

**CALIFORNIA DEPARTMENT OF SOCIAL  
SERVICES (CDSS) PROGRAM REQUIREMENTS  
FOR LOCAL CHILDCARE AND DEVELOPMENT  
PLANNING COUNCIL PROGRAM (CLPC)**

**EFFECTIVE JULY 1, 2023**

## Table of Contents

I.	INTRODUCTION .....	3
II.	OPERATIONAL REQUIREMENTS .....	3
	A. Responsibilities of the County Board of Supervisors (CBS), County Superintendent of Schools (COE) (WIC 10486,) .....	3
	B. LPC Composition (WIC 10485).....	3
	C. LPC Responsibilities (WIC 10486).....	4
	D. Additional Requirements.....	6
	E. Local Match Requirement.....	6
III.	REPORTING REQUIREMENTS .....	6
	A. Revenue and Expenditure Report.....	7
	B. LPC Annual Summary and Self-Evaluation Findings Report Survey .....	7
	C. LPC Planning Council Form 6002 Survey.....	7
	D. Local Planning Council (LPC) County Priorities Report Form.....	7
IV.	CDSS CONTACT INFORMATION .....	9
V.	DEFINITIONS.....	9

## **I. INTRODUCTION**

The purpose of the Local Childcare and Development Planning Councils (LPCs) is to provide a forum for the identification of local priorities for childcare and the development of policies to meet the needs identified within those priorities (*WIC 10485*). These program requirements are provided to assist the Contractor in meeting the legislative intent.

In addition to these program requirements, each Contractor is required, as a condition of its contract with the California Department of Social Services (CDSS), to adhere to the CDSS Funding Terms and Conditions.

## **II. OPERATIONAL REQUIREMENTS**

### **A. Responsibilities of the County Board of Supervisors (CBS), County Superintendent of Schools (CSS) (*WIC 10485*)**

Both the CBS and CSS are mandated to be involved in the local childcare planning process. Specifically, the CBS, CSS are directed to:

1. Appoint members to the LPC.

Before making appointments, the CBS and the CSS shall publicize their intention to select the members and shall invite local organizations to submit nominations. In counties in which the superintendent is appointed by the county board of education, the county board of education may make the appointment or may delegate that responsibility to the superintendent.

2. Establish the term of appointments for the members of the LPC;
3. Approve the local priorities that are developed by the LPC for submission to the CDSS, for new state and federal childcare funding for the county;
4. Approve the results of the needs assessment developed by the LPC prior to submission to the DSS.

### **B. LPC Composition (*WIC 10485*)**

The local planning council shall be comprised as follows:

1. 20 percent (20%) consumers, defined as a parent or person who receives, or who has received within the past 36 months, childcare services.
2. 20 percent (20%) childcare providers, defined as a person who provides childcare services or represents persons who provide childcare services.
3. 20 percent (20%) public agency representatives, defined as a person who represents a city, county, city and county, or local education agency.

4. 20 percent (20%) community representatives, defined as a person who represents an agency or business that provides private funding for childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the DSS to provide childcare and development services.
5. The remaining 20 percent (20%) shall be appointed at the discretion of the appointing agencies. The CBS, CSS are each to appoint one-half of the LPC members. In the case of uneven membership, both appointing entities will agree on the odd-numbered appointee.

**C. LPC Responsibilities (WIC 10485, 10486)**

1. No member of the LPC shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on.
2. The LPC is required to adhere to the requirements in the Ralph M. Brown Act; Government Code, Sections 54950-54963, in the conduct and public notification of LPC meetings scheduled.
3. By May 30 of each year, upon approval by the CBS and the CSS, the LPC shall submit to the department and the State Department of Education the local priorities it has identified that reflect all childcare needs in the county. To accomplish this, a local planning council shall do all of the following:
4. The LPC shall assess childcare needs in the county no less frequently than once every five years. The department shall define and prescribe data elements to be included in the needs assessment and shall specify the format for the data reporting. The needs assessment shall also include all factors deemed appropriate by the local planning council to obtain an accurate picture of the comprehensive childcare needs in the county. The factors include, but are not limited to, all of the following:
  - a. The needs of families eligible for subsidized childcare.
  - b. The needs of families not eligible for subsidized childcare.
  - c. The waiting lists for programs funded by the department.
  - d. The need for childcare for children determined by the child protective services agency to be neglected, abused, or exploited, or at risk of being neglected, abused, or exploited.
  - e. The number of children in families receiving public assistance, including CalFresh benefits, housing support, and Medi-Cal, and assistance from the Healthy Families Program and the Temporary Assistance for Needy Families (TANF) program.

- f. Family income among families with preschool or school age children.
- g. The number of children in migrant agricultural families, as defined in FTC, Section X *Definitions*, who move from place to place for work or who have moved from place to place within the last five years and are currently dependent for their income on agricultural employment, but is currently settled near agricultural areas.
- h. The number of children who have been determined by a regional center to require services pursuant to an individualized family service plan, or by a local educational agency to require services pursuant to an individualized education program or an individualized family service plan.
- i. The number of children in the county by primary language spoken pursuant to the department's language survey.
- j. Special needs based on geographic considerations, including rural areas.
- k. The number of children needing childcare services by age cohort.
- l. Document information gathered during the needs assessment that shall include, but need not be limited to, data on supply, demand, cost, and market rates for each category of childcare in the county.
- m. Encourage public input in the development of the priorities. Opportunities for public input shall include at least one public hearing during which members of the public can comment on the proposed priorities.
- n. Prepare a comprehensive countywide childcare plan designed to mobilize public and private resources to address identified needs.
- o. Conduct a periodic review of childcare programs funded by the department to determine if identified priorities are being met.
- p. Collaborate with subsidized and nonsubsidized childcare providers, county welfare departments, human service agencies, regional centers, job training programs, employers, integrated child and family service councils, local and state children and families commissions, parent organizations, early start family resource centers, family empowerment centers on disability, local childcare resource and referral programs, and other interested parties to foster partnerships designed to meet local childcare needs.
- q. Design a system to consolidate local childcare waiting lists if a centralized eligibility list is not already in existence.

- r. Coordinate part-day programs, including state preschool and Head Start, with other childcare and development services to provide full-day childcare.
- s. Submit the results of the needs assessment and the local priorities identified by the local planning council to the board of supervisors and the county superintendent of schools for approval before submitting them to the department.
- t. Identify at least one, but not more than two, members to serve as part of the department team that reviews and scores proposals for the provision of services funded through contracts with the department. Local planning council representatives may not review and score proposals from the geographic area covered by their own local planning council. The department shall notify each local planning council whenever this opportunity is available.
- u. The needs assessment data shall be made available to counties implementing individualized county childcare subsidy plans pursuant to Chapter 19 (*WIC* Section 10350-10536) of the Child Care and Development Services Act.

#### **D. Additional Requirements**

Contractor shall actively participate in local Quality Counts California (QCC) and Quality Rating Improvement System (QRIS) consortium. (*EC* 8203.1)

#### **E. Local Match Requirement**

Each Contractor shall contribute a match, in the form of monetary and/or in-kind services, equal to 25 percent of the annual 1998/99 LPC grant award amount. The local contribution for this contract is shown on the face sheet. This amount must be reported on the Quarterly Expenditure Report (CDFS 9529) Expenditure and Revenue Report Form in Section I –Revenue under Match Requirement.

### **III. REPORTING REQUIREMENTS**

The following is a listing of required activities and due dates that the Contractor **must** adhere to during the contract period. Failure to comply with these requirements may be considered a noncompliance issue and subject the Contractor to possible termination of the contract. Please be mindful that some reports need to be submitted via reports or survey (please see the reporting timelines for reporting information). If a report/activity due date falls on a weekend, or holiday, the due date will be the follow business day. Unless otherwise stated in these requirements, reports shall be submitted to: [LPC@dss.ca.gov](mailto:LPC@dss.ca.gov).

**A. Revenue and Expenditure Report**

The Revenue and Expenditure Report (CD 9529) must be submitted quarterly via the Child Development Provider Accounting Reporting Information System (CPARIS) reporting system. CPARIS can be accessed on [DSS's Fiscal Resource website](#). If you need more information about how to submit your Support Contract Expenses report, contact your assigned fiscal analyst.

**B. LPC Annual Summary and Self-Evaluation Findings Report Survey**

The LPC Annual Summary and Self-Evaluation Findings Report Survey must be submitted by November 15. The survey shall be submitted via the [DSS, Local Planning Council Forms webpage](#)

**C. LPC Planning Council Form 6002 Survey**

An Annual Summary of Activities must be submitted by July 19, The Survey shall be submitted via the [DSS, Local Planning Council Forms webpage](#).

**D. Local Planning Council (LPC) County Priorities Report Form**

LPC's shall submit [LPC Priority Electronic Submissions \(PDF\)](#) along with Excel Spreadsheet and send to the [LPC@dss.ca.gov](mailto:LPC@dss.ca.gov).

**Table 1-Activities Timeline**

<b>Report/Activity</b>	<b>Due Date</b>	<b>Reporting Period</b>
Fiscal Plan/Yearly Budget – For planning – <b>*There is no set template required.</b>	September 18, 2023	July 1, 2023 – June 30, 2024
LPC Annual Summary and Self-Evaluation Findings Report Survey.	November 15, 2023	July 1, 2023 – June 30, 2024
LPC Planning Council Form 6002 Survey	July 19, 2024	July 1, 2023 – June 30, 2024
Revenue and Expenditure Report (CDFS-9529) 1 <sup>st</sup> Quarter	October 20, 2023	July 1, 2023 – September 30, 2023
Revenue and Expenditure Report (CDFS-9529) 2 <sup>nd</sup> Quarter	January 20, 2023	October 1, 2023 – December 31, 2023
Revenue and Expenditure Report (CDFS-9529) 3 <sup>rd</sup> Quarter	April 20, 2024	January 1, 2024 – March 31, 2024
Revenue and Expenditure Report (CDFS-9529) 4 <sup>th</sup> Quarter	July 20, 2024	April 1, 2024– June 30, 2024
Certification Statement Regarding Composition of LPC Membership (CD-3020)	March 15, 2024	N/A
LPC County Priorities Report CD-3022	May 30, 2024	N/A



## **IV. CDSS CONTACT INFORMATION**

If you have questions regarding these program requirements, please contact the Childcare and Development Division at: [LPC@dss.ca.gov](mailto:LPC@dss.ca.gov).

## **V. DEFINITIONS**

For purposes of these program requirements, the following definitions shall apply (*WIC* 10480):

“Block grant” means the block grant contained in Title VI of the Child Care and Development Fund, as established by the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

“Childcare” means all licensed childcare and development services and license-exempt childcare, including, but not limited to, private for-profit programs, nonprofit programs, and publicly funded programs, for all children up to and including 12 years of age, including children with exceptional needs and children from all linguistic and cultural backgrounds.

“Childcare provider” means a person who provides childcare services or represents persons who provide childcare services.

“Community representative” means a person who represents an agency or business that provides private funding for childcare services, or who advocates for childcare services through participation in civic or community-based organizations but is not a childcare provider and does not represent an agency that contracts with the department to provide childcare and development services.

“Consumer” means a parent or person who receives, or who has received within the past 36 months, childcare services.

“Department” means the State Department of Social Services.

“Local planning council” means a local childcare and development planning council as described in *WIC* 10485.

“Public agency representative” means a person who represents a city, county, city and county, or local educational agency.