

**Alameda County Social Services Agency**  
**CalWORKs Child Care Information Notice**

**\*\*\*CalWORKs applicants will have access to immediate and continuous child care upon being approved for CalWORKs cash aid.\*\*\***

**CalWORKs recipients:** You are eligible to receive immediate and continuous child care for 12 months or until you are transferred to Stage Two. Once you leave the CalWORKs cash assistance program, you may still be eligible to receive child care supportive services for up to 24 months from the date your cash assistance was discontinued. The county pays for child care for children under age 13, and for children up to age 21 with disabilities. **CalWORKs recipients have 30 days to confirm their child care has been secured. After 30 days, participation in early engagement activities is mandatory.\*\*\***

**Your Rights:**

- I have the right to receive child care services to help meet my family's needs. For example: housing search, domestic violence or mental health counseling, court and medical appointments, or other similar activities.
- I have a right to child care so that I can go to any Welfare-to-Work (WTW) activity or work.
- My child care will be authorized for 12 months, so that my children get stable, reliable care.
- I have the right to have child care in place before I need to show up for required activities or appointments.
- I have a right to full-time child care, unless I prefer part-time care.
- I have a right to child care as a WTW volunteer, if I choose to participate in activities but don't have to.
- I agree to sign a WTW plan in order to be eligible for immediate and continuous child care if I am an exempt WTW participant and indicate an intent to participate in a program activity. If I don't want child care now, I can ask for it later.

**How do I ask for child care?**

- You can get child care at any time today or in the future, by asking your county worker, during your Online CalWORKs Appraisal Tool (OCAT) assessment, or by submitting this form or any written request. You should ask for child care as soon as you know you will need it.

**Choosing Child Care:** You can choose different types of child care for each child in your family. The Resource and Referral Agencies listed below have information regarding the following types of care:

- ◆ *Licensed Center Care*      ◆ *Licensed Family Child Care*      ◆ *License-Exempt Care*

**The first step to secure CalWORKs Child Care** is to call or visit one of the Stage One Providers:

**North County** – Hively, 111 Myrtle St., Suite 102, Oakland, CA 94607 @ (510) 568-0306

(Servicing: Oakland, Alameda, Albany, Berkeley, and Emeryville)

**South County** – 4Cs, 22351 City Center Dr., Hayward 94541 @ (510) 582-2182

(Servicing: Fremont, Newark, Union City, Hayward, San Leandro, San Lorenzo, and Castro Valley)

**East County** – Hively, 6601 Owens Dr., Suite 100, Pleasanton 94588 @ (925) 417-8733

(Servicing: Pleasanton, Dublin, Livermore, and Sunol)

If you **need additional information on choosing** quality child care or need help in finding a child care provider, you may call the **Resource and Referral Agency** in your area:

**North County** – Bananas, 5232 Claremont Ave., Oakland 94618 @ (510) 658-0381

**East County** – Hively, 6601 Owens Dr., Suite 100, Pleasanton 94588 @ (925) 417-8733

**South County** – 4Cs, 22351 City Center Dr., Hayward 94541 @ (510) 582-2182

You can choose a child care center, a licensed family child care provider, or a family member, friend, or neighbor. If you choose a family member, friend, or neighbor, they may need to get fingerprinted. Please see the TrustLine section of this form.

**Please answer the following questions:**

**Do you want child care for any of your children now? Yes \_\_\_ No \_\_\_**

You are eligible for full-time child care (30 or more hours per week). Would you prefer part-time child care? Yes \_\_\_ No \_\_\_

Will you need child care if you start working, going to school, training, job search, counseling, housing search, or other activity? Yes \_\_\_ No \_\_\_

If you answered **No** to any questions above:

- Is somebody watching your children who does not want to get paid? Yes \_\_\_ No \_\_\_
- Are all of your children in Head Start, other subsidized center-based programs, or schools? Yes \_\_\_ No \_\_\_

**Even if you don't need child care now, you can always ask for child care at any time**

**Child Care Rules: TrustLine:** Your child care provider must be an eligible provider before they can get paid. An eligible provider is a licensed child care provider, a provider who has cleared the TrustLine fingerprinting and background check process, or a provider who doesn't have to get TrustLine registered. If you choose a child care provider who is required to be TrustLine-registered, the county will only pay your provider if they clear TrustLine registration. Once your child care provider is TrustLine-registered, the county will pay for child care for up to 120 days from the date you asked for child care or when the child care began, whichever is later. A grandparent, aunt, or uncle of the children does not need to be TrustLine-registered but must turn in a form called a Declaration of Exemption from TrustLine Registration and Health and Safety Self-Certification (CCP1).

**Two-Parent Families:** In two-parent families, if one parent is available and able to care for the child(ren), the county will not pay for child care. A parent is considered available to provide care unless they are working (or sleeping after working), doing a county approved WTW activity, or have a condition verified by a doctor, that prevents them from caring for the child(ren).

**Certifications** Please initial the below certifications.

\_\_\_ I understand that if I choose a child care provider who is required to be TrustLine-registered, the provider is not eligible for any reimbursement if they do not clear TrustLine registration.

\_\_\_ I understand that I do not have to go to any Welfare-to-Work (WTW) appointment or activity unless I have located child care that will accept my child care voucher payment.

\_\_\_ I understand that I must tell my worker as soon as I need child care. I understand that I need to request child care within 30 calendar days from the first day I received child care services from my provider to get fully reimbursed.

\_\_\_ I have read this notice or had it read to me in    [language]   . If I have any questions or need additional information regarding this notice, I can ask my worker.

|             |          |
|-------------|----------|
| CASE NAME   | CASE NO. |
| SIGNATURE   | DATE     |
| WORKER NAME | PHONE    |

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