

January 15, 2023

**OPERATING GUIDELINES POLICY UPDATE
Fiscal Year 2022-23**

Dear Early Learning San Francisco (ELS) Participating Program,

To ensure ALL families and children in San Francisco receive equal access to Early Care and Education (ECE) services, regardless of payment source, the Department of Early Childhood (DEC) has made important changes to current policy strengthening children's equal access to quality ECE services.

As you know, San Francisco's Early Care & Education (ECE) system is financed by different funding sources including local, Federal, State, and private payers. Therefore, we are updating our Program Operating Guidelines to provide transparency regarding minimum hours of service to families enrolled at a DEC-funded site.

The review of this policy is intended for ELS programs to follow these policies immediately for all subsidized enrollments. Programs needing time to adjust schedules for currently-enrolled children are advised to begin working with those families as soon as possible and have any schedule adjustments completed no later than 30 days from the date of this notice. Programs are welcome to contact Help Desk at Children's Council and/or Wu Yee Children's Services to report schedule adjustments or seek additional guidance if needed, according to the source of the child's funding.

Children's Council Help Desk:
415-342-4669
support@childrenscouncil.org

Wu Yee Children's Services:
Corine Warren, Family Services Supervisor
415-230-7509
elsprogram@wuyee.org

Regards,

Denise Corvino, Deputy Director
Department of Early Childhood
Early Learning Division

Existing Policy:

(Page 21 of 31 – DEC Early Learning San Francisco and Preschool for All Program Operating Guidelines Fiscal Year 2022-2023):

ELS Reimbursement Process

DEC has established monthly reimbursement for early care and education programming categorized by full-time, part-time, age groups and program types. Refer to ELS Rates section in this document for rate details. Payment calculations are based on enrollment status.

Families are eligible for full time ELS funding (30 or more hours per week) or part-time (17.5 to 29.9 hours per week) services depending on the parent's and program's desired program schedule.

Updated Policy

(page 21 of 31 – DEC Early Learning San Francisco and Preschool for All Program Operating Guidelines Fiscal Year 2022-2023):

ELS Reimbursement

DEC has established monthly reimbursement for early care and education programming categorized by full-time, part-time, age groups and program types.

All families are eligible for full or part time Early Learning System (ELS) funding and services depending on the parent's preference and the selected program's published schedule. Full-time is a minimum of 30 hours per week and part-time is 17.5 to 29.9 hours per week. However, all participating ELS programs, based on the site's published schedule, and regardless of funding source, must offer the same number of hours per week full-time or part-time for every enrollment at that site. For example, a program with a published full-time schedule of 9am-5pm should not provide services from 9am-3pm to non-private pay families. This may be considered discriminatory. Accordingly, ECE sites with staggered service schedules, whether based on age groups, hours of service, etc., must apply those same service categories and hours equally across ALL enrollments and without distinction based on type and funding source of payment received.

ECE sites are required by California Child care Licensing and DEC's funding agreement to maintain their program model/type, service schedule, and any other related information publicly posted. This information needs to be provided, and updated as needed, to both Wu Yee and Children's Council as well as to every enrolled family seeking program and enrollment information.

Refer to ELS Rates section in this document for rate details. Payment calculations are based on enrollment status.