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County Superintendent of Schools

The FSS Exchange

Where policies, resources, and
community connect!

August 2026 Provider Edition



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ORANGE COUNTY SUPERINTENDENT OF SCHOOLS

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**For more information
scan the QR code
below to be directed
to our website!**



Welcome to the first issue of Family Support Services - Orange County Department of Education's Newsletter. OCDE FSS is taking active steps to enhance direct communication with every single one of our contracted providers. Moving forward, this quarterly publication will keep you fully informed with the latest program updates, as well as crucial reminders about key policies and procedures to ensure your success while contracted with OCDE FSS.

Whether you serve families through a licensed center, a family child care home, or as a license-exempt provider, your work is shaping the future of our community. Thank you for your passion, your daily dedication, and for being a cornerstone of support for the children and families we serve together in Orange County.

BACK TO SCHOOL REMINDERS

Do you know a child entering TK, Kindergarten, or moving up to 1st grade?

Please have your family contact their Family Services Technician as soon as possible to update their child's schedule. Updating the child's schedule ensures there are no interruptions in their child care services and provider reimbursements.

In accordance to 5CCR Section 18075.2, OCDE will not reimburse providers for the scheduled academic portion of public education or private school in which a school-aged child is enrolled.



HOW TO: FILL OUT YOUR ATTENDANCE SHEETS

Parent is responsible to ensure information is correct & accurate. Failure to complete attendance sheet correctly can result in dis-enrollment from program.

DATE	DAY	ACTUAL TIME IN	PROVIDER		ACTUAL TIME OUT	REASON FOR ABSENCE	AGENCY USE
			TIME OUT	TIME IN			
1	Sun						
2	Mon						
3	Tue						
4	Wed						
5	Thu						
6	Fri						
7	Sat						
8	Sun						
9	Mon						
10	Tue						
11	Wed						
12	Thu						
13	Fri						
14	Sat						
15	Sun						
16	Mon						
17	Tue						
18	Wed						
19	Thu						
20	Fri						
21	Sat						
22	Sun						
23	Mon						
24	Tue						
25	Wed						
26	Thu						
27	Fri						
28	Sat						
29	Sun						
30	Mon						
31	Tue						

THIS COLUMN
Parent to enter exact time to the minute that the child is dropped off at child care. No blocking of time.

TWO COLUMNS
Provider is to complete. Used for school age children. **TIME OUT** is start of school. **TIME IN** is end of school. Times should be the bell schedule of school.

THIS COLUMN
Parent to enter exact time to the minute that the child is picked up from child care. No blocking of time.

THIS COLUMN
If child is not in care, write specific reason for absence, i.e. child sick, mom sick, provider holiday, family vacation.

PROVIDER USE ONLY: INVOICE FOR THIS CHILD

AMOUNT: EITHER PARENT OR PROVIDER MUST ENTER THE INVOICED AMOUNT
TOTAL AMOUNT: _____

Provider can enter invoiced amount

DISCLOSE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT, AND THAT CHILD CARE WAS PROVIDED FOR THE SOLE PURPOSE FOR WHICH THIS CHILD WAS CERTIFIED FOR FUNDING UNDER THIS ORDER. PROVIDER IS RESPONSIBLE TO RESOLVE ALL PLACES COST FROM EITHER THE PARENT OR PROVIDER WHO KNOWINGLY SUBMIT INCOMPLETE OR MISLEADING INFORMATION FOR CHILD-CARE SERVICES. SUBMISSION OF INCORRECT, INACCURATE, OR MISLEADING INFORMATION MAY BE GROUNDS FOR TERMINATION OF AGREEMENT WITH PARENT AND/OR PROVIDER.

Parent must sign & date _____ Date _____

Provider must sign & date _____ Date _____

AGENCY OFFICE USE ONLY

PAYMENT	
OTHER FEES	
TOTAL PAID	
RECEIVED	DATE _____

The child care attendance sheet is a legally binding attendance record that must be completed daily with actual **sign-in** and **sign-out** times.

OCDE FSS staff will review the attendance sheet in detail to ensure accuracy—in accordance with guidelines established by the California Department of Social Services and OCDE FSS policies and procedures—prior to processing for reimbursement.

Attendance sheets must be completed daily and in blue or black ink. Liquid correction fluid (e.g., White-Out) is not permitted. Cross out the error, initial it, and write the correct information.

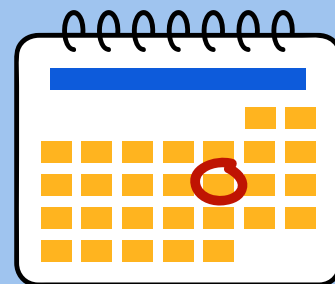
Non-Operational Days for 2026-2027 Year

Under 5 CCR Section 18076.2, licensed providers (centers and family child care homes) are eligible for up to 10 reimbursable Non-Op days per fiscal year.

To help ensure your monthly reimbursements remain smooth and seamless, please make sure to submit your updated closure calendar for the new school year if you haven't already done so.

Upcoming OCDE FSS Office Closure Dates:

Labor Day – September 7, 2026
Veterans Day – November 11, 2026



Do you know a family that is in need of subsidized childcare services?

If you know a family that may need help with the cost of child care, financial assistance may be available for eligible Orange County families.

Getting started is easy! Families can visit chs-ca.org to learn more about the child care assistance program, review eligibility requirements, and submit an application. All initial applications for subsidized childcare services for Orange County must be submitted through the **Children's Home Society of California (CHS)**.

If there are any questions or assistance is required with the application process, direct families to our team—we're happy to offer support every step of the way!