



CDE Management Bulletin 21-01: Updated Guidance Regarding Coordination of California Resource and Referral Programs and Local Planning Councils in Support of Families During the COVID-19 Pandemic

Requirements for Resource and Referral Agencies (R&Rs)

To the extent possible, Alternative Payment contractors that enrolled a child in Emergency Child Care must work directly with families with children enrolled in Emergency Child Care and their local R&R agency to secure ongoing child care services for those families. The CDE has issued guidance on enrollment and prioritization of services within MB 20-14.

R&Rs are additionally encouraged to continue:

1. Expand Data Collection Efforts by:
 1. Regularly collecting data on child care supply from their licensed providers so that information on child care availability is up to date.
 2. Providing guidance to child care providers so that they self-report any program closures to the local regional Child Care Licensing office.
 3. Updating the state Mychildcare.ca.gov and the My Child Care Plan (MCCP) database or app as often as possible or as provider data becomes available.
 1. Any questions related to how to upload data into MCCP should be directed to the California Child Care Resource and Referral Network.
2. Meet the Child Care Needs of Families by:
 1. Providing child care referrals to meet needs of families, ideally within 24 hours of the request, including providing resources and child care referrals to essential workers, Tribal communities, at-risk populations, and providers during the COVID-19 State of Emergency.
 2. Remaining operational and making services as accessible as possible to best meet the needs of the local community.
 3. Conducting community outreach efforts regarding available child care.
 4. Updating local R&R websites to include easy access to resources for families, including <https://MyChildCare.ca.gov> and other online resources, including relevant local, state, and national resources for families related to this evolving public health emergency and finding child care in their community.
3. Support Providers by:
 1. Collaborating with Local Planning Council (LPC) partners and other community stakeholders as described in program requirements.

2. Expanding capacity to provide resources to providers and connecting providers with the local Quality Counts California (QCC) consortium resources.
 3. Supporting appropriate preventive health and safety practices during the COVID-19 State of Emergency.
 4. Providing support to Family, Friend, and Neighbor and cleared TrustLine providers including, safe sleep training, and related technical assistance to provide safe and quality child care.
 5. Providing prompt TrustLine application assistance. R&Rs should be prepared to utilize CDSS' new online registration system *Guardian* once it is available for licensees and TrustLine applicants. Any questions about utilizing the *Guardian* system should be directed to TrustLine at 1-800-822-8490.
4. Coordinating emergency supply and referral response for each county unless the county appoints another lead coordination body.
 1. The R&Rs and LPCs must inform CDE if any changes are made to key local personnel identified as county contacts, including R&R and LPC coordinators.
 2. During this evolving public health emergency, R&Rs may need to purchase and distribute supplies. Requests for COVID-19 related purchases must be directed to the assigned Regional Early Learning and Care (ELCD) Program Quality Implementation (PQI) Office Consultant.

Requirements for LPCs

LPCs must continue:

1. Collaborating with other child care related entities in the community to foster partnerships, which can be used to meet local child care needs.
2. Assessing and identifying local child care needs in partnership with the local R&Rs, the QCC Consortium, Tribal child care, and other community stakeholders.
3. Serving as a resource and support for the planning of local countywide child care services.
4. Remaining operational and as accessible as possible by having phone lines and email accounts that can be accessed remotely.
5. Directing the community to available resources that encourage best practices and strategies to support children and families in the community.
6. Working collaboratively with the local R&Rs on maintaining a communication and outreach plan.
7. Planning for Early Learning and care services that meet the needs of the families in the local community during the COVID-19 State of Emergency.
8. Reporting newly-emerging data about the child care needs of all families in the community to CDE and CDSS.