



CDE Update: July and August 2020 Waived Family Fees Allocation for Direct-Service Contractors

All California State Preschool (CSPP), General Childcare (CCTR), Migrant Childcare (CMIG), and Family Child Care (CFCC) Contractors are reminded that the deadline to submit September's 1st Quarter reports was Tuesday, October 20, 2020.

For Fiscal Year (FY) 2020-21, an additional field was added to the CDNFS report forms, titled *Waived Family Fees for Certified Children (July and August)*. For FY 2020–21, all contractors must use this new field to report the amount of family fees that were assessed but waived between July 1, 2020 and August 31, 2020. The California Department of Education (CDE) will be using information reported in this field to allocate \$4.2M in funding to cover the loss in income from these waived family fees.

To ensure an allocation, contractors who have not submitted their report must do so by Friday, November 6, 2020. Contractors that need to revise previously submitted data must revise the necessary report(s) and resubmit no later than November 6, 2020.

CSPP, CCTR, and CMIG contractors are required to submit reports electronically through the Child Development Provider Accounting Reporting Information System (CPARIS). For CFCC contractors, this data is reported in the Alternative Payment online reporting system. Instructions for how to submit a revised report in CPARIS are provided below.

The CDE, CDNFS understands that not all direct service contractors collect family fees (e.g. part-day Preschool programs) in which case no data will be submitted for this purpose. Contractors that do not submit data for waived family fees for certified children for the months of July and August by November 6, 2020 will not receive an allocation for this purpose.

Instruction for revised reports in CPARIS – Monthly Reporters

The CPARIS report system will allow for July, August, and September reports to be submitted or resubmitted for an extended period of time to ensure contractors can meet the November 6, 2020 deadline.

Revisions to data must be made in the relevant report period, rather than reflected in the Cumulative Prior Period as was previously done on pdf report forms. Additionally, all subsequent reports must be recertified and resubmitted.

EXAMPLE: A contractor has submitted July, August, and September reports, but identifies that July and August data needs to be revised. The contractor will reopen the July report, make

necessary changes in the “current period”, note the reason for the change within the comments section, recertify, and resubmit. This change to July data will update the “cumulative prior period(s)” data in the August report. The contractor will then open the August report, make necessary changes in the August “current period” data, note the reason for the change within the comments section, recertify, and resubmit. Although this contractor does not have revisions to previously submitted September data, the updated data from the August report will update the “cumulative prior period(s)” data within the September report. This will create the need for the contractor to open the September report, verify the data, recertify, and resubmit. The September report should include a comment that the recertification for September is due to updates for the July and August data only, and that no September data is being revised.

Instruction for revised reports in CPARIS – Quarterly Reporters

The CPARIS report system will allow for September reports to be submitted or resubmitted for an extended period to ensure contractors can meet the November 6, 2020 deadline. Revisions to September data must be made in the “current period” of the report. The contractor must note the reason for the change within the comments section, recertify, and resubmit.

The User Manual for CPARIS can be found at:

<https://www.cde.ca.gov/fg/aa/cd/documents/cparisusermanual.docx>.

Contractors are always welcome to contact their assigned Fiscal Analysts for any additional questions they may have and can find contact details in the [Fiscal Analyst Directory](#).