



## **Child Care and Development Bulletin 21-10: Equipment Purchase Approval Request**

This Child Care Bulletin (CCB) notifies counties and child care and development contractors of the process for submitting Equipment Purchase Approval Requests (EPAR) when a contractor has both California State Preschool Program (CSPP) contracts through the California Department of Education (CDE) and Child Care and Development Program (CCDP) contracts through the California Department of Social Services (CDSS).

### Guidance

When contractors that hold both CDE CSPP and CDSS CCDP contracts submit an EPAR, with costs allocated to both the CSPP and CCDP contracts, the agency must complete the following process:

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

Guidance regarding pre-approval, obtaining bids, and other procurement requirements can be located in the [Funding Terms and Conditions](#) under the Facilities and Equipment section.

Once all documentation is received by the CDSS and the CDE, the consultants at each department will confer and respond to the request in a timely manner to determine if the purchase will be approved or denied, and to the extent possible, coordinate to send the notification to the contractor.

### Upcoming Guidance

*October 1, 2021*

The CDSS and the CDE 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 CDSS and the CDE will issue additional guidance to the field.

If you have any questions or need additional guidance regarding the information in this CCB, contact your assigned regional consultant at the CDSS or the CDE.

For CDSS Consultants: [Child Care & Development Contractor Landing Page](#)

For CDE Consultants: [Consultant Regional Assignments](#)

For more information, review [Child Care and Development Bulletin 21-10](#).