Specialized Child Care/Day Care Instructions

1. Enter client's information (name, UCI, DOB)
2. Enter *Start date of POS* (m/dd/yyyy)
   Do not proceed without entering start date of POS as the calendar months will shuffle according to the start date, but the information entered <u>will not</u> shuffle with the months
3. Enter the *Basic Information Needed for Calculation* (0:00 AM/PM)
4. **CLIENT'S 18 AND OVER ONLY:** Skip to step 8
5. **CLIENT'S 17 AND UNDER ONLY:** Enter the *Family Cost Participation* (assessed by the FCPP Coordinator)
6. **CLIENT'S 12 AND UNDER ONLY:** Enter the *Parental Share of Cost* <u>per client's county</u> according to the California Department of Education website under Reimbursement Ceilings for Subsidized Child Care (https://www3.cde.ca.gov/rcscc/index.aspx)
   Use the *Part-time Hourly* rate which apply to the client and where they are receiving services (i.e., *Child Care Centers* or *Trustlined/Relative*)
   CLIENT'S 3 – 5 years of age: Use the rate detailed under *Age Group: 2 through 5 Years*
   CLIENT'S 5 years of age and older: Use the rate detailed under *Age Group: School Age*

Child Care Centers for Contra Costa County
Maximum Reimbursement

Age Group	Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly	Part-time Weekly	Part-time Monthly
Birth to 24 Months						
2 through 5 Years						
School Age						

TrustLined/Relative for Alameda County
Maximum Reimbursement

Age Group	Full-time Daily	Full-time Weekly	Full-time Monthly	Part-time Hourly
Birth to 24 Months				
2 through 5 Years				
School Age				

7. **CLIENT'S 17 AND UNDER ONLY:** Enter the *Hourly Rate of Day Care Services* according to SANDIS child care rates (0.00)
8. Enter the number of <u>days</u> where each section will require child care/day care for the client (i.e., Morning Hours, Regular School/Program Day Hours, etc) for each month
   FOR CLIENT'S WITH MINIMUM/MISCELLANEOUS MINIMUM DAYS ONLY: DO NOT include the number of Minimum days within the count for the number of Regular School/Program Days (i.e., Monday – Thursday: regular school/program day [4 days]; Friday: minimum day [1 day])
   FOR SCHOOL/PROGRAM CLOSURES: Count the total number of days the School/Program will be closed for that month (including federal holidays) and record that number under section titled School/Program Closed
   FOR FEDERAL HOLIDAYS: Count the total number of federal holidays for that month and record that number under the section titled Federal Holiday
9. Enter the Parent Vacation Days where applicable*
   * Do not include a parent vacation days if it is also a Federal Holiday. Please account for the Federal Holiday and make a note of such in the *EXPLAIN* dialogue box at the bottom of the worksheet
10. Once the worksheet is completed, if "EXPLAIN" appears in the boxes, please indicate why Vacation and/or Federal Holidays is/are less than 10 days per year within the rectangular box
11. Print one copy to accompany the Individual Program Plan or Individual Program Plan Addendum for distribution
12. Use the worksheet to input the hours within the SANDIS POS Request according to the POS Instructions

Child care/Day care worksheet will not account for and calculate graveyard schedules. Please consult with your supervisor for assistance with such schedules