



Child Care and Development Bulletin 21-11: Reopening, Reimbursement, Distance Learning Plans, and Distance Learning Requirements for California State Preschool Program (CSPP) Contractors

Reimbursement

- The CSPP contractors that are open and providing in-person early education services will be reimbursed based on the lesser of 100 percent of the contract's maximum reimbursement amount (MRA) or net reimbursable program costs.
- When it is not possible to provide in person-services for all enrolled children and families due to a public health order or guidance limiting group sizes, CSPP contractors must prioritize families for in-person services, and offer distance learning services for those children and families who are unable to receive in-person services.
 - Prioritization for in-person services for full-day CSPP is as follows:
 - Child welfare recipients.
 - Children at-risk of abuse and neglect.
 - Children whose parents work outside the home, with lowest income having highest priority.
 - Children whose parents do not work outside the home (i.e., disabled or seeking employment), with lowest income having highest priority.
 - Four-year-olds enrolled in a Free or Reduced Price Meal who do not meet any other eligibility criteria.
 - Prioritization for in-person services for part-day CSPP is as follows:
 - Child welfare recipients.
 - Children at-risk of abuse and neglect.
 - Four-year-olds not enrolled in Transitional Kindergarten, with lowest income having highest priority.
 - Three-year-olds, with lowest income having highest priority.
 - If a local or state public health order or guidance limits group size, the contractor will continue to be reimbursed based on the lesser of 100 percent of the contract's MRA or net reimbursable program costs.
- If the program is required to close due to a state or local public health order, the contractor must complete and submit the [Notification of Closure Due to a Public Health Order or Guidance](#) template within 30 days of the closure. If the closure

happened prior to September 1, 2021, then the Notification of Closure Due to a Public Health Order or Guidance template is due within seven (7) days.

- Closed programs must offer distance learning services.
- Programs that close without a public health order or guidance will not be reimbursed. This directive includes CSPP programs on Local Education Agency campuses, regardless of whether the LEA is open or closed.
- For Child Care Home Education Network (FCCHEN) providers:
 - Providers must be reimbursed if closed due to a public health order.
 - CSPP contractors should work with providers to offer distance learning in the event of a closure.
 - CSPP contractors must reimburse FCCHEN providers based on the family's certified need, regardless of attendance.
 - When a provider is closed for a reason that is not related to a local or state public health order or guidance, but still related to COVID-19, the CSPP contractor must reimburse providers for up to 16 non-operational days.
 - CSPP contractors must reimburse providers who submit an attendance record or invoice without a parent signature when the absence of a parent signature is due to the COVID-19 pandemic, and there is documentation of the provider's attempts to collect the signature.

Distance Learning

- The CSPP contractors who are closed, or who are unable to provide in person services for all enrolled children due to a public health order or guidance, must submit a distance learning plan and offer distance learning services for all enrolled children who are unable to receive in-person services.
- The distance learning plan must include the following information on parent involvement:
 - How the provider will ensure that families are able to engage in distance learning, including language services.
 - How the provider will ensure weekly contact, at a minimum, with families and how the provider will re-engage families that they have been unable to reach for more than a week.
 - How the contractor will keep parents' informed of their child's progress and needs and provide needed resources and referrals.
 - How the contractor will conduct parent conferences.
- The distance learning plan must include the following information on education
 - How the contractor will offer developmentally appropriate activities that can be done at home.
 - How the contractor will provide services to children with special needs.

- Documentation of services provided.
- The CSPP contractors will only report the days of attendance for children who receive in-person services and will not report days of attendance for any children participating in distance learning activities.

For more details, consult [Management Bulletin 21-11](#).