



Child Care and Development Bulletin 21-07: Reimbursement Based on Enrollment Rather than Attendance and Signature Requirements for Child Care and Development Programs

The purpose of this Child Care Bulletin is to provide guidance to counties and child care and development contractors regarding the implementation of Assembly Bill 131 regarding child care reimbursement based on enrollment rather than attendance and signature requirements effective July 1, 2021, through June 30, 2022.

Provider Reimbursement Based on Certified Need

Voucher-based Providers

- Licensed and license-exempt child care providers receiving vouchers shall continue to be paid based on families' certified need for services, as follows:
 - Providers, including license-exempt providers, shall be reimbursed based on the maximum authorized hours of care, regardless of attendance.
 - For families certified for a variable schedule, providers shall be reimbursed based on the maximum authorized hours of care.
 - For license-exempt providers who provide part-time services, providers shall be reimbursed based on the maximum authorized hours of care.

Direct Service Contractors

- Contracting agencies shall be reimbursed based on the maximum authorized hours of care, regardless of attendance, if they meet either of the following requirements:
 - The program is open and operating in accordance with their approved program calendar.
 - The program is closed by local or state public health order or guidance due to the COVID-19 pandemic. Closed programs shall provide distance learning services and submit a distance learning plan to the Department.

Signature Requirement Waiver

Until June 30, 2022, or through the end of the COVID-19 State of Emergency, whichever comes first, contractors must reimburse providers who submit an attendance record or invoice without a parent or guardian signature if the provider has attempted to

collect the signature but the parent or guardian is unable to sign due to the COVID-19 pandemic. Contractors and providers may provide digital signatures.

If you have any questions or need additional guidance please contact the Child Care Policy and Development Bureau at (916) 657-2144 or at ccpb@dss.ca.gov.

For more information, review [Child Care and Development Bulletin 21-07](#).