronic sign in/out. If an FCC will be delayed in implementing electronic signatures, please contact Helpdesk (415) 343-3358 or Emily Kraybill at ekraybill@childrenscouncil.org.

For Centers, OECE will consider requests for a waiver of hardship for electronic signatures on a case-by-case basis. Waiver of hardship requests must be submitted by email or fax to Anne Morrison at OECE at Anne.Morrison@sfgov.org and must include a description of the hardship preventing the program from implementing electronic signatures for a certain period of time. OECE and its partners will help programs move toward adoption of electronic signatures over time.

Programs that are exempted from using electronic signatures will still need to enter daily attendance for children into Cocoa.

DRDP Reporting in Cocoa

All programs using Cocoa are required to report:

- 1st and 2nd DRDP assessment results
- Head Start requires a 3rd DRDP assessment

DRDP assessments must be completed within 60 calendar days of a child's enrollment and every 6 months thereafter. Results of DRDP assessment should be entered by December 31st for the 1st DRDP and by June 5th for the 2nd DRDP. Note: for guidance for children who have a later enrollment date, please reach out to your OECE Point of Contact.

Training and Technical Assistance on Cocoa

There will be trainings on how to use Cocoa. Please check sfoece.org/data-reporting/ for updates. If you have questions about how to use the system, please contact Helpdesk (415).343-3358 or Emily Kraybill at ekraybill@childrenscouncil.org.

Paper Attendance Sheets

Programs serving children funded with a state voucher (i.e., CalWORKs and CAPP) will need to complete monthly paper attendance sheets in order to receive payment for those children.

Additionally, programs who are ELS qualified only (i.e., programs not funded by OECE for ELS Reserved, Gap, Moderate, or PFA) and serving children funded with ELS Voucher will also need to complete a monthly paper attendance sheet.

The Integrated Services Agencies - Children's Council of San Francisco or Wu Yee Children's Services – will supply the paper attendance sheets, and the following guidelines must be followed to ensure payment:

Sign In and Sign Out Times

- The parent must write the time in the corresponding box each time they drop off or pick up the child. Programs may not enter times for the parent.
- The entire attendance sheet cannot be filled out at the beginning or end of the month. This is not an accurate record of each day of care.
- If the child care program drops off or picks up a child from school or another child care, the program must write the time in the corresponding box, using the center section.
- Sign in/out times should reflect the actual time children are dropped off or picked up and must be to the exact minute – do not round times up or down. For example, if the child's approved schedule on their child care certificate is 8:00 am to 5:00 pm but the child was actually dropped off at 7:57 am and picked up at 4:43 pm, the hours on the attendance sheet must be 7:57 am and 4:43 pm.

Signature and Ink Requirements

- Parent/guardian and program must sign at the bottom of the attendance sheet. All signatures must be complete and original. The full signature must be used, no initials.
- All writing on the attendance sheet must be in ink. If you make a mistake on the attendance sheet, please cross it out; correction fluid or tape is not allowed.

Child Absences

- The parent or guardian must write in the reason for all absent days in the "Comments" box on the attendance sheet.
- Programs or parents must not enter hours if the child does not attend child care.

Programs must notify Children's Council or Wu Yee accordingly if an ELS Voucher or ELS Reserved child has been absent for more than 3 consecutive days or an excessive pattern of intermittent absences with no communication from the family. A family may be asked to provide a physician's note to their subsidy specialist if a child is absent more than 5 days.

Staff Compensation, Qualifications, and Training

Staff Compensation

All paid staff in licensed Centers and Family Child Care Programs funded by OECE must be compensated no less than the [San Francisco Minimum Wage Ordinance](#)

<http://sfgov.org/olse/minimum-wage-ordinance-mwo>) requirements. The Minimum Compensation Ordinance (MCO) generally requires City contractors to provide to their covered employees: (1) no less than the MCO hourly wage in effect; (2) 12 paid days off per year (or cash equivalent); (3) 10 days off without pay per year. The Minimum Compensation Ordinance rate is adjusted on January 1 each year. The rates and details about the Minimum Compensation Ordinance can be found at: <http://sfgov.org/olse/minimum-compensation-ordinance-mco>.

OECE suggests Centers pay at least the following minimum hourly wages for classroom staff. These suggested minimum hourly wages were used to calculate the rates for the Early Learning Scholarship. The suggested ELS Classroom Staff Wage Minimums are based on job responsibilities and level of education, and Centers are ***encouraged to provide compensation higher than these suggested minimums***. For ELS classroom staff wage recommendations, please go to <http://sfoece.org/operating-guidelines/>.

California Early Care & Education Workforce Registry

The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children.⁴

Paid staff for all programs must have profiles in the California Early Care & Education Workforce Registry.

The Registry helps:

- ECE professionals store and share education, training, employment and professional accomplishments (including transcripts, permits and other education and training documents) with employers
- Reduce the administrative burden on ECE professionals and their employers to verify qualifications and trainings, including for QRIS ratings.
- OECE uses data to make informed policy decisions such as how to support increased compensation and rate setting.

Staff Qualifications

Please refer to California Quality Rating and Improvement System Implementation Guide for details on staff qualifications.

<https://www.cde.ca.gov/sp/cd/rt/documents/caqrisimplementguide.pdf>

Staff Training

City-funded training for programs and their staff is intended to enhance their skills and knowledge of staff already in OECE-funded classrooms. Training is not designed or intended to prepare personnel to be ECE teachers. It is the responsibility of the program to ensure all teaching staff is qualified and able to deliver quality instruction.

⁴ <https://www.caregistry.org/>

Through partnering agencies, OECE will provide orientation and training sessions to programs covering topics such as programmatic requirements, fiscal requirements, reporting, recordkeeping, and how to access technical assistance, professional development, and workforce development supports. In addition, OECE will hold regular meetings each fiscal year with OECE-funded programs to share critical information. The following members of program's staff (if applicable) are required to attend OECE orientations, training sessions, and program meetings:

- a. Administrative/program director or equivalent
- b. Program site supervisor if different than (a).

OECE will notify programs in a timely manner if teaching staff, staff responsible for fiscal management, or other staff members are required to attend certain sessions. Failure of programs to participate in required orientations, training sessions, and program meetings may place the program in noncompliance and may jeopardize funding.

OECE will also require three (3) in-depth trainings for at least one teacher per OECE-funded classroom during each program year until all teachers in OECE-funded center-based classrooms meet these three (3) training requirements. Family child care programs are required to meet this requirement by attending a minimum of one (1) in-depth training each program year. The training requirements consist of participating in eight (8) hours of training delivered by an OECE partner, or completing an academic or online course or an equivalent training that is approved by OECE in the following topics:

- Support for Dual Language Learners (focusing on language acquisition and literacy for dual language learners)
- Inclusion and Meeting the Needs of Young Children with Disabilities or Other Special Needs
- Family Engagement and Support (focusing on the Strengthening Families Protective Factors Framework)

Teachers in OECE-funded classrooms are required to log how they have met the above required trainings through their California ECE Registry profiles. Teachers who provide proof that they have met the 3 in-depth topic requirements will not need to duplicate the training or approved equivalent.

Training Costs and Reimbursement to Staff

Programs may use OECE funds to pay for substitutes and training costs associated with required OECE orientations, other required trainings, or training associated with the site's Quality Improvement Plan.

Program Quality

Quality Rating and Improvement System Rating

A Quality Rating and Improvement System (QRIS) is a systemic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs. A quality rating and improvement system provides a framework for defining high quality early care and education Centers and Family Child Care Programs. Participating in a high-quality early

learning experience can make a world of difference for a young child. First 5 San Francisco is at the forefront in developing programs that not only increase opportunities for all children in San Francisco to attend early education programs, but also improve the quality of the programs that they attend. In partnership with the California Department of Education, First 5 is developing and testing a new Quality Rating and Improvement System (QRIS) to monitor the quality of the city's child care Centers and Family Child Care Programs and support them in achieving the highest standards of quality.

All OECE-funded programs must commit to achieving a Tier 3 rating or higher on the California Quality Rating and Improvement System (QRIS) Matrix to receive OECE funds. Centers must have a Tier 3 rating to be funded and must maintain that rating throughout the funding period. However, sites whose most recent rating is no longer valid, but achieved a Tier 3 or higher with their previous rating and have their assessments and rating scheduled for Fiscal Year 2017-2018 are eligible to receive ELS funding. Centers and who have never been QRIS rated will not be eligible to receive ELS funding until they have achieved a Tier 3 or higher on the QRIS. Family Child Care (FCC) Homes must commit to achieve a Tier 3 rating or higher by June 30, 2020.

The following are some examples of QRIS rating criteria which would contribute to a Tier 3 rating:

- *Child Observation:* Conduct child observations using the Desired Results Developmental Profile (DRDP) two times a year per child for every child in a classroom with an OECE-funded child
- *Developmental & Health Screenings:* Work with families to ensure screening of all children using a valid and reliable developmental screening tool at entry and as indicated by results thereafter, and ensure Health Screening Form (Community Care Licensing form LIC 701 "Physician's Report -Child Care Centers" or equivalent) is used at entry and annually (or alternatively ensures vision and hearing screenings are conducted annually)
- *Minimum Qualifications for Lead Teacher:* 24 units of ECE/CD + 16 units of General Education or Teacher Permit, and 21 hours professional development annually
- *Effective Teacher-Child Interactions: CLASS Assessments:* Independent CLASS assessment by reliable observer to inform the program's professional development/improvement plan
- ***For Centers only: Ratios and Group Size:*** For Infant/Toddler= 3:12; Toddler = 2:12; Preschool= 2:24
- *Program Environment Rating Scale(s):* Assessment on the whole tool. Results used to inform the program's Quality Improvement Plan
- ***For Centers only: Director Qualifications:*** Associate's degree with 24 units ECE/CD +/-with 6 units management/administration and 2 units supervision or Site Supervisor Permit, and 21 hours professional development annually (not applicable to Family Child Care)

Family Child Care Program Quality Networks

OECE requires that all family child care programs in San Francisco who receive Early Learning Scholarship funding participate in a Family Child Care Quality Network (FCCQN). OECE funds

two Family Child Care Quality Network Administrators, Children’s Council of San Francisco and Wu Yee Children’s Services to provide continuous quality improvement support to Family Child Care Programs. Each ELS Qualified FCC program will be associated with one FCCQN point of contact (either Children’s Council or Wu Yee) and be assigned a consultant to support with program quality improvement including a quality improvement plan to achieve Tier 3 in the California Quality Rating and Improvement System if they have not already done so.

San Francisco Family Child Care Quality Network Teams	
Children’s Council of San Francisco	Wu Yee Children’s Services
Dawn Perry, Director, Child Care Quality Initiatives	Cheryl Hughes, Director, Provider Services
Mara Newman, FCC Quality Network Manager	Nancy Huerta-Hargrove, FCC Quality Network Manager
Phone: 415.276.2944	Phone: 415.230.7541
FCCQN at Children’s Council	FCCQN at Wu Yee Children’s Services
contact information: Email:	contact information: Email:
qualitynetwork@childrenscouncil.org	FCCQN@wuyee.org

Curriculum

OECE-funded programs must utilize approved, evidenced-based curricula, which aligns with either the California Department of Education’s:

- [Infant/Toddler Learning & Development Foundations](http://www.cde.ca.gov/sp/cd/re/documents/itfoundations2009.pdf) (<http://www.cde.ca.gov/sp/cd/re/documents/itfoundations2009.pdf>)
- California Department of Education California Preschool Curriculum Frameworks-Volumes 1-3 (<http://www.cde.ca.gov/sp/cd/re/psframework.asp>)
- [California Preschool Learning Foundations](http://www.cde.ca.gov/sp/cd/re/psfoundations.asp) (<http://www.cde.ca.gov/sp/cd/re/psfoundations.asp>) or the
- [Head Start Early Learning Outcomes Framework: Ages Birth to Five](https://eclkc.ohs.acf.hhs.gov/hslc/hs/sr/approach/elof) (<https://eclkc.ohs.acf.hhs.gov/hslc/hs/sr/approach/elof>).

These frameworks and foundations provide an overall approach for teachers to support children's learning through environments and experiences that are developmentally appropriate, reflective of thoughtful observation and intentional planning, individual and culturally meaningful, and inclusive of children with disabilities or other special needs.

Quality Improvement Plan

OECE-funded programs must develop and implement a Quality Improvement Plan (QIP) that incorporates analysis and reflection on child assessments, observations, and other data about the program. The QIP will aim to continually improve program quality, including aspects of curricula, staff interactions with children, and classroom practices. OECE, in partnership with First 5 San Francisco, Family Child Care Quality Networks (FCCQN) and other partners, will

provide technical assistance, coaching, training and other supports to assist programs in developing and implementing their Quality Improvement Plans.

Licensing Requirements

OECE-funded Centers and FCC Programs must have a current license with Community Care Licensing Division (CCLD) of the California Department of Social Services, and be ‘in good standing’ (per the Health and Safety Code Sections 1596.773 and 1596.886), which means they do not currently have any of the following:

- An administrative action taken or in the process of being taken (denied application, denied exemption, temporary suspension order, expedited revocation action, revocation action, non-compliance conference, or exclusion action that is being initiated, in process, or already taken place)
- A license in probationary status

OECE-funded Centers and FCC Programs are required to inform OECE and the appropriate ECE Integrated Services Administrator of Type A violations noted during a licensing visit. The OECE-funded Centers and FCC Programs shall forward, upon receipt, to OECE any licensing report, any licensing documents that document noncompliance conference between CCLD and the licensee, and/or a copy of an Accusation that indicates CCLD intent to revoke the facility’s license. A full copy of the CCLD report must be forwarded within three (3) calendar days to OECE for review. Failure to provide this information may result in suspension or termination of OECE funding. OECE reserves the right to review an OECE-funded site’s licensing records at any time during the terms of the Funding Agreement.

Intentional Approach to Family Engagement & Parent-Teacher Conferences

OECE requires all OECE-funded programs to have an intentional approach to engage families and to develop relationships with them that will foster their children’s development. While there are many strategies to engage families, OECE will require programs with funding agreements to, at a minimum, hold at least two (2) individual parent-teacher conferences each program year to discuss the child’s progress. OECE will ask to review documentation of these conferences during site visits.

OECE may require Centers and FCC Programs to comply with additional family engagement requirements that are developed in partnership with the programs at a future date during the funding term.

Family Surveys

To help ensure that families’ needs are being met and that they have a formal mechanism to provide feedback to the program, OECE will require all OECE-funded programs to participate in an effort to survey families with OECE-funded children. A random sample of programs will be selected each year. Those programs must work with OECE to administer the survey to the families of all OECE-funded children in their site, and return completed surveys to OECE. Each selected program must meet a minimum of a 60% response rate among all surveyed families. OECE will compile and analyze the surveys, and share the results with programs and the public.

Faith-Based Teaching

Programs may not deliver any faith-based instruction during program time supported with OECE funds. The U.S. Supreme Court has ruled that public funding of religiously affiliated programs violates the Establishment Clause if it has “the effect of advancing religion.”⁵ Faith-based organizations are precluded from using any part of government funds to support religious content or activities, including religious worship, instruction, and proselytizing. Faith-based organizations may use public funds only to support the non-religious services they provide. They may not require OECE-funded program participants to engage in religious practice or activities.

Program Payments

Method of Payment

For payment made for families being served in the ELS programs, programs will receive payment via direct deposit only. All programs will need to submit proof of an account that payments can be directly deposited into. This can be in the form of a traditional checking or savings account or for Children's Council of San Francisco, a pre-paid debit card.

ELS Reimbursement Rates

OECE has set a flat monthly reimbursement rate for early care and education programming categorized by full-time, part-time, age groups and program types. Refer to ELS Rates in Section A- Early Learning Scholarship Specific Guidelines in this document for rate details. Payment will be calculated based on enrollment status. Rates will be prorated when authorization for care starts or ends in the middle of the month, and when the Center or FCC is closed beyond the 15 allowable paid closure days.

Note: State-subsidized programs only allow 10 paid closure days, OECE will pay for up to 5 additional closure days

Family Fees

In order for a family to qualify for an Early Learning Scholarship, their income must be sufficiently low to qualify. However, as their income rises, some families will have to pay a portion of their early care and education costs directly to the program. This portion that the family pays the program directly is called the Family Fee. OECE establishes Family Fees by a formula, primarily using income and family size. If there is more than one child in the family, the Family Fee will be applied to the child with the largest amount of approved hours/need. When a family has a Family Fee, the program will receive a portion of the total rate indicated on the Child Care Agreement from the Integrated Services Administrator, and must collect the other portion directly from the family. Families are required to pay their Family Fee in order to continue receiving their subsidy, and families who do not pay their fee may be terminated from the program. Neither OECE nor the administrator will collect Family Fee money owed to the program. For more information on Family Fees visit <http://sfoece.org/operating-guidelines/> and click on “Family Fee Schedule”

Enrollment Type	Family Fee
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⁵ Agostini v. Felton, 21 U.S. 203 (1997).

1) Sibling of Enrolled Child with ELS or state subsidy	Yes
2) FCS and At-Risk	No
3) Homeless	No
4) Other Target Population (Special Needs, English Language Learners, African American, Latino)	Yes
5) Low-Income	Yes
6) Moderate-Income	Yes

If the family does not pay the fee and loses their subsidy or voucher, there will be no way for OECE or the subsidy administrator to help the program to recuperate the money the family owed. Therefore, it is critical that a family not get behind on the Family Fee payments they owe.

If a family ever resists paying their Family Fee, please contact the Integrated Services Administrator so that the family will be reminded about their responsibility to pay the fee. Family Fees in ELS programs are calculated for both full and part time, on a monthly basis.

If the family is authorized for early care and education programming for 30 hours or more each week, or 130 or more hours each month, the full time rate is owed. For less than 30 hours each week, or 130 hours of care each month, the part time rate is owed.

The Family Fee should be due at the beginning of each month and will be printed on the Child Care Agreement and either listed on the monthly paper attendance record or entered into Cocoa. Each month, it is the program's responsibility to document that the family has paid their Family Fee on the attendance sheet, or in Cocoa.

Delinquent Family Fee Policy

Families are expected to stay current with their Family Fees. If a family is unable to pay their family fee for one month, they are expected to arrange a payment plan with the program to make up that payment while staying current on other payments.

The program is responsible for collecting the monthly family fee and will inform the IS agency if the fee is not paid and a payment plan has not been established between the family and the program. The program will indicate the non-payment of family fees on the attendance record. The Integrated Services Agency (ISA) will communicate with the family and the program to find a possible resolution. If the issue cannot be resolved and there is still no payment plan in place, termination will be the last resort.

ISA will not pro-rate family fees. The family will pay either the pre-assessed family fee amount or the program's payment amount, whichever is lesser.

Note: Locally subsidized families who are homeless or have an open child welfare case (CPS) or designated At-Risk by a licensed professional are exempted from having to pay a Family Fee, given that family income is not considered for eligibility purposes for these populations. Families determined at recertification to no longer have an open CPS case or be homeless must begin paying any required family fees based on family size and income.

Co-Payments

Per Early Learning Scholarship policies, co-payments are not allowed and should not be charged by programs to families enrolled in ELS Voucher, Reserved, Bridge, or GAP. Co-payments are defined as the difference between the program's private-pay rate (higher) and the ELS reimbursement rate (lower).

Please note that programs receiving ELS Gap payments for families enrolled in state-funded programs such as CalWORKs Stage 1, 2, and 3; CAPP, CFCC, CSPP, CCTR etc., may collect co-payments for the state portion of those payments only, if necessary, but may not collect co-payments on the ELS Gap portion.

Note: Low-moderate income families who receive ELS Moderate funding are required to pay a portion of their tuition (i.e., Co-Payment). The minimum amount an ELS Moderate family is required to pay is their Family Fee, which follows the San Francisco Family Fee schedule (see Appendix A).

Transition Funding

Transition Funding was a one-time lump-sum amount, which can be paid over two years that OECE made available to programs projecting a funding loss under the new ELS system in Fiscal Year 2017-2018. Some programs opted to receive their funding in two payments. Programs who applied for such funding in their ELS NOFA application were determined eligible based on the number of Transition Funding applicants, total funds available, and the following criteria:

- Quality Rating and Improvement System (QRIS) score
- Amount of projected loss in OECE Funding in FY 2017-18 assuming proposed ELS and PFA enrollments are fully funded
- Years of experience serving low-income and Target Population families
- Intent to serve infants and toddlers from low-income families
- Compelling reason why the agency needs transition funding

Attendance Reporting Policy

Programs must submit attendance information in order to be paid. Programs required to use Cocoa must enter attendance and certify their enrollments in Cocoa. Programs required to submit paper attendance sheets must submit them to the Integrated Services agency indicated on the attendance sheet. Please note that attendance sheets submitted for children without an approved authorization from Wu Yee or Children's Council will not be paid under any circumstances.

Attendance sheets are due to the Integrated Services agency and attendance and certifications in Cocoa are all due by the 3rd business day of the month following the month that early care and education programming took place.

Attendance Sheets with missing parent signature: Programs are responsible for ensuring that parents complete all required attendance signatures prior to submission to the IS agency.

Programs must inform the IS agency in cases where they are unable to obtain parent signature. The IS agency will follow up with the parent to obtain the signature and will approve and pay the attendance sheet.

If the parent is unresponsive one week following a phone call or email attempt, the IS agency will make a second attempt to contact the parent and will let the program know the outcome. If the parent is still unresponsive one week following the second attempt, the IS agency will call to inform the program that the parent's enrollment in the program will be terminated. A courtesy call will be made to the parent.

Attendance Sheets with missing program signature: The Attendance Sheet will be approved and paid, with follow up to the program to obtain signature. Attendance Sheet will be mailed to program or program can come in and sign at IS Agency.

3 Days or More Consecutive Absences

If the child does not attend a program for 3 consecutive days and the program is unaware of the reason, the program must notify the IS Agency of the child's absences. IS Agency will follow up with the parent.

If the parent is unresponsive one week following a phone call or email attempt, the IS agency will make a second attempt to contact the parent and will let the program know the outcome.

If the parent is still unresponsive one week following the second attempt, the IS agency will call to inform the program that the parent's enrollment in the program will be terminated. A courtesy call will be made to the parent.

Program Hours Used vs. Program Hours Authorized

If the total hours of programming used in the month change the RMR ceiling (that was previously determined by the authorized hours of programming) from fulltime to part-time, or vice versa, the IS agency will follow up with the family and the program to determine if the program schedule should be updated.

Termination Noticing

Parents/Guardians are required to notify the Integrated Services Administrator in writing of their intent to terminate services with their existing program. **Parents/guardians must give an advance notice of at least 10 business days.** The 10 day noticing period begins on the day the Integrated Services Administrator receives written notice from the parent/guardian. If the family does provide a written 10 day advance notice and begins with a new program, the new program will not be paid until 10 business days have transpired from the date the Integrated Services Administrator was made aware of the transfer. The parent/guardian will be responsible for all fees incurred with their new program during this time period. Exceptions to this policy will be made on a case-by-case basis by OECE when serious concerns have been raised and validated about the program's ability to ensure the health and safety of children in the program.

Programs are also required to notify the parents/guardians in writing of their intent to terminate services with that family. **Programs must give an advance notice of at least 10 business days.** The 10 day noticing period begins on the day the parent receives written notice from the program. Exceptions to this policy will be made on a case-by-case basis by OECE when serious safety or other grave concerns have been raised and validated.

2 Weeks Early Termination Notice Payment

If a family withdraws from a program prior to their certification end date, the program will receive a maximum of two weeks early termination notice payment. The two weeks early termination notice payment will not exceed the original ending date of the certificate, and it may be part of the 4 week Vacant Reserved Space Payment for ELS Reserved enrollments.

Note: Family Fees are deducted from the 2 Week Early Termination Notice Payments if any portion of the termination period is part of the originally scheduled month of programming. However, if the 2 week early termination period crosses over from one month to another, Family Fees will not be deducted from the 2nd month's portion. Also, the payment rate will mirror the certified schedule of the previously enrolled child.

Four Weeks Vacant Reserved Space Payment

A program with a vacant ELS Reserved space may receive payment for up to 4 weeks at the ELS-Reserved rate to prevent any loss during the time it takes to fill a vacant ELS-Reserved space. Payment for a vacant ELS Reserved space is approved under the following criteria:

- The child no longer occupies the ELS Reserved space
- In the event that a child leaves unexpectedly, the program actively works with SF3C to fill the vacancy as soon as (but no later than 2 business days after) the program is informed that the ELS Reserved space will be vacant. In the case when a child's certificate will end, the programs must start actively working with SF3C at least 6 weeks before a child's certificate end date to prepare for filling the Reserved space with the next child.
- The 2 weeks' early termination notice payment is included in any 4 week vacant Reserved space payment

Example 1: If a child in a Reserved space has a certificate that ends on August 31, the program must contact SF3C by June 15 to start planning to refill the space. If the space is vacant after August 31, the program would be eligible for vacancy pay for up to 4 weeks or until the space is filled.

Example 2: If a child in a Reserved space has a certificate that ends on August 31, but the family withdraws from the program on August 1, the program must contact SF3C within 2 business days to inform them of open Reserved space and begin working to fill it. In this case, the program would receive a two week early termination notice payment and if the Reserved space remained open after two weeks, may receive up to an additional 2 weeks of vacant reserved space payment depending on when the space was filled.

Note: Family Fees will not be deducted from any 4 Week Vacant Reserved Space Payments (unless it includes a portion of the 2 Week Early Termination Notice Payment covering the original month of enrollment) and the payment rate will mirror the certified schedule of the previously enrolled child.

Payment Proration

Payment proration occurs when enrollment is not authorized for the full month, or when program has a non-paid closure day. Payments will be made based on the number of payable days per month, divided by the number of certified days in a month.

Proration would apply in the following scenarios:

- Partial period: when the certificate starts/ends not on the first/last day of the month.
- Limited Term Service Leave: when the family takes a leave of absence (16 weeks for medical reasons and 12 weeks for other reasons)
- Unpaid closure days: when program closure days exceed 15 days/fiscal year.

Program Closure Days

OECE will allow programs to take up to 15 paid closure days per fiscal year. These flexible paid closure days off can be any 15 days in the fiscal year, and can be used for business reasons or professional development. Programs should note the closure days on their brochure and notify the Integrated Services Administrator and families at least 30 days in advance. Programs do not have to use all of the paid closure days.

All paid closure days will be reimbursed at the same rate. There is no increased reimbursement rate for federal holidays, for example.

The program is also responsible to report to their Integrated Services Administrator any days off beyond their allowable holiday/closure days.

Payment Schedule

Programs, both Centers and Family Child Care programs, will be paid on a monthly basis on their actual enrollments. For example, the October payment will be for the program's actual September enrollments.

Note: Preschool for All programs will receive their June 2017 payment which will include payment for their 2016-17 program year, including earnings for May, June, July and August 2017, as per existing practice.

Deadlines and Payment Schedule for Children's Council and Wu Yee Children's Services

Payment for ELS City Voucher and Reserve

Electronic attendance records and certification must be completed in Cocoa by 5:00 pm on the 3rd business day of the month following the month of programming. Paper attendance sheets must also be completed and submitted by 5:00 pm on the 3rd business day of the month following the month of programming. Attendance sheets received by this due date will be processed by the 12th business day of each month. Please refer to the dates below of when the checks will be deposited directly. Any attendance sheets not received by the due date will be reimbursed within 10 business days (approximately two weeks of receipt, if no federal holidays) from the date of submission.

Attendance sheets submitted more than 90 days after the initial due date will be subject to availability of funds.

Paper attendance sheets are submitted to either: Wu Yee Children's Services at 880 Clay St., FL 3, S.F. CA 94108 or Children's Council of San Francisco at to 445 Church St., S.F. CA 94114.

Hardship Advances

OECE recognized that some programs may have experienced a cash-flow hardship during the transition between the end of the last fiscal year and the first payment of 2017-2018 (which was made in August 2017), given the shift from **some** payments calculated on projected enrollments to **all** payments calculated on actual enrollments and paid after services are delivered.

Any ELS qualified program who anticipated a cash-flow issue in July 2017 submitted a written petition to OECE. Advances were made only for enrollments subsidized by OECE at the time the petition was made.

Prohibited Expenditures

OECE prohibits the use of its funds to cover expenses that are not directly related to the delivery of quality early education and care services for children and families. Prohibited expenses include, but are not limited to, the following:

- Purchase of vehicles or other transportation equipment;
- Bad debts, including losses arising from uncollectible accounts and any related legal costs;
- Costs of amusement or entertainment that does not benefit children in the Program; Cost of idle facilities unless those costs are related to the Program and the costs of the idle facilities have been approved by OECE;
- Costs incurred after the Contract has been terminated;
- Fund raising costs;
- Investment management costs;
- Costs of organization of a nonprofit corporation such as incorporation fees or consultant fees;
- Public relations consultant fees;
- Costs of legal, consulting and accounting services incurred in prosecution; and
- Compensation to the members of the board of directors, if applicable.

Misrepresentation or Fraud Policy

Any fraudulent, false or misleading information and documentation provided to the San Francisco Office of Early Care and Education, Wu Yee Children's Services and/or Children's Council of San Francisco will be grounds for immediate termination of participation in any locally or State-funded child care programs, and for OECE to pursue the recoupment of funds for child care payments received by the program.

Some examples of fraud include, but are not limited to the following:

- False or misleading reporting of actual attendance days of a child to child care on the child care attendance form. This includes signing for hours of care that were not provided.
- Falsified, misleading or inaccurate documentation regarding licensing.

Any program terminated for any of the above reasons may request an appeal from the Office of Early Care and Education (OECE). If the appeal is lost, it may be required that OECE be reimbursed for any funds for child care during the time the appeal was being heard.

For information about the inquiry or appeal process, please contact Denise Corvino at (415) 355-3635 or Denise.Corvino@sfgov.org.

Annual Financial Audits

Centers shall be required to submit a financial audit to the Integrated Services Administrator and OECE on an annual basis.

Programs agree to maintain and make available to the City, its employees and authorized representatives, and its Federal and State funders, during regular business hours, accurate books and accounting records. Programs will permit City to audit, examine and make excerpts and transcripts from such books and records, and to make audits of all invoices, materials, payrolls, records or personnel and other data related to all other matters covered in the Early Learning Scholarship and/or Preschool For All Program and Funding Agreement, whether funded in whole or in part by OECE.

Programs shall maintain such data and records in an accessible location and condition for a period of not less than five years after final payment under the Early Learning Scholarship and/or Preschool For All Program and Funding Agreement, or until after final audit has been resolved, whichever is later. The State of California or any federal agency having an interest in the subject matter of this Agreement shall have the same rights conferred upon City by this Section.

Preschool For All Tuition Credit Specific Guidelines

PFA Tuition Credit Rates

Below is a table of the per child rates for Preschool for All Tuition Credit 9/12 Month funding. The rates are dependent on the permit level of the lead teacher in the Preschool For All-funded classroom. Proration will be applied according to the number of days of enrollment on an average week, as indicated in the table below. For example, 4-day-a-week enrollment will earn PFA funding at 4/5 (80%) of the full applicable reimbursement rate according to the Funding Agreement in place at the time the enrollment is eligible and claimed by the program. The same proration will apply to calculation of Tuition Credit.

Preschool For All Tuition Credit Rates (9-month or 12 month)			
Permit level of Lead Teacher in the Classroom	5 days a week	4 days a week	3 days a week
Teacher Permit	\$ 4,950	\$3,960	\$2,970
Master Teacher Permit	\$ 5,750	\$4,600	\$3,450

Site Supervisor Permit	\$ 5,750	\$4,600	\$3,450
Program Director Permit	\$ 6,000	\$4,800	\$3,600

Each PFA classroom must have at least one Lead Teacher with a minimum of a CDE-EESD Teacher level permit at all times during PFA operation.

Program Year

For the purposes of administering the Preschool For All Tuition Credit Program, the Program Year is defined as the period of time on the annual school year calendar defined by the program in which the preschool provides enrollment to eligible children. The start of the Program Year is typically August or September for both 9 and 12 month programs.

Documentation of the program’s Program Year typically consists of each participating site’s published operational calendar – the document shared with enrolling families stating all holidays, in-service, and other closures or non-enrollment days – with “Start” and “End” dates clearly indicated. The number of child enrollment days in-between “Start” and “End”; plus any qualifying in-service days, total the days of enrollment for that Program Year (see below).

Each participating program must establish its Program Year in advance of executing funding agreements with OECE.

Beginning in Fiscal Year 2017-2018, PFA Tuition Credit payments will be made on a monthly basis for services delivered in the prior month. With the exception of the June 2017 payment*, payments will be made for services delivered within the OECE Fiscal Year which is July 1 to June 30, regardless of a Program’s Program Year.

*The final PFA payment of the 2016-17 Program Year was made in June 2017 and included earnings for Centers from March to August 2017 and earnings for FCCs for FCCs from May to August.

Days of Enrollment

The program must offer a minimum of 175, and up to 246 Days of Enrollment per each Program Year, with up to 15 paid, flexible closure days (counted toward the days of enrollment).

Program Hours: “PFA Portion of the Day” & Minimum Service Hour Requirement

Preschool For All 9-month and 12-month funding covers a minimum of 2.5 hours and up to 3.5 hours per day for instructional programming. The 2.5-to-3.5 hours per day define the “PFA Portion of the Day”, and the exact number depends on the program’s days of enrollment (see above).

Enrollments that are funded by Preschool For All 9-month and 12-month funding must meet the minimum service hours requirement of 612.5 hours per year during the program’s self-defined Program Year.

Example of PFA 9-Month Program: 3.5 PFA hours per day x 175 days per year = 612.5 hours per year

Example of PFA 12-Month Program: 2.5 PFA hours per day x 245 days per year = 612.5 hours per year

Eligible children enrolled for less-than the minimum service hours period based on either part-year or part-week enrollment may still qualify for Preschool For All 9-month and 12-month funding on a prorated basis.

Enrollment Deadlines

Programs will not be reimbursed for eligible children enrolled after March 1st for “part year” sites (those that end their PFA Program Year prior to June 30th); or May 1st for “full-year” programs (those with PFA Program Year end dates on or after July 1).

Instructional Opportunities (e.g., field trips)

All children must receive the same instructional opportunities during the PFA Portion of the Day. Preschool For All 9-month and 12-month funds may be used to provide field trips or other appropriate instructional activities to the children.

Prohibition Against Charging Tuition for PFA Portion of the Day

Programs *must not charge tuition or any other enrollment fees* during the PFA portion of the day to families of any eligible child(ren) enrolled at a participating PFA site who verify that they meet the residency and age requirements. Programs may charge parents fees associated with extended (or “wrap-around”) care, registration, activities, field trip, and administrative fees that are required by the program. These other fees must be applied consistently to all similar enrollments, and not solely to City funded enrollments.

Calculating the PFA Tuition Credit Amount for Families

For information on calculating the PFA tuition credit amount for families, please go to <http://sfoece.org/operating-guidelines/> and click on “Calculating PFA Tuition Credit”.

Preschool For All Tuition Credit Family Agreement Form

In previous years, First 5 SF would complete the PFA Tuition Credit portion of the Family Enrollment Packet, and the program would then give them to their families to sign. That process has changed. Programs should complete the PFA Tuition Credit portion of the forms on page 2.

Programs need to calculate the monthly preschool cost for the family, which is as follows:

$$\begin{aligned} & \text{[Preschool monthly tuition]} - \text{[PFA tuition credit amount]} = \\ & \text{[Family’s monthly preschool cost]} \end{aligned}$$

The PFA Tuition Credit Amount per month is described in the previous section. Programs can always offer a higher amount of tuition credit to families than the minimums.

Once programs complete page 2 of the *Preschool For All Tuition Credit Family Agreement Form*, they should give the forms to their families to complete the other sections and to sign each section. Programs should keep the completed Family Agreement form in each child’s file on-site, and give the family a copy as well.

If you have questions or need assistance completing Page 2 of the *Preschool for All Tuition Credit Family Agreement Form*, connect with your OECE point of contact to help you. Families will then need to complete and sign the other sections of the form.

The *Preschool For All Tuition Credit Family Agreement Form* can be downloaded in English, Spanish and Chinese from our website, <http://sfoece.org/resources/>

PFA Tuition Credit Donation Options

PFA families can choose to donate their PFA Tuition Credit Amount to their PFA program. There are two distinct “Donation Options” available to families:

- A Credit Donation of any amount up to 100% of the full Tuition Credit, or
- No Credit Donation, and the family utilizes the full PFA Tuition Credit as a discount for their family

Marking one of the percentage donation options allows the participating preschool to charge the family tuition accordingly, and retain the saved PFA Tuition Credit funds for scholarships or other financial assistance that increases access to families with demonstrated need. Monitoring of the use of donated Tuition Credit funds occurs during OECE site visits.

Head Start and Early Head Start Specific Guidelines

Head Start and Early Head Start

OECE funds all three Head Start and Early Head Start programs in San Francisco, operated by Kai Ming, Mission Neighborhood Centers, and Wu Yee Children’s Services. These three agencies have direct contracts with OECE to fund their Head Start/Early Head Start services.

Early Head Start/Head Start Rates

OECE created an ELS HS rate in an attempt to better meet the cost of providing quality EHS/HS services in San Francisco. These rates were determined by an in-depth analysis of San Francisco Early Head Start/Head Start reimbursement rates and the cost of delivering high-quality Early Head Start/Head Start services. To maximize federal and state funding before spending local City funding, OECE funds different ELS gap amounts to reach the ELS EHS/HS rate depending on the underlying state and/or federal subsidies supporting each enrollment. Due to the differences in EHS/HS grant federal reimbursement rates across federal grantees, the OECE funding amounts per child per HS agency were adjusted according the awarded applicant’s federal base funding from Head Start and any other state and federal funding for each enrollment. The federal and/or state funding streams that support a Center enrollment include: EHS/HS, California Department of Education, CalWORKS, food program funding. The underlying local, state and federal funding streams that support EHS FCC enrollments can include: ELS Voucher, ELS Reserved, CalWORKS, and California Department of Education funding.

The following maximum rates are established for EHS/HS grantees providing services in a Center setting:

Early Learning Scholarship Early Head Start/ Head Start Center Rates

Infant	\$ 30,958
Toddler	\$ 30,958
Preschool (full year)	\$ 22,833
Preschool (full day, part year)	\$ 17,635
Preschool (part day, part year)	\$ 11,880

EHS FCC enrollments are funded at the ELS FCC Rate. In addition, OECE funds \$200 a month, per child stipends for each EHS enrollment to support the additional work needed to meet EHS compliance.

Early Learning Scholarship Family Child Care Rates				
	Full day, Full Year	Full day, Part Year	Part day, Full Year	Part day, Part Year
Infant	\$20,707	\$14,731	\$11,389	\$8,102
Toddler	\$20,707	\$14,731	\$11,389	\$8,102

Some Head Start programs may also receive funding from the Integrated Services Agency for ELS Voucher or ELS Bridge enrollments, on a case by case basis.

Each child can only be supported by one OECE funding stream at a time.

Program Assurances

EHS/HS agencies and their FCC networks must comply with all ELS Program Assurances with the following exception:

Filling Child Vacancies – EHS/HS grantees are permitted to fill EHS/HS vacancies per their federal contract requirements.

San Francisco Unified School District

OECE funds the San Francisco Unified School District (SFUSD) directly to support their Early Education Department’s delivery of infant, toddler, and preschool services to children ages 0 through the time they are ready to enter Kindergarten. SFUSD provides school day/school term preschool education (up to 6 hours); full-time/year round preschool education and child care (6.5 to 10 plus hours). For more information about SFUSD programs, please visit

<http://www.sfusd.edu/en/programs-and-services/early-education/early-education-enrollment.html>

Other

Community and Family Liaison

At the Office of Early Care and Education we are committed to customer service. We want to make sure that each family, partner, or program is connected and responded to effectively and efficiently. We want to ensure that we have a person dedicated to troubleshooting, providing information, or connecting you with the right person! Our Community and Family Liaison is the person to contact if you find yourself unable to connect with one of our Integrated Service Agencies, our staff, or other agency that is part of the ELS system. If you are having trouble connecting with someone at our Integrated Service Agencies, or your OECE point of contact, please reach out to Susan Lu for assistance at

Susan.Lu@sfgov.org or 415-355-3672.

Program Evaluation

All OECE-funded programs shall participate in OECE-sponsored evaluation activities aimed at better understanding the impact of City-funded programs. Programs may be asked to provide data, administer surveys, participate in focus groups or interviews, allow observation of

classrooms, and conduct outreach to identify parents interested in participating in evaluation activities or other activities to support evaluation efforts.

OECE Logo

All OECE-funded programs shall be required to use an approved OECE logo in all materials used to market OECE-funded programs, including brochures, websites, flyers, banners, and advertisements. To download OECE logo in various formats and file sizes please go to <http://sfoece.org/resources/> and scroll to the bottom of the page.

Additional Resources

Please visit <http://sfoece.org/operating-guidelines/> to access the additional resources described below .

Family Monthly Fees Table
ECE System Contact List (formally Appendix B)
Office of Early Care and Education Contacts (formerly Appendix C)
Family Agreement and Paper Attendance Sheet Forms (formerly Appendix D)