



Bryce Yokomizo
Director

June 3, 2003

The Honorable Board of Supervisor
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**RECOMMENDATION TO APPROVE AN AMENDMENT WITH EACH OF THE THIRTEEN
ALTERNATIVE PAYMENT PROVIDERS AGENCIES IN LOS ANGELES COUNTY FOR THE
PROVISION OF
STAGE 1 CHILD CARE SERVICES
TO CalWORKs PARTICIPANTS
(ALL DISTRICTS - 3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and delegate authority to the Director of the Department of Public Social Services (DPSS) to sign amendments to existing contracts with the 13 Alternative Payment Providers (APPs) agencies, substantially similar to the enclosed document (Attachment I) which will include the individual agency rates from Attachment II. The amendments will extend the term of the agreement for the provision of Stage 1 Child Care Services to CalWORKs participants, effective July 1, 2003 through December 31, 2003. The estimated amount for the extension is \$79,306,710 fully subvented by State and federal revenue. Funding for the amendments is included in the Department's FY 2003-04 Proposed Budget.

PURPOSE/JUSTIFICATION OF RECOMMENDATION

The current contracts for these services expire June 30, 2003. Board approval of the recommended action will allow DPSS to continue seamless child care services delivery while DPSS completes its evaluation of the most cost effective and efficient method of administering

Stage 1 Child Care Services. The impact of the State's FY 2003-04 Budget on CalWORKs Child Care programs will be assessed as part of the evaluation.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The amendments are consistent with the principles of County Strategic Plan Goal #5: Children and Families' Well-Being by continuing and supporting the Department's efforts to ensure the well-being of children in Los Angeles County with access to quality child care.

FISCAL IMPACT/FINANCING

The cost of the 13 amendments for the six-month extension is estimated at \$79,306,710 of which \$9,306,710 is for administrative costs, including collocated staff and outreach activities. The remaining costs are paid by the contractors to child care providers to care for children on behalf of CalWORKs participants.

The costs of these amendments will be funded exclusively with CalWORKs Stage 1 Child Care funds and therefore, there is no net County cost impact. Funding for the amendments is included in the Department's FY 2003-04 Proposed Budget.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

California Educational Code 8350 requires three stages of Child Care Services. Section 8351 of the same code requires county welfare departments to manage the first stage (Stage 1). Subsection 8351(e) allows counties to contract for any or all Stage 1 Child Care Services. Stages 2 and 3 Child Care Services are under the jurisdiction of the California Department of Education (CDE). CDE contracts with the same agencies with which we contract for Stage 1 Services to operate the local Stages 2 and 3 programs.

The current Stage 1 Child Care Services contracts went into effect January 1, 2001 and expire June 30, 2003. The County has contracted for Stage 1 Child Care Services since December 1998.

Per subsection 2.121.250B.1 of the County Code, these contracts are not subject to Prop A contract requirements.

Under the agreements, the contractors must ensure that the parent is provided with the necessary information and assistance to make an informed child care choice, determine that the parent is eligible to child care, and process the certification within a specified time period. These contractors must also process provider payments.

All of the contracts contain a Termination for Convenience clause that allows the County to terminate with 30 days notice. The contract with Pomona Unified School District (PUSD) will

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contain a mutual termination for convenience clause as PUSD is another public agency and has requested it. The termination for convenience clause for PUSD will allow either party to terminate with 60 days notice, also at their request. This would not endanger the program.

The contracts are being extended while DPSS completes its evaluation of the most cost effective and efficient method of providing these services. DPSS is currently working with the APPs to determine whether they can bring their costs down to a competitive level. Based on the final results of negotiations, DPSS will return to the Board with a recommendation for ongoing provisions of these services.

This amendment has been approved as to form by County Counsel.

CONTRACT PROCESS

No additional solicitation process was required for these amendments since the amendments are to extend existing agreements.

IMPACT ON CURRENT SERVICES

The amendments will allow the County to continue to provide State required Stage 1 Child Care Services.

Extending these contracts will not infringe on the rights of the County in relationship to its residents and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to send one approved copy of this Board letter to the Director of DPSS.

Respectfully submitted,

Bryce Yokomizo
Director

BY:cjr

Enclosures

c: Chief Administrative Officer
County Counsel

**AMENDMENT NUMBER ____ TO THE AGREEMENT BETWEEN
THE COUNTY OF LOS ANGELES AND**

FOR THE PROVISION OF CalWORKs STAGE 1 CHILD CARE SERVICES

Reference is made to the documents entitled "CalWORKs Stage 1 Child Care Services Contract" by and between the County of Los Angeles and the _____, dated January 1, 2001, and further identified as County Agreement #CW01-__ (hereinafter referenced as "Agreement") and Amendment Number _____ to the Agreement and amended on this _____ day of _____, 2003.

NOW, THEREFORE, COUNTY and CONTRACTOR hereby agree to extend the term of the Agreement as follows:

- A. Effective June 30, 2003, Part **II, TERM OF CONTRACT**, Section 1., is amended by adding the following new paragraph:

Subject to COUNTY's right to terminate earlier for convenience, non-appropriation of funds or default of CONTRACTOR, or any other terms allowing earlier termination, the term of this Agreement shall be extended commencing July 1, 2003 and terminating December 31, 2003.

- B. Effective July 1, 2003, Part **IV., COMPENSATION**, Section 1., Operational/Administrative Fees, Subsection 1.1 is amended to read as follows:

CONTRACTOR shall invoice, and COUNTY shall pay, the cost-per-case of \$XXX times the number of cases handled by CONTRACTOR each month. CONTRACTOR shall invoice per the provisions in Part V., Invoicing.

- C. Effective July 1, 2003, Part **IV., COMPENSATION**, Section 1., Operational/Administrative Fees, Subsection 1.1, Subparagraph 1.1.3 is deleted in its entirety and replaced with Subparagraph 1.1.3 as follows:

If this Contract is terminated for convenience of COUNTY, per Section VII, Paragraph 40.1, TERMINATION FOR CONVENIENCE OF COUNTY, or the contract is not extended again, or a new contract does not continue the services of this Contract beyond December 31, 2003, CONTRACTOR shall make no Direct Provider Payments after termination date of contract and shall forward all outstanding invoices to COUNTY.

- D. Effective July 1, 2003, Part **IV., COMPENSATION**, Section 1., Operational/Administrative Fees, Subsection 1.1, Subparagraph 1.1.4 is deleted in its entirety and replaced with Subparagraph 1.1.4 as follows:

CONTRACTOR shall issue to COUNTY, no later than January 15, 2004, a list and diskette of providers with outstanding Provider Payment Requests for child care rendered prior to January 1, 2004, for whom no payment was issued, unless COUNTY and CONTRACTOR have entered into a new contract which sets a later date for the

delivery of such a list and diskette. COUNTY shall reconcile CONTRACTOR list to ensure previous payment has not been issued prior to assuming sole responsibility for receiving outstanding Provider Payment Requests and issuing requested payments after December 31, 2003. If COUNTY disagrees with the CONTRACTOR's list of Provider Payment Requests, COUNTY and CONTRACTOR shall meet within ten (10) calendar days and resolve the disagreement.

Should Contract be terminated prior to its expiration date, the list and diskette of Provider Payment Requests shall be submitted within fifteen (15) calendar days of the expiration date.

- E. Effective July 1, 2003, Part **IV.**, **COMPENSATION**, Section 2., **Monthly Fees** is amended by adding Subparagraph 2.1.4 as follows:

For the period July 1, 2003 through December 31, 2003 and any extension of that period, the fixed monthly fee for collocated staffing shall be \$XX, and for Outreach activities the fee shall not exceed the maximum of \$XXX.

- F. Effective July 1, 2003, Part **V.**, **INVOICING**, Section 2., Subsection 2.1 is deleted in its entirety and replaced as follows:

CONTRACTOR shall breakout and subtotal the Operational/Administrative Fee and Actual Direct Provider Payments issued according to five (5) programmatic subcategories:

- A. GEARS Cases (participants who do not fall into any of the other four subcategories, B.-E. below)
- B. Exempt - Not on GEARS;
- C. Licensed - Not on GEARS;
- D. ASE - On Aid; and
- E. ASE - Off Aid.

- G. Effective July 1, 2003, Part **V.**, **INVOICING**, Section 2., Subsection 2.2 is deleted in its entirety and replaced as follows:

CONTRACTOR shall submit invoices to:

Department of Public Social Services
General Services Division
3435 Wilshire Blvd., 8th Floor
Los Angeles, CA 90010

Attn: Director, Benefits Issuance/Special Payments Section

- H. Effective July 1, 2003, Part **VI.**, **ADVANCES AND SETTLEMENTS**, Paragraph 1 is deleted in its entirety and replaced as follows:

1. COUNTY shall issue, by July 10, 2003, advance payments to replace the previous advances returned in May and June 2003 for both operational/administrative and direct provider payments.
- I. Effective July 1, 2003, Part **VI.**, **ADVANCES AND SETTLEMENTS**, Paragraph 3 is deleted in its entirety and replaced as follows:
3. At the end of the extension period, COUNTY shall recoup all advances by offsetting the advances from the CONTRACTOR's final two months services' invoices. If any additional recouping is necessary, CONTRACTOR shall pay COUNTY by cash payment within thirty (30) calendar days of the final determination by COUNTY of the amount of payment due.

- J. Effective July 1, 2003, Part **VII.**, **FURTHER TERMS AND CONDITIONS**, Section 40, **TERMINATION FOR CONVENIENCE OF COUNTY**, Subsection 40.2, Paragraph B., is amended as follows:

Comply with the provisions of Section IV, Paragraph 1.1.3, including taking all reasonable and necessary steps to cancel all leased or rented space agreements entered into through December 31, 2003 to perform the services terminated hereunder.

- K. Effective July 1, 2003, Part **VII.**, **FURTHER TERMS AND CONDITIONS**, Section 40, **TERMINATION FOR CONVENIENCE OF COUNTY**, Subsection 40.3, is amended as follows:

Subject to the provisions of the subparagraph 40.2, COUNTY and CONTRACTOR shall negotiate an equitable amount to be paid CONTRACTOR for costs incurred by reason of the total or partial termination of work pursuant to this clause. The negotiated amount shall not result in Operational/Administrative Fees exceeding the cost-per-case rate in Part IV, Section 1.1 times the average monthly number of cases from July 1, 2003 to the termination date times the number of months remaining in the contract, and shall not result in fixed or Outreach Fees for the year exceeding the monthly fees in Section IV, Paragraph 2.1 times the number of months remaining in the contract. CONTRACTOR's termination claim and invoice may include, but not be limited to, the following costs:

- A. Costs for that part of the work already performed prior to the effective date of the total or partial termination;
- B. Remaining costs of rental or leased space agreements, if any, after CONTRACTOR's compliance with this Section VII, Paragraph 40.2b.

Such costs shall not exceed the remainder of \$XX for rental and leased space agreements through December 31, 2003;

- C. Staff costs incurred in Contract close down; and
- D. Other costs, if any, incurred pursuant to the total of partial termination, such as copying of files and documents.

- L. Effective July 1, 2003, Part **VII.**, **FURTHER TERMS AND CONDITIONS**, Section 48, COMPLIANCE WITH JURY SERVICE PROGRAM, is added as follows:

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") and codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code. (2/26/02 BOS adopted Ordinance Chapter 2.203, Amended 6/11/02).

Written Employee Jury Service Policy

Unless CONTRACTOR has demonstrated to the County's satisfaction either that CONTRACTOR is not a "CONTRACTOR" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that CONTRACTOR qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), CONTRACTOR shall have and adhere to a written policy that provides that its employees shall receive from the CONTRACTOR, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the CONTRACTOR or that the CONTRACTOR deduct from the employee's regular pay the fees received for jury service.

For the purpose of this Section, "CONTRACTOR" means a person, partnership, corporation or other entity which has a contract with the COUNTY or a subcontract with a COUNTY contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more COUNTY contracts or subcontracts. "Employee" means any California resident who is a full-time employee of CONTRACTOR. "Full-time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the COUNTY, or 2) CONTRACTOR has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary services of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If CONTRACTOR uses any subcontractor to perform services for the COUNTY under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the agreement.

If CONTRACTOR is not required to comply with the Jury Service Program when the Contract commences, CONTRACTOR shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and CONTRACTOR shall immediately notify COUNTY if CONTRACTOR at any time either comes within the Jury Service Program's definition of "CONTRACTOR" or if CONTRACTOR no longer qualifies for an exception to the Program. In either event, CONTRACTOR shall immediately implement a written policy consistent with the Jury Service Program. COUNTY may also require, at any time during the Contract and at its sole discretion, that CONTRACTOR demonstrate to the COUNTY's satisfaction the CONTRACTOR either continues to remain outside of the Jury Service Program's definition of "CONTRACTOR" and/or that CONTRACTOR continues to qualify for an exception to the Program.

CONTRACTOR's violation of this Section of the contract may constitute a material breach of the Contract. In the event of such material breach, COUNTY may, in its sole discretion, terminate the Contract and/or bar CONTRACTOR from the award of future COUNTY contracts for a period of time consistent with the seriousness of the breach.

- M. Effective July 1, 2003, Part **VII.**, **FURTHER TERMS AND CONDITIONS**, Section 49., NO PAYMENT FOR SERVICES PROVIDED FOLLOWING TERMINATION OF CONTRACT, is added as follows:

CONTRACTOR shall have no claim against COUNTY for payment of any money or reimbursement, of any kind whatsoever, for any service provided by CONTRACTOR after the expiration or other termination of the Contract. Should CONTRACTOR receive any such payment it shall immediately notify COUNTY and shall immediately repay all such funds to COUNTY. Payment by COUNTY for services rendered after expiration/termination of the Contract shall not constitute a waiver of COUNTY's right to recover such payment from CONTRACTOR. This provision shall survive the expiration or other termination of the Contract.

- N. Effective July 1, 2003, Part **VII.**, **FURTHER TERMS AND CONDITIONS**, Section 50., SAFELY SURRENDERED BABY LAW, is added as follows:

CONTRACTOR shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is available on the Internet at: www.babysafela.org for printing purposes.

CONTRACTOR acknowledges that COUNTY places a high priority on the implementation of the Safely Surrendered Baby Law. CONTRACTOR understands that it is the COUNTY's policy to encourage all County Contractors to voluntarily post the County's "Safely Surrendered Baby Law" poster in a prominent position at CONTRACTOR's place of business. CONTRACTOR will also encourage its Subcontractors, if any, to post this poster in a prominent position in the Subcontractor's place of business. The County's Department of Children and Family Services will supply CONTRACTOR with the poster to be used.

- O. Effective July 1, 2003, **ATTACHMENT A, STATEMENT OF WORK**, Section 5, COLLOCATION AND SWIFT COMMUNICATION, Subsection 5.1, Collocated Staff, is amended to read as follows:

CONTRACTOR shall provide daily collocated staff, at selected GAIN Region and Sub-Region offices and at selected CalWORKs District offices, as specified in Technical Exhibit 9.6A; shall provide no less than one hour scheduled, weekly visits at all other CalWORKs offices and contracted RITE/REP sites, as specified in Technical Exhibit 9.6A, and provide swift communication on all other work days; and provide swift communication with the ALFP offices, as specified in Technical Exhibit 9.6A.

- P. Effective July 1, 2003, Attachment A, Statement of Work and Technical Exhibits, Section 9.0., TECHNICAL EXHIBIT, Subsection 9.6, DEPARTMENT OF PUBLIC

SOCIAL SERVICES WORK LOCATIONS, HOURS OF COLLOCATION, COLLOCATED STAFFING AND MULTILINGUAL CAPABILITIES, RITE/REP OFFICE LOCATIONS, COLLOCATION STAFFING AND MULTILINGUAL CAPABILITIES, AFLP OFFICES FOR SWIFT COMMUNICATIONS, AGENCY MAIN OFFICE BILINGUAL CAPABILITIES, is deleted in its entirety and is replaced with Subsection 9.6A, DEPARTMENT OF PUBLIC SOCIAL SERVICES WORK LOCATIONS, HOURS OF COLLOCATION, COLLOCATED STAFFING AND MULTILINGUAL CAPABILITIES, RITE/REP OFFICE LOCATIONS, COLLOCATION STAFFING AND MULTILINGUAL CAPABILITIES, AFLP OFFICES FOR SWIFT COMMUNICATIONS, AGENCY MAIN OFFICE BILINGUAL CAPABILITIES. As of the effective date of the Amendment, wherever it appears in the Agreement, the term “Technical Exhibit, Subsection 9.6” shall be replaced by the term “Technical Exhibit, Subsection 9.6A.”

- Q. **ATTACHMENT E, CONTRACTOR BUDGET**, is deleted in its entirety and is replaced with Attachment E-1, Amended Contractor Budget. CONTRACTOR may reallocate funds between line items, as needed, to provide necessary services under this Contract. As of the effective date of the Amendment, wherever it appears in the Agreement, the term “Attachment E” shall be replaced by the term “Attachment E-1.”
- R. **ATTACHMENT F, TECHNICAL EXHIBIT**, is deleted in its entirety and is replaced with Technical Exhibit Attachment F-1. As of the effective date of the Amendment, wherever it appears in the Agreement, the term “Attachment F” shall be replaced by the term “Attachment F-1.”
- S. **ATTACHMENT G, MONTHLY ACTIVITY REPORT**, is deleted in its entirety and is replaced with Attachment G-1, Monthly Activity Report. As of the effective date of the Amendment, wherever it appears in the Agreement, the term “Attachment G” shall be replaced by the term “Attachment G-1.”

All other terms and conditions remain in effect.

The parties hereto have caused this Agreement to be executed by their authorized officers.

COUNTY OF LOS ANGELES

By: _____
Bryce Yokomizo, Director
Department of Public Social Services

Date: _____

CONTRACTOR

By: _____
Executive Director

Date: _____

APPROVED AS TO FORM:
Lloyd W. Pellman, County Counsel

By: _____
Deputy

STAGE 1 CHILD CARE CONTRACT

TECHNICAL EXHIBIT 9.6A

**DEPARTMENT OF PUBLIC SOCIAL SERVICES WORK LOCATIONS,
HOURS OF COLLOCATION, COLLOCATED STAFFING AND
MULTILINGUAL CAPABILITIES**

RITE/REP OFFICES FOR SWIFT COMMUNICATIONS

AGENCY MAIN OFFICE BILINGUAL CAPABILITIES

STAGE 1 CHILD CARE CONTRACT

COLLOCATED DPSS WORK LOCATIONS

DPSS DISTRICT	PRIMARY SERVICING AGENCY/STAFF		BILINGUAL REQUIREMENTS	DAYS	HOURS*
West Los Angeles #09 11390 W. Olympic Blvd. Los Angeles 90064	Crystal Stairs	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
Florence #17 1740 E. Gage Ave. Los Angeles 90001	Crystal Stairs	1	English/Spanish	M-F	8:30 a.m. - 5:30 p.m.
Compton #26 211 E. Alondra Blvd. Compton 90220	CCFS	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
Lancaster #34 349-B E. Avenue K-6 Lancaster 93535 GAIN REGION II - Antelope Valley Sub-Office 349 C East Ave., K-6 Lancaster 93535	CCRC	1	English/Spanish	M-F	7:00 a.m. - 4:00 p.m.
West Valley #82 21415 Plummer St. Chatsworth, 91311	CCRC	1	English/Spanish	M-F	7:00 a.m. - 4:00 p.m.
GAIN REGION I 5200 W. Century Blvd. Los Angeles 90045	Crystal Stairs	2	English/Spanish	M-F	8:30 a.m. - 5:30 p.m.
GAIN REGION II 21415 Plummer St. Chatsworth 91311	CCRC	1	English/Spanish English/Armenian	M-F	7:00 a.m. - 4:00 p.m.
Palmdale Sub-Office 1050 E. Palmdale Blvd. Palmdale 93350	CCRC	1	English/Spanish	M-F	7:00 a.m. - 4:00 p.m.

STAGE 1 CHILD CARE CONTRACT

COLLOCATED DPSS WORK LOCATIONS

DPSS DISTRICT	PRIMARY SERVICING AGENCY/STAFF		BILINGUAL REQUIREMENTS	DAYS	HOURS*
GAIN REGION III 3216 N. Rosemead Blvd. El Monte 91731	Options	2	English/Spanish English/Vietnamese	M-F	8:00 a.m. - 5:00 p.m.
Pomona Sub-Office 2255 N. Garey Ave. Pomona 91767	Pomona	2	English/Spanish	M-F	8:00 a.m.- 5:00 p.m.
Gain Region III Sub-office 3629 Santa Anita Ave. El Monte 91731	Options	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
GAIN REGION IV 2910 West Beverly Blvd. Los Angeles 90057	Crystal Stairs	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
Exposition Park GAIN REGION IV 3965 S. Vermont Ave. Los Angeles 90037	Crystal Stairs	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
GAIN REGION V 2959 Victoria Street Rancho Dominguez 90221	CHS	8	English/Spanish English/Vietnamese	M-F	8:00 a.m. - 5:00 p.m.
GAIN REGION VI 5460 Bandini Blvd. Bell 90201	MAOF	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
GAIN REGION VI Belvedere Sub-Office 5445 E. Whittier Blvd. Los Angeles 90201	MAOF	1	English/Spanish	M-F	8:00 a.m. - 5:00 p.m.
GAIN REGION VII 3307 N. Glenoaks Blvd. Burbank 91504	CCRC	2	English/Spanish	M-F	7:00 a.m. - 4:00 p.m.

*Assigned hours may vary as directed by DPSS Office Head.

STAGE 1 CHILD CARE CONTRACT

WEEKLY VISITS- DPSS WORK LOCATIONS

DPSS DISTRICT	PRIMARY VISITING AGENCY*
Glendale #02 4680 San Fernando Rd. Glendale 91204	CCRC
Pasadena #03 955 N. Lake Ave Pasadena 91104	Options
El Monte #04 3350 Aerojet Avenue El Monte 91731	Options
Belvedere #05 5445 E. Whittier Blvd. Los Angeles 90022	MAOF
Cudahy #06 8130 S. Atlantic Ave. Cudahy 90201	CCFS
East Valley #11 14545 Lanark St. Panorama City 91402	CCRC
Exposition Park #12 3833 S. Vermont Ave. Los Angeles 90007	Crystal Stairs
Metro Family #13 2615 S. Grand Ave. Los Angeles 90007	Crystal Stairs
Metro East #15 2855 E. Olympic Blvd. Los Angeles 90023	MAOF

WEEKLY VISITS - DPSS WORK LOCATIONS

DPSS DISTRICT	PRIMARY VISITING AGENCY*
San Gabriel 3350 Aerojet Avenue El Monte 91731	#20 Options
South Central 10728 S. Central Ave. Los Angeles 90059	#27 Crystal Stairs
South Family 17600 "A" S. Santa Fe Ave. Rancho Dominguez 90221	#31 CHS
Pomona 2040 W. Holt Ave. Pomona 91768	#36 Pomona USD
Metro North 2601 W. Wilshire Blvd. Los Angeles 90057	#38 MAOF
Norwalk 12727 Norwalk Blvd. Norwalk 90650	#40 CHS
Santa Clarita 27233 Camp Plenty Road Canyon Country 91351	#51 CCRC
Paramount 2961 East Victoria Rancho Dominguez 90221	#62 CHS
Lincoln Heights 4077 N. Mission Road Los Angeles 90032	#66 MAOF
Southwest Family 923 E. Redondo Blvd. Inglewood 90302	#83 Crystal Stairs

STAGE 1 CHILD CARE CONTRACT

REFUGEE SERVICES PROVIDERS FOR RITE/REP PROGRAM

WEEKLY VISITS

REFUGEE EMPLOYMENT PROGRAM CONTRACTORS	PRIMARY VISITING AGENCY*
Armenian Evangelical Social Services Center (AESSC) 5250 Santa Monica Blvd., Ste. 204 Los Angeles 90029 RITE/REP	Crystal Stairs
Armenian Relief Society (ARS) 517 West Glenoaks Blvd. Glendale 91202 RITE/REP	CCRC
Chabad College of West Hollywood 5724 West 3 rd St., Ste. 314 Los Angeles 90036 RITE/REP	Crystal Stairs
Community Employment Project (CEP) 11550 West Rosecrans Norwalk 90650 RITE/REP	CHS
Community & Rehab. Ind. (CRI) 1500 East Anaheim St. Long Beach 90813 (Sub-cont. - CEP) RITE/REP	CHS
Economic & Employment Development Center (EEDC) 1710 S. Del Mar, Ste. 201 San Gabriel 91776 (Sub-cont. IILA) RITE/REP	Options
International Community Employment & Training Center 1400 S. Hayward Ave., Ste. 215 Los Angeles 90035 RITE/REP	Crystal Stairs

STAGE 1 CHILD CARE CONTRACT

REFUGEE SERVICES PROVIDERS FOR RITE/REP PROGRAM
WEEKLY VISITS

REFUGEE EMPLOYMENT PROGRAM CONTRACTORS	PRIMARY VISITING AGENCY*
International Institute of Los Angeles (IILA) 3845 Selig Place Los Angeles 90035 RITE/REP	MAOF
Jewish Vocational Services (JVS) 6505 Wilshire Blvd., Ste. 200 Los Angeles 90048 RITE/REP	Crystal Stairs
Long Beach City College (LBCC) 1305 E. Pacific Coast Highway Long Beach 90806 RITE/REP	CHS
Los Angeles Unified School District (LAUSD) 1646 S. Olive St. Ste. 221 & 213 Los Angeles 90015 RITE/REP	Crystal Stairs
Pacific Asian Consortium in Employment (PACE) 1541 Wilshire Blvd., Ste. 502 Los Angeles 90012 RITE/REP	Options
Unified Vietnamese Community Council (UVCC) 709 North Hill St., # 3 & 5 Los Angeles 90012 RITE/REP	Options

*The Primary Visiting Agency shall have “floater” staff that travel to the various indicated sites per DPSS Work Locations chart and Refugee Services Providers for RITE/REP Program chart, Technical Exhibit 9.6A. Floater staff shall visit each location no less than 1 hour per week, or as determined by DPSS.

- CCRC - 1 allocated floater staff
- CHS - 1 allocated floater staff
- Crystal Stairs - 1 allocated floater staff
- MAOF - 2 allocated floater staff
- Options - 1 allocated floater staff

STAGE 1 CHILD CARE CONTRACT

AFLP OFFICES FOR SWIFT COMMUNICATIONS

AFLP OFFICE SITE	AFLP LIAISON	SERVICING R&R AGENCY
El Nido Family Center 9302 S. Normandie Ave. Los Angeles 90047	Francesca Anello (323) 757-0101 FAX (323) 757-8434	Crystal Stairs
El Nido Family Center 12502 Van Nuys Blvd., Ste. 201 Pacoima 91331	Eugenia Castro (818) 896- 7776 FAX (834) 797-6329	CCRC
El Nido Family Center 406 Carson Plaza Dr., Ste. 106 Carson 90746	Laurie Alper (310) 768-8030 FAX (310) 768-8186	Crystal Stairs
El Nido Family Center 38345 30 th St., East, Ste. C Palmdale 93550	Rosemarie Molinado (805) 274-4192 FAX (805) 274-4199	CCRC
El Nido Family Center 10200 Sepulveda Blvd, Ste. 350 Mission Hills 91345	Anita Butler (818) 830-3646 FAX (818) 830-3654	CCRC
Foothill Family Services 2500 E. Foothill Pasadena 91101	Lorraine Williams (626) 564-1613 FAX (626) 564-1651	Options
Foothill Family Services 1720 W. Cameron Ave., Ste.100 West Covina 91709	Marsha Porshin (626) 338-9200 FAX (6262) 856-1560	Options
Foothill Family Service El Monte Office 11429 Valley Blvd. El Monte 91731	Nancee Lee-Allen (626) 442-8391 FAX (626) 442-8387	Options
Children's Hospital of L.A. Project Nateen 4610 Hollywood Blvd. Los Angeles 90027	Fabiola Ruiz (323) 669-5981 FAX (323) 913-1653	Crystal Stairs
Southern California Youth and Family Center 101 N. La Brea, Ste. 100 Inglewood 90301	Richard Onewneli (310) 671-1222 FAX (310) 671-0687	Crystal Stairs
Southern California Youth and Family Center 3545 Long Beach Blvd., Ste. 240 Long Beach 90807	Sandra Seymore (562) 989-4300 FAX (562) 989-4311	CHS
Altamed Health Services 249 E. Pomona Monterey Park 91754	Xochitl Ibarra (323) 722-8300 FAX (323) 722-9083	MAOF
Altamed Health Services 2476 South Atlantic Blvd. City of Commerce 90022	Phyllis Tran (323) 980-3061 FAX (323) 980-3067	MAOF

STAGE 1 CHILD CARE CONTRACT

AGENCY MAIN OFFICE BILINGUAL CAPABILITIES:

Each CONTRACTOR shall also maintain the following bilingual or multilingual language capabilities at its main office for this contract, including telephone access, as specified below. English and Spanish capability is required during all public access hours, as specified in the Statement of Work Section 1.6.1. Other language capabilities listed below are required from 8:00 a.m. to 4:00 p.m., Monday through Friday.

CCRC

- English
- Spanish
- Armenian

CCIS- Pasadena

- English
- Spanish

CFS

- English
- Spanish
- Korean
- Armenian

MAOF

- English
- Spanish

Connections

- English
- Spanish

CHS

- English
- Spanish
- Cambodian

Crystal Stairs

- English
- Spanish

Options

- English
- Spanish
- Vietnamese
- Cantonese
- Mandarin

City of Norwalk

- English
- Spanish

Pomona USD

- English
- Spanish

CCFS

- English
- Spanish

Drew CDC

- English
- Spanish

Int'l Institute of LA

- English
- Spanish

CONTRACTOR MONTHLY INVOICE SUMMARY

Agency Name: _____ **No:** _____

Report Month: ___ / ___ **Fiscal Year:** _____ **Billing Date:** ___ / ___ / ___

- | | | |
|--|-----|----------|
| 1. Operational/Administrative Fee (From Page 2): | | \$ _____ |
| 2. Fixed Monthly Fee (Enter Contractor Monthly Fee): | | \$ _____ |
| 3. Outreach Activities (Attach documentation of expense): | | \$ _____ |
| 4. Operational/Administrative Section 1 Adjustments (From Page 4): | + | \$ _____ |
| | Or: | - |
| | | \$ _____ |
| 5. Total Fees For Services (Sum of 1 through 4): | | \$ _____ |
-
-

- | | | |
|---|-----|----------|
| 6. Direct Provider Payment Reimbursement (From Page 3): | | \$ _____ |
| 7. Direct Provider Payment Reimbursement Adjust. (From Page 5): | + | \$ _____ |
| | Or: | - |
| | | \$ _____ |
| 8. Total Direct Provider Payment Reimbursement:
(Sum of 6 and 7, or subtraction of 7 from 6) | | \$ _____ |

FISCAL YEAR RECAP: **PROVIDER PAYMENTS:** \$ _____

OPERATIONAL/ADMINISTRATIVE PAYMENTS: \$ _____

Person Completing invoice: _____

Contractor Authorized Signature: _____

Telephone Number: () _____

Date of Completion: ___ / ___ / ___

CONTRACTOR CURRENT MONTH OPERATIONAL / ADMINISTRATIVE INVOICE

Agency Name: _____ No: _____

Report Month: ___ / ___ Fiscal Year: _____ Billing Date: ___ / ___ / ___

- A. Number of cases billed: _____
(Not including non-needy caretaker cases)
- B. Do not include retroactive authorizations on this page.
Enter retroactive authorizations on Page 4.

Authorizations	Referral w/o Authorizations	Sub-Total	Case Cost	Total
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SECTION 1

1. GEARs Cases: _____ + _____ = _____

2. EXEMPT
Not on GEARs: _____ + _____ = _____

3. LICENSED-
Not on GEARs: _____ + _____ = _____

4. ASE - On Aid: _____ + _____ = _____

5. ASE - Off Aid: _____ + _____ = _____

TOTAL: _____ x \$ _____ = _____

Person Completing invoice: _____

Contractor Authorized Signature: _____

Telephone Number: () _____

Date of Completion: ___ / ___ / ___

CONTRACTOR CURRENT MONTH DIRECT PROVIDER PAYMENT INVOICE

Agency Name: _____ No: _____
Report Month: ____/____ Fiscal Year: _____ Billing Date: ____/____/____

	DIRECT PROVIDER PAYMENT		INVOICE AMOUNT
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DIRECT PROVIDER PAYMENT

- 1. GEARS Cases: \$ _____
- 2. Exempt-Not on GEARS: \$ _____
- 3. Licensed-Not on GEARS: \$ _____
- 4. ASE - On Aid: \$ _____
- 5. ASE - Off Aid: \$ _____

TOTAL: \$ _____

NOTE: Include all direct provider payments entered into GEARS in the Report Month. Include payments made as part of a retroactive authorization.

Person Completing invoice: _____

Contractor Authorized Signature: _____

Telephone Number: () _____ Date of Completion: ____/____/____

CONTRACTOR OPERATIONAL/ADMINISTRATIVE SECTION I INVOICE ADJUSTMENT PAGE

Agency Name: _____ No.: _____

Report Month: ____/____/____ Fiscal Year: _____ Billing Date: ____/____/____

	Retroactive Authorizations (Total Month)	+/- Adjustments	=	Total	x	Rate	=	+/- Payment	=	Total Payment
ADDITIONAL RETROACTIVE OR ADJUSTMENTS										
1. GEARS Cases	_____	+/- _____	=	_____	x	\$ _____	=	+/- \$ _____		
2. Exempt-Not on GEARS	_____	+/- _____	=	_____	x	\$ _____	=	+/- \$ _____		
3. Licensed-Not on GEARS	_____	+/- _____	=	_____	x	\$ _____	=	+/- \$ _____		
4. ASE - On Aid:	_____	+/- _____	=	_____	x	\$ _____	=	+/- \$ _____		
5. ASE - Off Aid:	_____	+/- _____	=	_____	x	\$ _____	=	+/- \$ _____		
TOTAL:		+/- _____	=		x	\$ _____	=	+/- \$ _____		\$ _____

1. For manual entries only, circle "+" or "-" in each case on each line.

- Notes:**
- Attach a separate list or on Monthly Activity Report, each retroactive authorization or adjustments. Group by month (i.e. list all January changes, then list all February, etc.)
 - Bill retroactive authorizations or adjustments on this form ONLY if you billed under Section I for the past relevant month.
 - Retroactive cases:
 - Agencies can only bill for one month of retroactive case management except for "B".
 - If a parent provides documentation, per the DPSS Administrative Directive, for two or more months of retroactive child care, the agency can invoice DPSS for a maximum of two months retroactive case management.

Person Completing Invoice: _____

Authorized Signature: _____

Telephone Number: () _____

Date of Completion: / /

CONTRACTOR DIRECT PROVIDER PAYMENT INVOICE ADJUSTMENT PAGE

Agency Name: _____ No.: _____

Report Month: ____/____/____ Fiscal Year: _____ Billing Date: ____/____/____

	Underpayment and upward adjustments	Overpayments and downwards adjustments	+/- Payment	Total Payment
O/P AND U/P AND CORRECTIONS OF DIRECT PROVIDER PAYMENTS				
1. GEARS Cases	+ \$ _____	- \$ _____	= +/- \$ _____	
2. Exempt - Not on GEARS	+ \$ _____	- \$ _____	= +/- \$ _____	
3. Licensed - Not on GEARS	+ \$ _____	- \$ _____	= +/- \$ _____	
4. ASE - On Aid:	+ \$ _____	- \$ _____	= +/- \$ _____	
5. ASE - Off Aid:	+ \$ _____	- \$ _____	= +/- \$ _____	
TOTAL:	+ \$ _____	- \$ _____	= +/- \$ _____	\$ _____

- Notes:**
1. If total is positive (+), COUNTY owes CONTRACTOR this amount for direct provider payments. If total is negative (-), CONTRACTOR owes COUNTY this amount for overpayments.
 2. Attach a list of all overpayments/underpayments and adjustments. Use the Monthly Activity Report format, but add month and year of each orginial payment and show orginial payment, correct payment, increased payments and decreased payments.
 3. Do not show retroactive payments on this form. Retroactive payments are included on the CONTRACTOR CURRENT MONTH INVOICE for the month in which the check was actually issued (page 3).

Person Completing Invoice: _____

Authorized Signature: _____

Telephone Number: () _____ Date of Completion: ____/____/____

STAGE 1 CHILD CARE CONTRACT

MONTHLY ACTIVITY REPORT

Date: _____

Page No: _____

CHILD CARE PROVIDER ISSUANCES: MONTH _____ YEAR _____

(1) and (2)

(3)

CASE NAME	Case Name		Child Name		Provider I.D. Number	Provider Name		Date Paid	Accrual Period	Actual Amount

CONTRACT MANAGER SIGNATURE

DATE

- Note:
1. Alphabetically list by Section; GEARS cases, Exempt-Not on GEARS, Licensed-Not on GEARS, ASE-On Aid, ASE-Off Aid. Subtotal each of the five sections and provide grand total.
 2. In each Section, list alphabetically by parent's last name.
 3. Enter the actual payment amount for the period. If there is a deduction for a prior collectible overpayment, or an addition for a prior underpayment, show all overpayment collections and underpayment additions in a separate Section at the end of the report.
 4. Attach a separate Monthly Activity Report for Non-needy Caretaker Project cases.

**RESOURCE AND REFERRAL/ALTERNATIVE PAYMENT PROGRAM AGENCIES
CalWORKs STAGE 1 CHILD CARE**

6-MONTH BUDGET

FY 2003-2004

AGENCY NAME	ESTIMATED ADMIN. COST	ESTIMATED COLLOCATION	ESTIMATED OUTREACH	ESTIMATED 6 MONTHS TOTAL
CCFS	\$ 822,704	\$ 26,100	\$ 6,528	\$ 855,332
CFS	\$ 477,330	\$ 0	\$ 3,786	\$ 481,116
CCIS	\$ 460,706	\$ 0	\$ 3,654	\$ 464,360
CCRC	\$ 890,806	\$ 168,314	\$ 7,362	\$ 1,066,482
CHS	\$ 1,130,246	\$ 265,494	\$ 9,192	\$ 1,404,932
City of Norwalk	\$ 63,544	\$ 0	\$ 504	\$ 64,048
Connections	\$ 194,416	\$ 0	\$ 1,542	\$ 195,958
Crystal Stairs	\$ 1,724,018	\$ 161,428	\$ 13,674	\$ 1,899,120
Drew CDC	\$ 512,126	\$ 0	\$ 4,230	\$ 516,356
Inter. Institute-LA	\$ 108,902	\$ 0	\$ 900	\$ 109,802
MAOF	\$ 868,446	\$ 74,412	\$ 6,888	\$ 949,746
Options	\$ 557,282	\$ 97,892	\$ 4,572	\$ 659,746
Pomona USD	\$ 577,194	\$ 57,940	\$ 4,578	\$ 639,712
TOTAL	\$8,387,720	\$851,580	\$67,410	\$9,306,710