Management Bulletin 09-05

Child Development Division

Subject: Local Child Care and Development Planning Council Funding Priority Setting Process	**Number:** 09-05 Amended
Authority: California *Education Code* sections 8499.5 (a) through (d), 8279.3 (a) through (d), and 8208 (ag).	**Date:** February 2009 **Expires:** Until Rescinded

Attention: Local Planning Council Chairpersons, Coordinators, Contractors, Legal Entity Representatives, Executive Directors and Program Directors of all Child Care and Development Programs

Purpose

The purpose of this Management Bulletin is to instruct Local Planning Councils (LPCs) on the new standardized child care and development funding priority setting process. LPCs are required to submit their local funding priorities to the California Department of Education (CDE), Child Development Division (CDD), every year on or before May 30.

Background

California *Education Code (EC)* Section 8499.5 (a) through (d) requires the LPCs to review local, State and Federal data and provide the CDE with an updated listing of their local child care and development funding priorities by May 30 every year. In 1998, Assembly Bill 1857 amended *EC* Section 8279.3 to include specific expanded mandates for LPCs to identify local funding priorities for the distribution of new state general child care and development and preschool funding to promote equal access to child development services across the state, based on direct impact indicators of need.

The *EC* language specifies how LPCs are to conduct their yearly review of child development services in order to identify gaps in services and funding priorities which will ensure that all the child care and preschool services of the county are met to the greatest extent possible given limited resources. The LPC priorities will be used by the CDE to determine future child care and development funding decisions for State subsidized services.

Over two years ago, the CDE began a collaborative effort to clarify and standardize the LPC priority setting process with representatives from the California Child Care Coordinators Association. This Management Bulletin describes the new priority setting process which must be utilized for the priorities submitted this May 30, 2009, and all subsequent submittals.

Additional Information:

Local Planning Councils develop priorities for funding using the following:

- Census zip code data as a baseline to estimate the number of children eligible for State funded child development services (including Head Start and Early Head Start). Other pertinent local data, such as county growth factors, planning department data, or school district growth data, is then applied to achieve the most accurate estimate.

- CDE and other available zip code level data to determine the number and percent of eligible children served or not served by State funded child development services, Head Start or Early Head Start.

The data is then analyzed using the Priority 1, 2, and 3 number and percentage thresholds and methodology, described in Attachments 1, 2, and 3, to assign county zip codes to Priority 1, 2, or 3 designations.

These priorities are first reviewed and approved by the members of the LPC for each county, which is made up of parent consumers of child care, child care and preschool providers, public agency representatives and community agency representatives who have been appointed by the County Board of Supervisors and the County

Superintendent of Schools. Next, the priorities are made available for public review and finally reviewed and approved by the County Office of Education and County Board of Supervisors at a public hearing as prescribed in State regulations.

Process for Establishing LPC Priorities:

All county LPCs must:

1. Use the methodology for establishing LPC priorities based on the population of the county.
2. Review the instructions in Attachment 1 (DOC; 50KB; 4pp.), which describes and defines the process by which LPC priorities are established for California Center (CCTR) programs.
3. Review the instructions in Attachment 2 (DOC; 44KB; 4pp.) which describes and defines the process by which LPC priorities are established for California State Preschool Programs (CSPP).
4. Select either Option 1 for establishing Priority 1 and 2 using local, State and Federal U.S. Census Bureau data and the percent and number of eligible children not receiving child development services **or** Option 2, current information from the County Centralized Eligibility List (CEL) to determine the percent and number of eligible children not receiving child development services. Once the Option is selected, it must be used consistently through the entire LPC priority setting process.
5. Analyze all of the data, using either Option 1 or Option 2 to determine Priority 1 and Priority 2 ranking for each zip code in the county.
6. Have additional choices for establishing Priority 3. They may either choose Option 1, or Option 2, or Option 3, which is **all** other zip codes in the county, or Option 4, which is **no** other zip codes in the county.
7. Identify on the LPC priorities report form which options they chose to use to determine their local LPC priorities.
8. List each local zip code in the county, and each zip code must only have one identified funding priority number.
9. LPC priorities must be submitted electronically to the CDE in Microsoft Excel 2000 or newer versions. The LPC priority forms include instructions and examples of the correct format. This is described in Attachment 3 (DOC; 71KB; 4pp.). The attached LPC Priority Forms must be completed, approved, signed and submitted to: Linda M. Parfitt, Consultant, Child Development Division, 1430 N Street, Suite 3410, Sacramento, CA 95814-5901. These forms must be submitted electronically and a signed hard copy and attached spreadsheets for CSPP and CCTR programs must be mailed on or before **May 30, 2009**.

The CDE relies on the LPCs and the local authorized representatives to carefully review all data and documents for accuracy before they are sent to CDE.

If you have any questions, please contact Linda M. Parfitt, CDD Consultant, at 916-322-1048 or via e-mail at lparfitt@cde.ca.gov.

Questions: Linda Parfitt | lparfitt@cde.ca.gov | 916-322-1048

California Department of Education
1430 N Street
Sacramento, CA 95814

Last Reviewed: Tuesday, April 21, 2009

California Center (CCTR) Priorities

1. Counties with over 5 million residents (Los Angeles County):

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 50% or more eligible children un-served AND there are more than 1500 eligible children un-served.
Option 2: Up to but no more than one-third of the zip codes with the highest numbers of infants, toddlers and school age eligible children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 50% or more of eligible children un-served AND there are more than 750 eligible children un-served.
Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of infants, toddlers and school age eligible children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 50% or more of eligible children un-served AND there are more than 500 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of infants, toddlers and school age eligible children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

2. Counties with over 1 million residents (Orange, San Diego, Riverside, San Bernardino, Santa Clara, Alameda, Sacramento and Contra Costa Counties):

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 40% or more eligible children un-served AND there are more than 500 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the highest numbers of infants, toddlers and school age eligible children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 40% or more of eligible children un-served AND there are more than 200 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of infants, toddlers and school age eligible children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 25% or more of eligible children un-served AND there are more than 100 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of number of infants, toddlers and school age eligible children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

3. **Counties with over 200,000 residents (Fresno County, Ventura County, Kern County, San Francisco County, San Mateo County, San Joaquin County, Stanislaus County, Sonoma County, Tulare County, Solano County, Monterey County, Santa Barbara County, Placer County, San Luis Obispo County, Santa Cruz County, Marin County, Merced County, Butte County):**

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 40% or more eligible children un-served AND there are more than 200 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the highest numbers of infants, toddlers and school age eligible children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 25% or more of eligible children un-served AND there are more than 100 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of infants, toddlers and school age eligible children on the CEL**.**

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 25% or more of eligible children un-served AND there are more than 50 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of infants, toddlers and school age eligible children on the CEL.

Option 3: All other zip codes in the County.
Option 4: No other zip codes in the County.

4. **Counties with under 200,000 residents (Yolo County, Shasta County, El Dorado County, Imperial County, Kings County, Madera County, Napa County, Humboldt County, Nevada County, Sutter County, Mendocino County, Yuba County, Lake County, Tehama County):**

   Priority 1:

   Option 1: A zip code qualifies as Priority 1 when: there are 50% or more eligible children un-served **and** there are more than 24 eligible children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the highest numbers of infants, toddlers and school age eligible children on the CEL.

   Priority 2:

   Option 1: A zip code qualifies as Priority 2 when: there are 35% or more of eligible children un-served **and** there are more than 10 eligible children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of infants, toddlers and school age eligible children on the CEL

   Priority 3:

   Option 1: A zip code qualifies as Priority 3 when: there are 20% or more of eligible children un-served **and** there are more than 10 eligible children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of infants, toddlers and school age eligible children on the CEL.

   Option 3: All other zip codes in the County.

   Option 4: No other zip codes in the County.

5. **Counties with under 60,000 residents (Tuolumne County, San Benito County, Calaveras County, Siskiyou County, Amador County, Lassen County, Del Norte County, Glenn County, Colusa County, Plumas County, Mariposa County, Inyo County, Trinity County, Mono County, Modoc County, Sierra County, Alpine County).**

   Priority 1:

   Option 1: A zip code qualifies as Priority 1 when: there are 50% or more eligible children un-served **and** there are more than 10 eligible children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the highest numbers of infants, toddlers and school age eligible children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 35% or more of eligible children un-served **and** there are more than 10 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of infants, toddlers and school age eligible children on the CEL**.**

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 20% or more of eligible children un-served **and** there are more than 10 eligible children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of infants, toddlers and school age eligible children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

Additional Note:

If CEL is used, LPCs need to receive timely information from the CEL agency and the CEL Administrators must give timely access of CEL data to the LPC.

California Preschool (CPRE) Priorities

1. **Counties with over 5 million residents (Los Angeles County):**

   Priority 1:

   Option 1: A zip code qualifies as Priority 1 when: there are 75% or more eligible children un-served **and** there are more than 300 children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the highest set of numbers of preschool children on the CEL.

   Priority 2:

   Option 1: A zip code qualifies as Priority 2 when: there are 50% - 74% or more of eligible children un-served **and** there are more than 300 children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of preschool children on the CEL.

   Priority 3:

   Option 1: A zip code qualifies as Priority 3 when: there are 25 - 49% or more of eligible children un-served **and** there are more than 100 children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of preschool age children on the CEL.

   Option 3: All other zip codes in the County.

   Option 4: No other zip codes in the County.

2. **Counties with over 1 million residents (Orange, San Diego, Riverside, San Bernardino, Santa Clara, Alameda, Sacramento and Contra Costa Counties):**

   Priority 1:

   Option 1: A zip code qualifies as Priority 1 when: there are 40% or more eligible children un-served **and** there are more than 300 children un-served.

   Option 2: Up to but no more than one-third of the zip codes with the highest set of numbers of preschool children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 40% or more of eligible children un-served **and** there are more than 200 children un-served.
Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of preschool children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 25% or more of eligible children un-served **and** there are more than 100 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of preschool age children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

3. **Counties with over 200,000 residents (Fresno County, Ventura County, Kern County, San Francisco County, San Mateo County, San Joaquin County, Stanislaus County, Sonoma County, Tulare County, Solano County, Monterey County, Santa Barbara County, Placer County, San Luis Obispo County, Santa Cruz County, Marin County, Merced County, Butte County):**

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 40% or more eligible children un-served **and** there are more than 150 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the highest set of numbers of preschool children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 25% or more of eligible children un-served **and** there are more than 75 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of preschool children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 25% or more of eligible children un-served **and** there are more than 50 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of preschool age children on the CEL.

Option 3: All other zip codes in the County.
Option 4: No other zip codes in the County.

4. Counties with under 200,000 residents (Yolo County, Shasta County, El Dorado County, Imperial County, Kings County, Madera County, Napa County, Humboldt County, Nevada County, Sutter County, Mendocino County, Yuba County, Lake County, Tehama County):

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 50% or more eligible children un-served **and** there are more than 24 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the highest set of numbers of preschool children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 35% or more of eligible children un-served **and** there are more than 10 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of preschool children on the CEL.

Priority 3:

Option 1: A zip code qualifies as Priority 3 when: there are 20% or more of eligible children un-served **and** there are more than 10 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of preschool age children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

5. Counties with under 60,000 residents (Tuolumne County, San Benito County, Calaveras County, Siskiyou County, Amador County, Lassen County, Del Norte County, Glenn County, Colusa County, Plumas County, Mariposa County, Inyo County, Trinity County, Mono County, Modoc County, Sierra County, Alpine County).

Priority 1:

Option 1: A zip code qualifies as Priority 1 when: there are 50% or more eligible children un-served **and** there are more than 10 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the highest set of numbers of preschool children on the CEL.

Priority 2:

Option 1: A zip code qualifies as Priority 2 when: there are 35% or more of eligible children un-served **and** there are more than 10 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the second highest set of numbers of preschool children on the CEL.

Priority 3:
Option 1: A zip code qualifies as Priority 3 when: there are 20% or more of eligible children un-served **and** there are more than 10 children un-served.

Option 2: Up to but no more than one-third of the zip codes with the third highest set of numbers of preschool age children on the CEL.

Option 3: All other zip codes in the County.

Option 4: No other zip codes in the County.

Additional Note:

If CEL is used, LPCs need to receive timely information from the CEL agency and the CEL Administrators must give timely access of CEL data to the LPC.