



CDE Update: Notice of Action, Parent Appeals, and Equipment Purchase Approval Requests

The California Department of Education (CDE) Early Learning and Care Division (ELCD) and the California Department of Social Services (CDSS) Child Care and Development Division (CCDD) are issuing joint guidance regarding issuance of the Notice of Action (NOA), Parent Appeals, and Equipment Purchase Approval Requests.

Notice of Action and Parent Appeals:

For the California State Preschool Program (CSPP) *only*, the agency shall include the CDE appeals unit contact information on the NOA. The CDE appeals unit contact information is:

**California Department of Education
Early Learning and Care Division
Attn: Appeals Coordinator
1430 N Street, Suite 3410
Sacramento, CA 95814
Phone: 916-322-1273
Fax: 916-323-6853
Email: ELCDappeals@cde.ca.gov**

For all non-CSPP contract types only, the agency shall include the CDSS Appeals Unit contact information on the NOA. The CDSS appeals unit contact information is:

**California Department of Social Services
Child Care and Development Division
Attn: Appeals Coordinator
744 P Street, MS 9-8-351
Sacramento, CA 95814
Phone: 1-833-559-2420
Fax: 916-654-1048
Email: CCDDappeals@dss.ca.gov**

When a family has children enrolled in both a CSPP and a non-CSPP, the agency shall issue two NOAs to the family: one for the child(ren) enrolled in the CSPP that includes

the contact information for the CDE Appeals Unit, and a separate NOA for the child(ren) enrolled in any non-CSPP, that includes the contact information for the CDSS Appeals Unit.

Equipment Purchase Approval Requests:

When agencies that hold both CSPP and non-CSPP contracts are submitting an Equipment Purchase Approval Request (EPAR), with costs allocated to both the CSPP and non-CSPP contracts, the agency must complete the following process:

- Submit a justification letter to both the CDE and CDSS consultants, simultaneously, that includes a cost allocation plan:
 1. The total amount of the purchase request
 2. The cost allocated to the CSPP contract
 3. The cost allocated to the non-CSPP contracts
- Submit an EPAR, with supporting documentation, to the CDE consultant that includes the total cost of the purchase request.
- Submit an EPAR, with supporting documentation, to the CDSS that includes the total cost of the purchase request.

Once all documentation is received by the CDE and CDSS, the consultants at each department will confer with each other to determine if the purchase will be approved or denied, and to the extent possible, coordinate to send the notification to the agency simultaneously.

- The CDE consultant will notify the agency of the approval or denial for the equipment purchase costs allocated to the CSPP contract.
- The CDSS consultant will notify the agency of the approval or denial for the equipment purchase costs allocated to the non-CSPP contracts.

Upcoming Guidance

The CDE and the CDSS will continue collaborating to develop agreements regarding processes and procedures for contractors who will hold contracts across both departments. Once those agreements have been finalized, the CDE and the CDSS will issue additional guidance to the field.