

Agreement No. _____

**COUNTY OF KINGS
AGREEMENT FOR SERVICES**

THIS AGREEMENT is made and entered into on Choose an item. Choose an item., Choose an item., between the County of Kings, a political subdivision of the State of California (“County”) and Kings Community Action Organization, Incorporated, a private non-profit corporation (“Contractor”) (singularly a “Party,” collectively the “Parties”).

R E C I T A L S

WHEREAS, the County requires the administration and provision of Emergency Child Care Bridge Program child care services to individuals receiving services or enrolled in Child Welfare Services (“CWS”); and

WHEREAS, Contractor is ready, willing, able, and qualified to perform such services.

NOW, THEREFORE, the Parties agree as follows:

1. SCOPE OF SERVICES

The County engages Contractor and Contractor shall do, perform, and carry out the services as set forth in **Exhibit A**.

2. RESPONSIBILITIES OF CONTRACTOR

Contractor possesses the requisite skills necessary to perform the work under this Agreement and the County relies upon such skills. Contractor shall, at all times utilize its ability, experience and talent, to faithfully, industriously and professionally perform the work set forth in **Exhibit A** to the County’s reasonable satisfaction. The County’s acceptance of Contractor’s work does not constitute a release of Contractor from its professional responsibility.

Contractor affirms that it possesses current valid appropriate licensure, including, but not limited to, driver’s license, professional license, certificate of tax-exempt status, or permits, as required to perform the work under this Agreement.

3. COMPENSATION

County shall pay Contractor in accordance with the attached **Exhibit B**. Contractor is not entitled to, nor will Contractor receive any additional consideration,
[KCAO EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN](#)
[FEBRUARY 1, 2024 THROUGH JUNE 30, 2025](#)
[HUMAN SERVICES AGREEMENT NO. 277](#)

compensation, or other remuneration.

Contractor shall completely expend all funds in accordance with this Agreement by June 30th, 2025. The County's obligation to compensate Contractor is contingent upon County's receipt of Federal and State funds. Both program activities and funding allocations are subject to immediate reduction or termination if either funding or funding authorization are reduced or terminated.

Upon approval of County, County shall pay Contractor monthly in arrears, up to the maximum amount reflected in **Exhibit B**, within thirty (30) days of receipt of timely invoices. Contractor shall submit invoices to County describing the services rendered, to whom, the date(s) of service and the charges in a form approved by the County. Invoices must be documented in such reasonable detail as required by the County's Auditor to determine the funds were expended for the intended purposes. Contractor shall support its costs by properly executed payrolls, time records, attendance records, billing statements, contracts, detailed ledgers, vouchers, orders or any other documents pertaining in whole or in part to this Agreement.

Should no funds or insufficient funds be appropriated for this Agreement, the County reserves the right to propose an amendment or unilaterally terminate this Agreement immediately.

4. TERM

This Agreement commences on the February 1st, 2024 and terminates on June 30th, 2025, unless otherwise terminated in accordance with its terms.

5. RECORDS AND INSPECTIONS

Contractor shall maintain full, complete, and accurate records with respect to all matters covered under this Agreement. Contractor shall: a) prepare all records in accordance with generally accepted accounting procedures; b) clearly identify and the records; c) keep said records readily accessible; and d) maintain the records for seven (7) years after the termination of this Agreement. County shall have free access during normal work hours to such records and the right to examine, inspect, copy, or audit them, at no cost to County.

6. AMENDMENTS

This Agreement may be modified only by a written amendment signed by the Contractor and the County's Board of Supervisors ("Board") or other representative as authorized by the Board.

Any proposed increase in a single line item up to **ten percent (10%)** of the original line item must be approved by the Director of the Human Services Agency, or their designee. Any such Director approved modification shall not exceed the amount set forth in Section 3.

7. TERMINATION

The right to terminate this Agreement may be exercised without prejudice to any other right or remedy to which the terminating Party may be entitled at law or under this Agreement.

A. Without Cause. Either Party may terminate this Agreement without cause by giving the other Party thirty (30) calendar days' written notice of its intention to terminate pursuant to this provision, specifying the date of termination. If the County's funding for services under this Agreement becomes unavailable, the County may terminate this Agreement effective immediately.

B. With Cause. This Agreement may be terminated by either Party should the other Party materially breach its duties or responsibilities hereunder. Upon determining a material breach has occurred, the non-defaulting Party shall provide written notice to the defaulting Party of its intention to terminate this Agreement and inform the defaulting Party whether the breach is able to be cured or not.

1) Breach Subject to Cure. Unless otherwise specifically noted in the Notice of Breach, all Notices of Breach shall be deemed subject to this provision. If the non-breaching Party deems the breach of a nature subject to cure, said Party shall allow the breaching Party a period of at least ten (10) calendar days to cure the breach. If the breach is not remedied within the period specified in the Notice of Breach, the non-breaching Party may terminate the Agreement upon further written notice specifying the date of termination.

a. In the event the nature of the breach requires more time than allowed in the Notice of Breach to cure, the breaching Party may submit a written proposal to the non-breaching Party within that period, setting forth a specific plan to remedy the breach and the date certain for completion. If the non-breaching Party assents to the proposed plan in writing, the breaching Party shall immediately commence curing the breach. If the breaching Party fails to cure the breach within said period, the non-breaching Party may terminate this Agreement: i) immediately; ii) on the date specified in the Notice of Breach; or iii) grant the breaching Party additional time to cure.

b. Alternatively, the County may elect to cure the breach and Contractor shall bear all expenses incurred by the County in curing the breach.

2) Breach Not Subject to Cure. If the non-breaching Party deems the breach is of such a nature as it is not subject to or is incapable of being cured, it shall provide a Notice of Breach to the breaching Party of its intent to terminate this Agreement, in which it shall include a date upon which the Agreement terminates.

C. Effects of Termination. Termination of this Agreement shall not terminate Contractor's obligations or liability to the County for damages sustained by the County because of the Contractor's breach, nor the Contractor's duty to indemnify, maintain and make available any records pertaining to this Agreement, cooperate with any audit, be subject to offset, or make any reports of pre-termination contract activities.

D. No Waiver of Breach or Breach by Forbearance. In no event will either Parties' act of forbearance regarding previous acts by the other Party: i) constitute a breach or breach of the Party's obligations under this Agreement; ii) waive a Party's right to assert breach or breach; nor iii) impair or prejudice any remedy available to the non-breaching Party.

8. INSURANCE

A. Requirement to Obtain, Maintain, and Deliver Proof of Insurance Prior to Execution of the Agreement or Commencement of Work. Without limiting the County's right of indemnification from Contractor or any third parties, Contractor shall purchase and maintain the insurance policies described below (collectively, the "Insurance Policies") prior to the commencement of work or execution of this Agreement. Contractor shall maintain the Insurance Policies throughout the term of this Agreement.

B. Contractor shall deliver an Endorsed Additional Insured page from Contractor's insurance carrier to the County's Risk Manager guaranteeing said coverage to the County prior to the execution of this Agreement. Contractor shall deliver proof of insurance and all endorsements in accordance with this Agreement's Notice Section, or as otherwise agreed between the Parties. Failure to obtain, maintain, or provide the Insurance Policies or proof of the same is a material breach of this Agreement and may result in the immediate suspension or termination of this Agreement for cause, in addition to any other remedies the County may have under the law.

C. Endorsement of Policies. Contractor shall cause each of the Insurance Policies to be endorsed designating the County and its Board members, officials, officers, employees, and agents as additional insureds, using ISO form CG 20 26 or an alternate form that is at least as broad as form CG 20 26, as to any liability arising from the performance of this Agreement.

D. Waiver of Subrogation Rights against the County. To the extent possible, each insurance policy must include a waiver of the insurer's subrogation rights against

the County.

E. Insurance Limits. Contractor shall obtain the insurance policies in the amounts set forth below, unless the County's Risk Manager approves other limits, in writing, prior to the execution of this Agreement:

1. Commercial General Liability covering bodily injury, personal injury and property damage with minimum limits of Two Million Dollars (\$2,000,000) per occurrence and Five Million Dollars (\$5,000,000) annual aggregate.

2. Comprehensive Automobile Liability covering a) bodily injury of not less than Five Hundred Thousand Dollars (\$500,000) per person and One Million Dollars (\$1,000,000) per accident and property damage of not less than One Hundred Thousand Dollars (\$100,000); or b) coverage with a combined single limit of One Million Dollars (\$1,000,000). The Comprehensive Automobile Liability must cover owned and non-owned vehicles used in connection with this Agreement.

3. Workers Compensation as required by the California Labor Code. Contractor shall cause the policy to be endorsed to waive the insurer's subrogation rights against the County.

4. Professional Liability covering Contractor's wrongful acts, errors, and omissions with limits not less than One Million Dollars (\$1,000,000) per occurrence or claim, and Three Million Dollars (\$3,000,000) annual aggregate limit.

F. Rating of Insurers. Contractor shall obtain insurance placed with admitted insurers rated by A.M. Best Co. as A:VII or higher. Lower rated, or approved but not admitted insurers, may be accepted upon prior approval of the County's Risk Manager.

G. Notice of Cancellation to the County and Payment of Premiums. Contractor shall cause each of the above Insurance Policies to be endorsed to provide the County with thirty (30) days' prior written notice of cancellation. The County is not liable for the payment of premiums or assessments on the Insurance Policies. No cancellation provisions in the Insurance Policies shall be construed in derogation of the continuing duty of the Contractor to furnish insurance during the term of this Agreement.

9. INDEMNIFICATION

A. Professional Services. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless County and any and all of its Board members, officials, employees and agents from and against any and all losses, liabilities, damages,

costs, and expenses, including legal counsel's fees and costs but only to the extent Contractor is responsible for such damages, liabilities, and costs on a comparative basis of fault between Contractor and the County in the performance of professional services under this Agreement. Contractor shall not be obligated to defend or indemnify the County for its own negligence or for the negligence of third parties.

B. All Other Services. Other than in the performance of professional services, including agreements where professional services will be provided along with other types of services, and to the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the County, and any and all of its Board members, officials, employees, and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel's fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, any act, omission, fault or negligence, whether active or passive, by Contractor or by any individual or entity for which Contractor is legally liable, including, but not limited to, officers, agents, employees, or subcontractors of Contractor.

C. This indemnification specifically includes any claims that may be against the County by any taxing authority or third party asserting that an employer-employee relationship exists because of this Agreement.

D. These indemnification obligations shall survive the termination of this Agreement as to any act, omission, fault or negligence occurring during this Agreement or any extension of this Agreement. The County's rights to indemnification are in addition to and shall not limit any other rights or remedies the County may have under law or this Agreement.

10. INDEPENDENT CONTRACTOR

Contractor is an independent contractor and not an agent, officer, or employee of the County. This Agreement is by and between two (2) independent contractors and is not intended to, nor will it be construed to create the relationship of agent, servant, employee, partnership, joint venture, or association.

11. COMPLIANCE WITH LAW

Contractor shall comply with all federal, state, and local laws and regulations applicable to its performance including, but limited to, Government Code section 8350 *et seq.* regarding a drug free workplace, all health and safety standards set forth by the State of California and County, and the California Public Records Act, Government Code section 6250 *et seq.*

Contractor is advised that the work will be subject to Labor Code section 1774, and Contractor shall comply fully with all applicable requirements of that statute, as well as all associated rules and regulations of the Department of Industrial Relations or other state agency implementing Labor Code section 1774.

Contractor shall execute and comply with the Assurances of Compliance with County Nondiscrimination in State and Federal Programs, attached as **Exhibit D**.

12. CONFIDENTIALITY

Contractor shall not use County's confidential information ("Confidential Information") for any purpose other than performing under this Agreement, and Contractor shall prevent the unauthorized disclosure of Confidential Information. Upon receipt of third party's request to disclose Confidential Information, Contractor shall promptly submit said request to County.

13. CONFLICT OF INTEREST

Contractor warrants that its board of directors, employees, officers, including the immediate families of each have no financial interest, direct or indirect, that conflicts with rendering services under this Agreement and will not acquire any such financial interest. Contractor shall not employ, nor retain any such person during the term of this Agreement. Contractor is not relieved from personal responsibility under this Section 13 by their associates and employees rendering services. Contractor has an affirmative duty to and shall disclose the name(s) of any person(s) who have an actual, potential or apparent conflict of interest.

14. NONDISCRIMINATION

In rendering services under this Agreement, Contractor shall comply with all applicable federal, state, and local laws, rules, and regulations and shall not discriminate based on age, ancestry, color, gender, marital status, medical condition, national origin, physical or mental disability, race, religion, gender identity, gender expression, sexual orientation, military status, or any other protected basis.

Further, Contractor shall not discriminate against its employees, which includes, but is not limited to, employment upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

15. SUBCONTRACTORS

Services under this Agreement are personal services. Contractor warrants that it

has not and it shall not subcontract any work under this Agreement without the prior written consent of the County, subject to any required state or federal approval.

16. ASSIGNMENT

Contractor shall not assign this Agreement without first obtaining the written consent of the County, subject to any required state or federal approval. Assignment by Contractor of any monies due does not constitute an assignment of this Agreement.

17. UNFORESEEN CIRCUMSTANCES

Neither Party shall be responsible for any delay caused by natural disaster, epidemic, pandemic, war, civil disturbance, labor dispute, or other cause beyond the reasonable control of a Party, on the condition the affected Party notices the other Party in writing of the delay's cause within ten (10) days of the date the delay began. Thereafter, the Parties shall meet and confer as to whether to amend, suspend, or terminate this Agreement.

18. OWNERSHIP OF DOCUMENTS

The County owns and is entitled to possess all computations, plans, correspondence, pertinent data and information gathered by or computed by Contractor prior to this Agreement's termination or upon completion of the work under this Agreement. County's reuse of any such materials in a manner other than originally intended is at the County's sole risk. Material prepared in connection with this Agreement is not subject to copyright in the United States of American, or in any foreign state.

19. NOTICE

Any notice necessary to the performance of this Agreement shall be given in writing by personal delivery, fax, overnight carrier, e-mail with read receipt acknowledgment, or by prepaid first-class mail addressed as follows:

County

Wendy Osikafo, Director
Kings County Human Services Agency
1400 West Lacey Blvd., Building #12
Hanford, CA 93230

Contractor

Jeff Garner, Executive Director
Kings Community Action Organization
1130 N. 11th Avenue
Hanford, CA 93230

Notice given by: a) personal delivery is effective on the date of personal delivery; b) fax is effective on date of transmittal; c) overnight carrier is effective on the date of delivery; d) email is effective on the date of delivery, with a read receipt; e) first-class

mail is effective five (5) days after the date of mailing, or the delivery date on the return receipt, whichever occurs first.

20. CHOICE OF LAW

The Parties executed and delivered this Agreement in Kings County, in the State of California. The laws of the State of California govern the validity, enforceability, and interpretation of this Agreement. The Parties entered into this Agreement in Kings County, rendering Kings County the appropriate venue for bringing any action in connection with this Agreement, whether in law or equity. Contractor waives any rights it may possess under Code of Civil Procedure Section 394 to transfer any action arising out of this Agreement to a neutral county, or alternate venue.

21. SEVERABILITY

If any of the provisions of this Agreement are found unenforceable, the remaining provisions remain enforceable as fully as possible and the unenforceable provisions will constitute an amendment to the limited extent required to permit enforcement of the Agreement as a whole.

22. SURVIVAL

The following sections of this Agreement survive its termination: a) Section 5, Records and Inspections; b) Section 8, Insurance; c) Section 9, Indemnification; and d) Section 12, Confidentiality.

23. NO THIRD PARTY BENEFICIARIES

Unless otherwise specifically stated in this Agreement, the County and Contractor are the only Parties to this Agreement and the only Parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or will be construed to grant any right or benefit to a third party, directly, indirectly, or otherwise.

24. ADA COMPLIANCE

Contractor shall comply with the Americans with Disabilities Act, Title II and applicable California state laws. The law providing the greatest degree of access to qualified persons with disabilities shall apply to this Agreement.

Contractor shall ensure that all persons receiving programs, services, or activities through this Agreement shall receive a copy of or have access made available to the County's ADA grievance procedures as set forth in County's ADA Self-Evaluation, Appendix E, which is attached to this Agreement as **Exhibit E**.

25. DEBARMENT AND SUSPENSION

By execution of this Agreement, CONTRACTOR certifies to the COUNTY that it is not a party listed on the government-wide exclusions list in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension,” and is not debarred, suspended, or otherwise excluded from the award of a federally supported contract under statutory or regulatory authority other than Executive Order 12549.

26. ENTIRE AGREEMENT; CONTRIBUTIONS OF BOTH PARTIES

This Agreement, including its Recitals and Exhibits, are fully incorporated into and are integral parts of this Agreement. This Agreement constitutes the entire agreement between the Parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by the County or Contractor, other than those contained in this Agreement.

Each Party had an opportunity to review this Agreement, consult with legal counsel, and negotiate terms. Contractor waives the rule under Civil Code section 1654, that ambiguities in a contract should be construed against the drafter. Civil Code section 1654 has no application to the construction of the Agreement.

27. ELECTRONIC SIGNATURES; COUNTERPARTS

The Parties may execute this Agreement by electronic means. The electronic signatures affixed by the Parties respective signatories give rise to a valid, enforceable, and fully effective agreement.

An original, executed Agreement may be imaged and electronically stored (“Electronic Copy”). The Parties may use an Electronic Copy in the same manner and for the same purposes as the original. Neither Party may object to the admissibility of the Electronic Agreement under the claim it was not originated or maintained in paper form.

28. AUTHORITY

Each signatory to this Agreement represents it is authorized to enter into this Agreement and bind the Party that its signature represents.

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SIGNATURES ARE ON FOLLOWING PAGE

IN WITNESS WHEREOF, the Parties executed this Agreement the day and year first written above.

COUNTY OF KINGS

KINGS COMMUNITY ACTION ORGANIZATION,
INCORPORATED

By: _____
Doug Verboon, Chair

By: Jeff Garner
949A62F07A91510018C4694F7960EAB7 ready sign
Jeff Garner, Executive Director

ATTEST

APPROVED BY RISK MANAGEMENT
AS TO INSURANCE

Catherine Venturella, Clerk to the Board

By: Sarah Poots
813B53CAD3055817F55583489257E37C ready sign
Sarah Poots, Risk Manager

APPROVED AS TO FORM
Diane Freeman, County Counsel

Zachary Adams
By: _____
1F53C3B3637BD6995DD5F11B66AE8E36 ready sign
Zachary S. Adams
Deputy County Counsel

Exhibits/Attachments:

Exhibit A: Scope of Work

Exhibit B: Operating Budget

Exhibit C: Emergency Child Care Monthly Report CCB 18

Exhibit D: Assurance of Compliance with County – Non-Discrimination

Exhibit E: Kings County ADA Grievance Procedures

KCAO EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN
FEBRUARY 1, 2024 THROUGH JUNE 30, 2025
HUMAN SERVICES AGREEMENT NO. 277

EXHIBIT A
Scope of Work

A. Contractor shall:

In General: Provide child care through the Emergency Child Care Bridge Program (“Bridge Program”) to Child Welfare Services (CWS) participants. Child care may be issued for up to a six-month period, with a possible extension for an additional six months of child care services. However, child care will not be provided beyond a twelve-month period unless authorized by the County. The Contractor will collaborate with the County to transition participants into other stable and long-term child care programs. Transitions into other child care programs must be accomplished in a seamless manner to avoid the interruption of services to maximize funding to support the child care needs of eligible participants, preserve home-based family care settings, and increase placement stability.

Specifically, Contractor shall:

1. Provide County-referred Participants with a child care plan that ensures the safety of the child and provide adequate hours of care within the rates allowed by CDSS. This will include performing Trustline and Health and Safety Certifications required by CDSS.
2. Provide each CWS Bridge Program Participant with individual reviews of their child care plan.
3. Provide the County with information on license-exempt care providers. Collect the following information about license-exempt providers and relays said information to the County and Participants on demand:
 - a. The care providers name and address.
 - b. The address where care is to be provided.
 - c. The hours care is to be provided and the charge for this care.
4. Permit parental choice of child care, allowing for split shift, weekend, and night care, as indicated by the Participant’s referral. Also, authorize sufficient time for child care when Participant works evenings, thus allowing the Participant to sleep during the day when the child or children will be awake.
5. Allow Participants the option to enroll in-person, by phone or virtually.

6. Recruit and enroll new child care resources to provide adequate child care slots. On a semi-annual basis, provide to the County the number of available child care slots.
7. Provide child care enrollment services in rural areas or work towards establishing enrollment services in rural areas.
8. Provide Trauma-informed care training and coaching designated by the CDSS to service providers of families involved with CWS. Training must include, but is not limited to, infant and toddler development and research-based and trauma-informed best care practices. On a monthly basis, report to the County the number of trauma-informed care trainings held and the number of child care providers that attended training.
9. Notify the County each month of all participants that may be potentially eligible to other child care programs. All families, including those that have been in the Bridge program for ninety days, will be evaluated for other child care programs. The Contractor will also track the number of days each participant has been receiving services under the Bridge Program. All Bridge Program extensions must be approved by the County's Bridge Program Liaison.
10. Provide payment services for the Bridge Program to ensure that care is provided in a seamless manner. Payment services are authorized only after verifying the need for the Bridge Program.
 - a. Bridge Program will be paid by Contractor and reimbursed by the County limited to the amount allocated for the Bridge Program.
 - b. The payments for care are determined by utilizing regional market rates established by the California Department of Social Services (CDSS), for Bridge Program funded child care. (CDSS Child Care Bulletin No. 21-21.)
11. Report monthly to the County the following data on or before the twentieth (20th) of the month following the month services were rendered, on:
 - a. Number of referrals received;
 - b. Number of Participants receiving child care services;
 - c. Number of children receiving child care services;

- d. Number of children less than two (2) years of age;
- e. Number of children between the ages of two (2) and five (5) years of age;
- f. Number of children six (6) years of age and older;
- g. Number of children in specific child care settings (e.g., child care centers, family child care homes, and license exempt providers);
- h. Number of children on Bridge Program extensions;
- i. Number of children on Bridge Program for less than six (6) months;
- j. Number of children that qualified for alternative child care at initial screening;
- k. Number of children that transitioned to alternative child care;
- m. Number of Trauma Informed Care trainings provided;
- n. Number of Trauma Informed Care training attendees;
- o. Number of clients contacted within three (3) days of receiving the referral;
and
- p. Number of families that completed the enrollment process within two (2) weeks after attending their initial enrollment appointment.
- q. Date each referral was received
- r. Client names
- s. Case numbers
- t. Client activity
- u. Date of first contact
- v. Date of second contact
- w. Date of any subsequent contacts
- x. Number of returned referrals and reason
- y. Date of notification received to end services
- z. Date the referral was processed
- aa. Name of assigned worker
- bb. Utilization of an out of county provider

12. Complete reports in the format developed and mandated by the CDSS for reporting this data to meet state reporting requirements. (See **Exhibit C** of this Agreement for a description of the reporting format and instructions for completion of the monthly reports.)
13. Report to the County by the 20th day of each month a list of Bridge families whose child care is expected to end the following month. The report must reflect the following information:
 - a. Client's Name
 - b. Case Number
 - c. End Date for Child Care Services
 - d. Worker Name
14. Provide a system to report overpayments to child care providers and the County.
15. Place CWS Participants on the CDSS ranking list as mandated by CDSS regulations.
16. Ensure child care providers meet CDSS guidelines for provider participation.
17. Notify the County of any grievances filed on behalf of CWS Participants within two (2) days of lodging of the grievance.
18. Notify the County of any suspected fraudulent or improper use of CWS funds that comes to Contractor's attention; and of any suspected misrepresentations made to the County, its representatives, or contractors regarding enrollment of CWS Participants in child care programs.
19. Maintain adequate and qualified staffing to meet the work requirements of this Agreement.
20. Administer four (4) separate client surveys each quarter of each fiscal year to obtain feedback on the delivery of child care services. The County will assist in the development of the survey questions.

B. County shall:

1. Refer families eligible for child care services from all licensed and license exempt care providers and County shall pay said child care providers within limits established for the County by CDSS.
2. Maintain procedures to collect child care overpayments.
3. The County will reimburse the Contractor for the costs of the provision of services that are outlined in this agreement.
4. Upon notification by the Contractor of the families that are potentially eligible for other child care programs; within five (5) business days the County will evaluate the participant's appropriateness for transfer to another child care program.
5. Conduct a survey of Participants regarding the child care services they received and share survey results with the Contractor to improve the quality of services.

C. Contract Benchmarks

1. Attempt contact with one hundred percent (100%) of clients within one (1) to three (3) business days of receiving the referral. The first contact attempt will be via telephone call. If the client is non-responsive, the second contact attempt will be via mail.
2. Eighty percent (80%) of Participants that have been successfully contacted will complete the child care enrollment process within two (2) weeks of the participants attending the initial enrollment appointment.

EXHIBIT B

Operating Budget

Foster Bridge Program Budget	
Budget Category and Line-Item Detail	Total Cost
A. Personnel & Operational Costs	2/01/2024 – 6/30/2025
Personnel: <ul style="list-style-type: none"> • Program Director (.52% FTE) • Child Care Manager (.39% FTE) • Child Care Supervisor (.39% FTE) • Fiscal Analyst (.54% FTE) • 3 Provider Payment Technicians (.39% FTE) • 1 Child Care Enrollment Specialists (1.26% FTE) • Administrative Assistant (.54% FTE) • 2 Resource & Referral Program Specialist (6.92% FTE) • 1 Resource and Referral Program Assistant (8.06% FTE) • Resource & Referral Program Manager (7.75% FTE) • Personnel Benefits Operational: <ul style="list-style-type: none"> • Supplies • Equipment • Communication • Occupancy • Outside Services • Vehicle Expenses • Travel and Training • Other Expenses • Depreciation Expense • Employment Expenses 	
Sub-Total: Personnel & Operational	\$ 122,550
B. Child Care Payments	\$ 221,856
C. Indirect Costs (10%)	\$34,441
TOTAL BUDGET	\$ 378,847

Exhibit C

STATE OF CALIFORNIA
HEALTH AND HUMAN SERVICES AGENCY

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
DATA SYSTEMS AND SURVEY DESIGN SECTION

Emergency Child Care Bridge Program for Foster Children (Bridge Program) Monthly Status Report CCB 18 (07/19)

DOWNLOAD REPORT FORM FROM:
<https://www.cdss.ca.gov/inforesources/Research-and-Data/Report-Form-and-Instructions>

EMAIL US FOR QUESTIONS ABOUT THE FORM OR INSTRUCTIONS:
admCCB18@dss.ca.gov

EMAIL US FOR TECHNICAL SUPPORT QUESTIONS:
admssdcwts@dss.ca.gov

COUNTY NAME Select County Name	VERSION Initial	REPORT MONTH Select Month	REPORT YEAR Select Year
PART A. FAMILIES			Total
1. Families receiving Bridge Program vouchers			1
2. Of the families in Item 1, those receiving Bridge Program vouchers for the first time			2
PART B. CHILDREN		Parenting Youth	Children
3. Length of time a child was in their current foster care placement before being determined eligible for a Bridge Program voucher			
a. Less than 30 days			3 0
1. 0-2 years of age			4
2. 3-5 years of age			5
3. 6-12 years of age			6
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			7
b. 30 days or more, but less than 90 days			8 0
1. 0-2 years of age			9
2. 3-5 years of age			10
3. 6-12 years of age			11
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			12
c. 90 days or more, but less than 180 days			13 0
1. 0-2 years of age			14
2. 3-5 years of age			15
3. 6-12 years of age			16
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			17
d. 180 days or more, but less than 270 days			18 0
1. 0-2 years of age			19
2. 3-5 years of age			20
3. 6-12 years of age			21
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			22
e. 270 days or more			23 0
1. 0-2 years of age			24
2. 3-5 years of age			25
3. 6-12 years of age			26
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			27
4. Length of time from when the child was determined eligible for a Bridge Program voucher to the child's first day in selected child care setting			
a. 1-7 days			28 0
1. 0-2 years of age			29
2. 3-5 years of age			30
3. 6-12 years of age			31
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			32
b. 8-14 days			33 0
1. 0-2 years of age			34
2. 3-5 years of age			35
3. 6-12 years of age			36
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			37
c. 15-21 days			38 0
1. 0-2 years of age			39
2. 3-5 years of age			40
3. 6-12 years of age			41
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			42
d. Over 21 days			43 0
1. 0-2 years of age			44
2. 3-5 years of age			45

3. 6-12 years of age			46
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			47
5. Children receiving child care with a Bridge Program voucher			48
a. 0-2 years of age			49
b. 3-5 years of age			50
c. 6-12 years of age			51
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			52
6. Of the children in Item 5, those receiving child care with a Bridge Program voucher for the first time			53
a. 0-2 years of age			54
b. 3-5 years of age			55
c. 6-12 years of age			56
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			57
7. Children in the following type of placement or setting:	58	0	59
a. Resource Family	60		61
b. Emergency Placement or Compelling Reason	62		63
c. Certified Family Home or Licensed Foster Family Home	64		65
d. Approved Relative or Non-Relative Extended Family Member	66		67
e. Children of parenting youth			68
f. Other	69		
8. Children that experienced a foster placement change	70		71
a. 0-2 years of age			72
b. 3-5 years of age			73
c. 6-12 years of age			74
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			75
9. Children using a Bridge Program voucher in the following type of child care settings:			76
a. Child Care Center			77
b. Family Child Care Home			78
c. License-Exempt Child Care Provider/Program			79
10. Children that stopped receiving a Bridge Program voucher			80
a. Less than 90 days			81
1. 0-2 years of age			82
2. 3-5 years of age			83
3. 6-12 years of age			84
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			85
b. 90 days or more, but less than 180 days			86
1. 0-2 years of age			87
2. 3-5 years of age			88
3. 6-12 years of age			89
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			90
c. 180 days or more, but less than 270 days			91
1. 0-2 years of age			92
2. 3-5 years of age			93
3. 6-12 years of age			94
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			95
d. More than 270 days			96
1. 0-2 years of age			97
2. 3-5 years of age			98
3. 6-12 years of age			99
4. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			100
11. Children that transitioned from the Bridge Program to other subsidized child care			101
a. 0-2 years of age			102
b. 3-5 years of age			103
c. 6-12 years of age			104
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			105
12. Children that transitioned from the Bridge Program to non-subsidized child care			106
a. 0-2 years of age			107
b. 3-5 years of age			108
c. 6-12 years of age			109
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			110
13. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months			111
a. 0-2 years of age			112
b. 3-5 years of age			113
c. 6-12 years of age			114
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)			115
14. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months			116
a. 0-2 years of age			117

b. 3-5 years of age		118	
c. 6-12 years of age		119	
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)		120	
15. Children that stopped receiving a Bridge Program voucher for other reasons		121	0
a. 0-2 years of age		122	
b. 3-5 years of age		123	
c. 6-12 years of age		124	
d. 13-21 years of age (only applicable for children with exceptional needs or severely disabled)		125	
PART C. CHILD CARE NAVIGATOR		Total	
16. Bridge Program eligible families referred to child care navigators		126	
17. Bridge Program eligible families served by child care navigators		127	
18. Families receiving Bridge Program vouchers served by child care navigators		128	
PART D. TRAUMA-INFORMED TRAINING		Total	
19. Trauma-informed care trainings		129	
20. Child care providers that attended trauma-informed care trainings		130	
21. Coaching sessions		131	
22. Child care providers that received coaching sessions		132	
COMMENTS			
Item 4c Explanation			
Item 4d Explanation			
Item 7f Explanation			
Item 15 Explanation			
Revised Report Explanation			
CONTACT PERSON	TELEPHONE	EXTENSION	
JOB TITLE/CLASSIFICATION	EMAIL		
SUPERVISOR	TELEPHONE	EXTENSION	
JOB TITLE/CLASSIFICATION	EMAIL		
			DATE SUBMITTED

**EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER
CHILDREN (BRIDGE PROGRAM) MONTHLY STATUS REPORT CCB 18
(7/19)**

INSTRUCTIONS

CONTENT

The monthly CCB 18 report contains statistical information on the Emergency Child Care Bridge Program for Foster Children (Bridge Program) during the report month. The report includes data on Bridge Program voucher eligibility and enrollment, type of voucher placements and child care settings, the length of time receiving a voucher, and transition information. The data also includes the number of families referred and served by child care navigators and the number of trauma-informed care trainings held.

Each county provides program oversight of the Bridge Program. Some counties may contract with the Alternative Payment Programs (APP) to administer the child care voucher payment. The training and navigator portions are subcontracted to the local child care Resource and Referral (R&R) Agency.

PURPOSE

The Bridge Program aims to increase the number of children placed in foster family homes, increase the capacity of child care programs to meet the needs of foster children in their care, and maximize funding to support the child care needs of eligible families. This report provides county and state entities with information needed for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

Each county is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the county and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal. Reports are to be received on or before the 5th calendar day of the second month following the report month (i.e., July's report would be due September 5th). If the report's due date is on a Saturday, Sunday, or state holiday, the report is due on the next business day.

If the county determines that a revision is needed to its previously submitted report, the county shall submit a revised report for the applicable month(s) and provide an explanation for the revision in the Revised Report Explanation box. The California Department of Social Services' (CDSS) policy requires counties to revise current State Fiscal Year (FY) reports, and two prior FYs, if needed. Revisions involving additional FYs will be evaluated by CDSS and the county to determine the corrections needed. Download an Excel version of the report form from CDSS' Data Systems and Survey Design Section (DSSDS) [Report Form and Instructions website](#), complete the downloaded form, and email to admccb18@dss.ca.gov. The electronic submission process contains automatic computations of some cells and provides for the email transmission of completed forms to DSSDS. If you have questions regarding the completion or submission of this report, contact DSSDS at (916) 651-8269 or via admccb18@dss.ca.gov. Program and/or policy related questions should be directed to the CalWORKs and Child Care Programs Branch at (916) 657-2144 or via ChildCareBridge@dss.ca.gov.

The report's statewide and county specific data is available on CDSS' [Research and Data Reports \(RADR\) website](#). Counties are encouraged to review their data on the website each month to confirm that the county's data coincides with the data on file at CDSS. For reference purposes, copies of the report form, instructions, and validations can be downloaded from the RADR website.

GENERAL INSTRUCTIONS

Enter the county name, version (Initial or Revised), and the report month and year in the boxes provided near the top of the form. Enter the data required for each item. Enter zero if there is nothing to report for an item. **Do not leave any items blank unless otherwise noted.**

Enter in the boxes at the bottom of the form: the name, job title or classification, telephone number, extension (if applicable), and e-mail address of the person to contact if there are questions about the report. This contact person may or may not be the person who completed the report. Enter the same information for the contact person's supervisor. Enter the date the report is submitted; this is the date when the report is emailed to DSSDS.

DEFINITIONS

Alternate Payment Programs (APPs): The APPs, funded with state and federal funds, offer an array of child care settings for parents, such as in-home care, family child care home, and center-based care. The APP helps families select and secure child care services and makes payment for those services directly to the child care provider. The APP is intended to maximize parental choice and accommodate the individual needs of the family. (EDC, Sections 8220; 8220.5)

Approved Home of Relative: The home of a relative or nonrelative extended family member that is exempt from licensure (as determined by the county) and is approved as meeting the same standards as those in Article 3. (CCR Title 22, Division 6, Chapter 9.5 Section 89201(a)(6))

Bridge Program Voucher: Time-limited payment for child care following the foster child's placement, or for a child whose parent is in foster care. The voucher shall be in an amount commensurate with the Regional Market Rates as described in Section 8357 of the California Education Code. For utilization of the Regional Market Rate Ceiling, refer to the California Code of regulations, Title 5, Division 1, Chapter 19, Subchapter 2.5. (WIC Section 11461.6; ACL 17-109)

Certified Family Home: A family residence certified by a licensed Foster Family Agency (FFA) and issued a certificate of approval by that agency as meeting licensing standards and used only by that FFA for placements. (CCR Title 22, Division 6, Chapter 8.8, Section 88001(c)(3))

Child(ren): A person who is under 18 years of age placed or being considered for foster placement by a placement agency with or without a court order. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(14))

Child Care Center: Child care providers who:

- (A) Operate licensed centers; or
- (B) Are public or private schools operating extended day programs; or
- (C) Operate centers on tribal or federal lands; or
- (D) Operate recreation programs exempt from licensure pursuant to Health and Safety Code Section 1596.792 and that met the requirements for participation in the APP. (Title 5, Section 18074.2)

Child Care Navigator: A child care R&R Agency in a participating county, established to serve a defined geographic area, shall provide a child care navigator to support children in foster care, children previously in foster care upon return to their home of origin, and children of parents involved in the child welfare system, including the children of nonminor dependents. The navigator shall work directly with the child's family,

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FEBRUARY 1, 2024 THROUGH JUNE 30, 2025
HUMAN SERVICES AGREEMENT NO. 277

county/social worker, and the Child and Family Team to assist in accessing child care at the time of placements as well as long-term, subsidized child care as necessary. (EDC Section 8212(5)(A)(i); WIC Section 11461.6(e))

Child Care Provider: A person who provides child care services or represents persons who provide child care services. (EDC Section 8499(c))

Coaching: Field training based on the trauma-informed care training curriculum for child care providers to assist them in applying strategies for working with children in foster care. (California Education Code, Section 8212(5)(A)(i))

Compelling Reason: A decision to place a child with an applicant prior to approval as a Resource Family based upon the best interest of the child, to include maintaining a child's family-like connections. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(17))

Determined Eligible: The date on which the county/social worker determined the eligibility of the child/family for voucher services.

Eligible: Eligibility criteria in the Bridge Program is determined by the county. (WIC Section 11461.6(d); ACL 17-109).

Emergency Placement: A placement of a child or non-minor dependent with a relative or non-relative extended family member prior to Resource Family Approval. (Resource Family Approval Written Directive, Version 4.1, Section 3-01(a)(28))

Family Child Care Home: Child care provider who:

- (A) Operate licensed family child care homes; or
- (B) Operate a child care business in a home setting on tribal land. (Title 5, Section 18074.2)

A home that regularly provides care, protection, and supervision for 14 or fewer children, the provider's own home, for periods of less than 24 hours per day, while the parents or guardians are away. (HSC Section 1596.78)

License-Exempt Child Care Provider: All other providers that are not included in the child care center or family child care homes definition and not required to be licensed. (Title 5, Section 18074.2)

Licensed Foster Family Home: The home owned, leased, or rented by the caregiver(s) as their residence and where the caregiver(s) is licensed or approved to provide 24hour care and supervision for six or fewer foster children as defined in Health and Safety Code

Section 1502(a)(5). A licensed foster family home may provide sibling care for up to eight children provided the requirements of Health and Safety Code Section 1505.2 are met. (CCR Title 22, Division 6, Chapter 9.5, Sections 89201(f)(3); 89201(h)(3))

Non-Minor Dependent: Youth who are eligible to continue receiving foster care services after turning 18 years of age up to 21 years of age. (WIC Section 1144(v))

Non-Relative Extended Family Member (NREFM): An adult caregiver who has an established familial relationship with a relative of a child or a familial or mentoring relationship with a child. (WIC Sections 11400(n); 362.7)

Parenting Youth: A person parenting their own biological child and is either under 18 years of age or a non-minor dependent that is placed or being considered for foster placement.

Relative: An adult who is related to a child by blood, adoption, or affinity within the fifth degree of kinship, including step-parents, stepsiblings, and all relatives whose status is preceded by the words “great,” “great-great,” or “grand” or the spouse of any of these persons even if the marriage was terminated by death or dissolution. (WIC Section 11400(m); CCR Title 22, Division 6, Chapter 9.5, Section 89201(r)(2))

Resource Family: An individual or family, regardless of relationship to the child(ren) (includes relatives and NREFM), that a county determines to have successfully met the application and assessment criteria necessary for providing care for a child or nonminor dependent who is under the jurisdiction of the juvenile court, or otherwise in the care of a county child welfare agency or probation department. (Resource Family Approval Written Directives, Version 4.1, Section 3-01(a)(59))

Subsidized Child Care: Child care that is paid for in part or in full with government funds. Subsidies can take different forms, including government-contracted programs and vouchers paid to providers chosen by the parents. For-profit and non-profit providers may or may not choose to accept clients supported with government subsidies.

Trauma-Informed Care Training: The provision of trauma-informed training to child care providers working with children, and children of parenting youth, in the foster care system either in person, web-based, or via other training modalities. Training shall include, but not be limited to, infant and toddler development and research-based, trauma-informed best care practices. Child care providers shall be provided with supplemental coaching as needed to assist them in applying training techniques and strategies. (EDC, Section 8212(a)(5)(B)(i))

TrustLine Registry: TrustLine is California’s registry of license-exempt child care providers who have been through a criminal background screening and clearance process. Background checks are required for license-exempt child care providers and providers that are not required to be licensed. Individuals must clear the Department of Justice Criminal History System (which includes the Federal Bureau of Investigation) and the Child Abuse Central Index. This means they have no disqualifying criminal convictions or substantiated child abuse reports. If cleared, the provider name and an identification number are placed on the TrustLine Registry. Child care providers who are, by marriage, blood, or court degree, the grandparent, aunt, or uncle of the child are exempt from becoming TrustLine-registered. (HSC Sections 1596.605; 1596.66; 1596.67)

ITEM INSTRUCTIONS

PART A. FAMILIES

Part A summarizes the total number of families receiving Bridge Program vouchers and those families who received a Bridge Program voucher for the first time. Families should only be captured in Part A if they received the voucher, not if they are in a pending status. Data is to be reported in Part A regardless if payment for the voucher has been made.

1. Families receiving Bridge Program vouchers: Enter the number of families that received one or more Bridge Program vouchers in the report month. *[Cell 1]*
2. Of the families in Item 1, those receiving Bridge Program vouchers for the first time: Enter the unduplicated number of families that received a Bridge Program voucher for the first time. *[Cell 2]*

PART B. CHILDREN

Part B summarizes the child’s status, including the age of the child receiving a Bridge Program voucher, placement type, and enrollment information. For the purposes of this report, the term “eligible” means that the child met the eligibility criteria, as set forth by the county and WIC Section 11461.6(d), to receive the Bridge Program voucher.

The age of a child is to be reported based on the child’s age at the end of the month. For example, if a child is two years old at the beginning of the month and turns three years of age during the month, the child would be reported on the CCB 18 report as three years old.

The age categories for the CCB 18 report are as follows:

- 0 to 2 years of age: Children who are zero years old up to the day before they turn three years of age.
- 3 to 5 years of age: Children who turn three years old and are less than six years of age.
- 6 to 12 years of age: Children who turn six years old and are less than thirteen years of age.
- 13 to 21 years of age: Children ages thirteen years old up to the day before they turn twenty-two years of age. **Note: This age category is only applicable for children with exceptional needs or children who are severely disabled.**

In Items 3 through 15, enter data regarding the child receiving a Bridge Program voucher in the Children column. Children of parenting youth will be captured in Items 5 through 15 in the Children column. Do not report children of parenting youth in the Children column for Items 3 and 4.

3. Length of time a child was in their current foster care placement before being determined eligible for a Bridge Program voucher: **Note: Data in this item is only to be collected one time per Bridge Program voucher once a child has been determined eligible for the voucher, regardless if the child received a voucher or not. Item 3 is a count based on the Bridge Program voucher.**
 - 3a. Less than 30 days: Enter the number of children in their current foster care for less than 30 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3a is automatically calculated and is the sum of Items 3a1 through 3a4. [Cells 3 to 7]**
 - 3b. 30 days or more, but less than 90 days: Enter the number of children in their current foster care for 30 days or more, but less than 90 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3b is automatically calculated and is the sum of Items 3b1 through 3b4. [Cells 8 to 12]**
 - 3c. 90 days or more, but less than 180 days: Enter the number of children in their current foster care for 90 days or more, but less than 180 days prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3c is automatically calculated and is the sum of Items 3c1 through 3c4. [Cells 13 to 17]**
 - 3d. 180 days or more, but less than 270 days: Enter the number of children in their current foster care for 180 days or more, but less than 270 days prior to the determination of

eligibility for a Bridge Program voucher in the age categories listed. **Item 3d is automatically calculated and is the sum of Items 3d1 through 3d4.** [Cells 18 to 22]

3e. 270 days or more: Enter the number of children in their current foster care for 270 days or more prior to the determination of eligibility for a Bridge Program voucher in the age categories listed. **Item 3e is automatically calculated and is the sum of Items 3e1 through 3e4.** [Cells 23 to 27]

4. Length of time from when the child was determined eligible for a Bridge Program voucher to the child's first day in the selected child care setting: **Note: Item 4 is a count based on the Bridge Program voucher.**

4a. 1 to 7 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting within one to seven days in the age categories listed. **Item 4a is automatically calculated and is the sum of Items 4a1 through 4a4.** [Cells 28 to 32]

4b. 8 to 14 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting within eight to fourteen days in the age categories listed. **Item 4b is automatically calculated and is the sum of Items 4b1 through 4b4.** [Cells 33 to 37]

4c. 15 to 21 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting within fifteen to twenty-one days in the age categories listed. **Item 4c is automatically calculated and is the sum of Items 4c1 through 4c4. If any cell in Item 4c is not 0, then the Item 4c Explanation box must be completed.** [Cells 38 to 42]

4d. Over 21 days: Enter the number of children that were determined eligible for a Bridge Program voucher and started in the selected child care setting after twenty-one days in the age categories listed. **Item 4d is automatically calculated and is the sum of Items 4d1 through 4d4. If any cell in Item 4d is not 0, then the Item 4d Explanation box must be completed.** [Cells 43 to 47]

5. Children receiving child care with a Bridge Program voucher: Enter the number of children that received child care with a Bridge Program voucher in the age categories listed. **Item 5 is automatically calculated and is the sum of Items 5a through 5d.** [Cells 48 to 52]

6. Of the children in Item 5, those receiving child care with a Bridge Program voucher for the first time: Enter the unduplicated number of children receiving child care with a Bridge Program voucher for the first time in the age categories listed. **Item 6 is automatically calculated and is the sum of Items 6a through 6d.** [Cells 53 to 57]

In Items 7 and 8, enter data regarding the parenting youth in the Parenting Youth column. These are the only items where the parenting youth are captured on the CCB 18 report. Consequently, the children of parenting youth will be captured in Items 5 through 15 in the Children column.

7. Children in the following type of placement or setting: **Note: Data in this item is to be collected based on the child's placement or setting type at the end of the month. Item 7 is automatically calculated and is the sum of Items 7a through 7f.** [Cells 58 to 59]
 - 7a. Resource Family: Enter the unduplicated number of children placed with a resource family. [Cells 60 to 61]
 - 7b. Emergency Placement or Compelling Reason: Enter the unduplicated number of children placed for either an emergency placement or a compelling reason. [Cells 62 to 63]
 - 7c. Certified Family Home or Licensed Foster Family Home: Enter the unduplicated number of children placed with either a certified family home or licensed foster family home. [Cells 64 to 65]
 - 7d. Approved Relative or Non-Relative Extended Family Member: Enter the unduplicated number of children placed with either an approved relative or non-relative extended family member. [Cells 66 to 67]
 - 7e. Child of parenting youth: Enter the unduplicated number of children of parenting youth. [Cell 68]
 - 7f. Other: Enter the unduplicated number of parenting youth in other placement or setting types. **If Item 7f is not 0, then the Item 7f Explanation box must be completed.** [Cell 69]

8. Children that experienced a foster placement change: Enter the unduplicated number of children that experienced a foster placement change in the age categories listed. **Item 8 in the Children column is automatically calculated and is the sum of Items 8a through 8d.** [Cells 70 to 75]

9. Children using a Bridge Program voucher in the following type of child care settings: **Note: Children may be counted in multiple settings. Numbers may be duplicated in Items 9a, 9b, and 9c. Item 9 is automatically calculated and is the sum of Items 9a through 9c.** [Cell 76]
 - 9a. Child Care Center: Enter the number of children receiving child care in a child care center with a Bridge Program voucher. [Cell 77]

 - 9b. Family Child Care Home: Enter the number of children receiving child care in a family child care home with a Bridge Program voucher. [Cell 78]

 - 9c. License-Exempt Child Care Provider: Enter the number of children receiving child care under a license-exempt provider with a Bridge Program voucher. [Cell 79]

10. Children that stopped receiving a Bridge Program voucher: **Note: Data in this item is only to be collected once a child stopped receiving a Bridge Program voucher. Children may still receive subsequent vouchers. Item 10 is a count based on the Bridge Program voucher. If data is collected in Item 10, data must also be in Items 11, 12, 13, 14, or 15. Item 10 is automatically calculated and is the sum of Items 10a through 10d.** [Cell 80]
 - 10a. Less than 90 days: Enter the number of children that received a Bridge Program voucher for less than 90 days in the age categories listed. **Item 10a is automatically calculated and is the sum of Items 10a1 through 10a4.** [Cells 81 to 85]

 - 10b. 90 days or more, but less than 180 days: Enter the number of children that received a Bridge Program voucher for 90 days or more, but less than 180 days in the age categories listed. **Item 10b is automatically calculated and is the sum of Items 10b1 through 10b4.** [Cells 86 to 90]

 - 10c. 180 days or more, but less than 270 days: Enter the number of children that received a Bridge Program voucher for 180 days or more, but less than 270

days in the age categories listed. **Item 10c is automatically calculated and is the sum of Items 10c1 through 10c4.** [Cells 91 to 95]

- 10d. More than 270 days: Enter the number of children that received a Bridge Program voucher for more than 270 days in the age categories listed. **Item 10d is automatically calculated and is the sum of Items 10d1 through 10d4.** [Cells 96 to 100]
11. Children that transitioned from the Bridge Program to other subsidized child care: Enter the unduplicated number of children that transitioned from the Bridge Program to other subsidized child care in the age categories listed. **Note: If data is collected in Item 11, data must also be in Item 10. Item 11 is a count based on the Bridge Program voucher. Item 11 is automatically calculated and is the sum of Items 11a through 11d.** [Cells 101 to 105]
12. Children that transition from the Bridge Program to non-subsidized child care: Enter the unduplicated number of children that transitioned from the Bridge Program to non-subsidized child care in the age categories listed. **Note: If data is collected in Item 12, data must also be in Item 10. Item 12 is a count based on the Bridge Program voucher. Item 12 is automatically calculated and is the sum of Items 12a through 12d.** [Cells 106 to 110]
13. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 6 months: Enter the unduplicated number of children that were unable to secure stable child care prior to the Bridge Program voucher expiring at six months in the age categories listed. **Note: Data in this item is only to be collected if the voucher was not extended thus ending care at 6 months. If data is collected in Item 13, data must also be in Item 10. Item 13 is a count based on the Bridge Program voucher. Item 13 is automatically calculated and is the sum of Items 13a through 13d.** [Cells 111 to 115]
14. Children unable to secure stable child care prior to the Bridge Program voucher expiring at 12 months: Enter the unduplicated number of children that were unable to secure stable child care prior to the Bridge Program voucher expiring at twelve months in the age categories listed. **Note: If data is collected in Item 14, data must also be in Item 10. Item 14 is a count based on the Bridge Program voucher. Item 14 is automatically calculated and is the sum of Items 14a through 14d.** [Cells 116 to 120]

15. Children that stopped receiving a Bridge Program voucher for other reasons: Enter the unduplicated number of children that stopped receiving a Bridge Program voucher due to reasons other than those listed in Item 11, Item 12, Item 13, and Item 14. **Note: If data is collected in Item 15, data must also be in Item 10. Item 15 is a count based on the Bridge Program voucher. Item 15 is automatically calculated and is the sum of Items 15a through 15d. If any cell in Item 15 is not 0, then the Item 15 Explanation Box must be completed.** [Cells 121 to 125]

PART C. CHILD CARE NAVIGATOR

Part C captures data regarding the child care navigator. Item 16 and Item 17 includes all families that meet the eligibility criteria to qualify for a Bridge Program voucher, whether they receive a voucher or not. Item 18 includes families who received Bridge Program vouchers that were served by child care navigators.

16. Bridge Program eligible families referred to child care navigators: Enter the number of Bridge Program eligible families that were referred to child care navigators. [Cell 126]
17. Bridge Program eligible families served by child care navigators: Enter the number of Bridge Program eligible families who were referred to and served by child care navigators. [Cell 127]
18. Families receiving Bridge Program vouchers served by child care navigators: Enter the number of families receiving Bridge Program vouchers that were served by child care navigators. [Cell 128]

PART D. TRAUMA-INFORMED CARE TRAINING

Part D summarizes the number of trauma-informed care trainings and coaching sessions provided for child care providers.

19. Trauma-informed care trainings: Enter the number of trauma-informed care trainings held for child care providers. [Cell 129]
20. Child care providers that attended trauma-informed care trainings: Enter the number of child care providers that attended trauma-informed care trainings. [Cell 130]

21. Coaching sessions: Enter the number of coaching sessions provided to child care providers. [Cell 131]
22. Child care providers that received coaching sessions: Enter the number of child care providers that receiving coaching sessions. [Cell 132]

COMMENTS

Use the Comments section to:

- Explain any zero data entry for an item if the county does not provide the service or if the county is unable to collect or track the data.
- Explain any major fluctuations in data, including major changes in procedures, programming or staffing that have affected the data.
- Provide any other comments the county determines necessary.
- Explain the reason it took 15 to 21 days for a child to begin child care after being determined eligible for a Bridge Program voucher in the Item 4c Explanation box.
- Explain the reason it took over 21 days for a child to begin child care after being determined eligible for a Bridge Program voucher in the Item 4d Explanation box.
- Explain the other type of placement in which the parenting youth is placed.
- Explain the reason why a child's Bridge Program voucher ended in the Item 15 Explanation box.

**Emergency Child Care Bridge Program For Foster Children (Bridge Program)
Monthly Status Report CCB 18**

VALIDATION RULES AND EDITS

All data cells in this report must be greater than or equal to zero. Enter whole numbers only: no decimals. No data cell should be left blank.

Initial reports: If Initial is selected, the Revised Report Explanation box must be left blank.

Revised reports: If Revised is selected, enter the reasons for the revision in the Revised Report Explanation box.

Important Note: For Part B, there are no validations for the Parenting Youth column.

PART A. FAMILIES

Item 1 must be greater than or equal to Item 2

Cell 1 must be greater than or equal to Cell 2

PART B. CHILDREN

Item 5 must be greater than or equal to Item 6 and Item 8

Cell 48 must be greater than or equal to Cell 53 and Cell 71

Item 7 (Children column) must be equal to Item 5

Cell 59 must be equal to Cell 48

Item 9 must be greater than or equal to Item 5

Cell 76 must be greater than or equal to Cell 48

Item 10 must be equal to (Item 11 + Item 12 + Item 13 + Item 14 + Item 15)

Cell 80 must be equal to (Cell 101 + Cell 106 + Cell 111 + Cell 116 + Cell 121)

Item 11 must be less than or equal to Item 10

Cell 101 must be less than or equal to Cell 80

Item 12 must be less than or equal to Item 10

Cell 106 must be less than or equal to Cell 80

CCB 18 (7/19) 1 2

Item 13 must be less than or equal to Item 10

Cell 111 must be less than or equal to Cell 80

Item 14 must be less than or equal to Item 10

Cell 116 must be less than or equal to Cell 80

Item 15 must be less than or equal to Item 10

Cell 121 must be less than or equal to Cell 80

Exhibit D

Assurance of Compliance with the Kings County Human Services Agency
for Nondiscrimination in State and Federally Assisted Programs

ASSURANCE OF COMPLIANCE IN STATE AND FEDERAL ASSISTANCE
PROGRAMS.

Contractor agrees that it will comply with Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. § 2000d *et seq.*); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 *et seq.*); the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*); the Food Stamp Act of 1977, and in particular section 272.6; (7 U.S.C. § 2012 *et seq.*); Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 *et seq.*); Government Code Section 11135 *et seq.*; California Code of Regulations 22 CCR §§ 98000 - 98413; 24 CCR § 3105a(e); the Dymally-Alatorre Bilingual Services Act (Government Code § 7290 *et seq.*) and other applicable federal and state laws, as well as their implementing regulations. Contractor will ensure that employment practices and provision of services under this Agreement are nondiscriminatory, and that no person shall because of race, color, creed, national origin, ethnic group identification, political affiliation, religion, marital status, sex, sexual orientation, age, or physical or mental disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination. Contractor shall immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and the Contractor HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the Contractor agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code § 10605, or Government Code §§ 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the Contractor directly or through contract, license, or other provider services, as long as it receives federal or state assistance.



949A11E0B4D0518D1BEA694FE960EABZ ready sign
Jeff Garner, Executive Director

KCAO EMERGENCY CHILD CARE BRIDGE PROGRAM FOR FOSTER CHILDREN
FEBRUARY 1, 2024 THROUGH JUNE 30, 2025
HUMAN SERVICES AGREEMENT NO. 277

Kings Community Action Organization, Incorporated

Exhibit E

County of Kings

2016 ADA Self-Evaluation

Appendix E.

Kings County ADA Grievance Procedure

Kings County
Grievance Procedure under ADA or
California State Disability Civil Rights Laws

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"), the Americans with Disabilities Amendments Act (ADAAA) and California State law. Except as otherwise indicated, it may be used by anyone wishing to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Kings County. The procedure should also be used to address all complaints regarding barriers to physical access to any County facility.

NOTE: Discrimination complaints by applicants for, and recipients of, public benefits administered by the County are handled by the Human Services Agency, pursuant to state law and the Human Services Agency's Administrative policy and Procedure No. 23. Notice of this fact is provided to all applicants and recipients. For more information, please contact the Program Manager/Civil Rights Coordinator for the Human Services Agency at 559.852.2201. If you submit a complaint to the ADA Coordinator that should be directed to the Human Services Agency, your complaint will be forwarded to the Human Services Agency, and will be deemed received by the Human Services Agency upon actual receipt by it for purposes of the filing and response deadlines stated in Policy and procedure No. 23. Please also note that the County's Personnel Rules govern employment related complaints of disability discrimination. Please refer to section 10200 to 10250 of the Personnel Rules regarding the County's grievance procedure, as well as Chapter 14 of the Personnel Rules regarding discrimination complaints. The process described in either part may be relied upon to make a complaint of disability discrimination.

A complaint using this procedure should be in writing and should contain information about the alleged discrimination such as name, address, and phone number of the complainant and location, date and description of the problem(s). If you are viewing these instructions online at the County's website, please find the form for making a complaint below. Copies of the complaint form are also available from the Public Works Department or County Administration Office, County Government Center, 1400 West Lacey, Hanford, CA 93230. Alternative means of filing a complaint, such as personal interviews or a tape recording of the complaint, are available to person with disabilities upon request.

The complaint should be submitted by the complainant and/or his/her designee as soon as possible, but not later than sixty (60) calendar days after the alleged violation to:

Dominic Tyburski, ADA Coordinator
County Government Center
1400 West Lacey Blvd.
Hanford, CA 93230

If this complaint is being made on behalf of someone other than me, that person's contact information is:

My complaint relates to circumstances that occurred:

- a) On the following date:
- b) At the following location:

My complaint is as follows:

(Please be as specific as possible, and include the names and contact information of anyone who might have knowledge of the facts giving rise to your complaint. To help us to address your concerns promptly, please stick to the facts: who, what, when, where, and how. Please attach additional pages if necessary.)