

Agenda
T.E.A.C.H., Inc.
Board of Directors Meeting
TEACH Inc. Wellness Center
304 N. Howard St.
Alturas, CA 96101

August 20, 2025

5:15 p.m.

1. CALL TO ORDER:

To Our Visitors:

Addressing Agenda Items:

Members of the public may place items on the agenda of any regular Board meeting. The items must be directly related to T.E.A.C.H., Inc.'s business. Requests for placement must be made in writing and delivered to the T.E.A.C.H., Inc. office no later than 12:00 noon on the ninth (9th) business day prior to the meeting. The placement of the item on the agenda will be determined by the Executive Director, who may consult with the Board Chairman on the matter. Items placed on the agenda by the public will be for information and discussion so that the Board may be advised of the views of the community. The Board Chairman reserves the right to place the item on the agenda (as an action item) on a subsequent meeting for action.

2. ROLL CALL:

Present: ___Cain ___Curtis ___Forrest ___Keostier ___ Shimamoto

Staff: ___Madison___MacDonnell

Visitors: _____

3. POSTING OF AGENDA: Notice that the Agenda has been properly posted.

4. APPROVAL OF MINUTES:

The Board will review the minutes for the July 16th, 2025, meeting for approval.

Action Item.

5. REVIEW AND APPROVAL OF EXPENDITURES:

The Board will review for approval of the July 2025 expenditures. **Action Item.**

6. REVIEW OF YEAR-TO-DATE EXPENDITURES:

The Board will review year-to-date expenditures. **Information Item.**

7. PUBLIC INPUT:

PUBLIC COMMENTS:

Citizens may address the T.E.A.C.H., Inc. Board of Directors at this time on any items not on the agenda. Following recognition by the Chairman, each speaker may have the floor for two (2) minutes. Persons addressing the Board are requested to give their name, address, and the group organization they represent, if any, in order that an accurate record can be made in the minutes. If the Board desires action, the item can be put on the agenda of a future meeting ***NOTE: Citizens should be aware that, in accordance with the Brown Act, the Board is not allowed to act on non-agenda items**

8. STAFF REPORTS:

9. BOARD/COMMITTEE REPORTS:

10. OLD BUSINESS:

11. NEW BUSINESS:

A. Appointment of Sarah Stockwell as a Board Member Action Item

B. Approval of Memorandum of Understanding between T.E.A.C.H., Inc., the County of Modoc, the County of Lassen, the County of Siskiyou, the County of Shasta, the County of Sierra, the County of Plumas and the County of Del Norte. Action Item.

C. Approval of Alternative Payment Program Handbook. Action Item

12. CORRESPONDENCE:

13. NEXT MEETING:

14. CLOSED SESSION:

Anticipated litigation. The board will receive advice under the Authority of Government Code 54956.9 subdivision b, 1, a. The current number of cases is unknown but is estimated not to exceed one.

15. ADJOURNMENT:

8. STAFF REPORTS:

9. BOARD/COMMITTEE REPORTS:

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12. CORRESPONDENCE:

A.

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15. ADJOURNMENT:

T.E.A.C.H., INC.
Board of Directors
Regular Meeting Minutes
July 16th, 2025
5:25 p.m.

1. CALL TO ORDER:

Chairperson Keostier called the meeting to order at 5:25 p.m.

2. ROLL CALL:

PRESENT: Members Koetsier, Forrest, Shimamoto, Curtis, and Cain

ABSENT:

STAFF: Madison, MacDonnell, and Kates

VISITORS: Sarah Stockwell

3. POSTING OF AGENDA:

Member Koetsier noted that the agenda had been properly posted.

4. APPROVAL OF MINUTES:

The minutes from the June 18th, 2025, meeting were reviewed.

Member Shimamoto made a motion to approve the minutes. Member Forrest seconded the motion. Curtis abstained. The motion carried with all ayes.

5. REVIEW AND APPROVAL OF EXPENDITURES:

Expenditures for the month of June 2025 were discussed. **Member Curtis made a motion to approve the expenditures for the month of April. Member Cain seconded the motion. Motion carried. All ayes.**

6. REVIEW YEAR-TO-DATE EXPENDITURES:

Year-to-date expenditures were reviewed.

7. PUBLIC INPUT: None

8. STAFF REPORTS:

Nikki Kates made the following report:

- Lots of movement and success in the housing division. Kyle Easley, who is the webmaster, is currently designing a section for the housing programs.
- Two additional programs are being brought on: Bringing Families Home (BFH) and Home Safe. BFH is to reduce the number of families that are experiencing homelessness or at risk and also have active CPS/Welfare cases. Home Safe is geared towards APS adults, 60 and older, clientele that are experiencing homelessness or at risk. Once we have both of those contracts, we will have all the housing contracts in the county.

- If a client is at risk of homelessness, we will go into preventative services. We will help/take care of whatever is causing them to be at risk. The point is to keep everyone housed. All the programs are referral-based; we do not do an eligibility portion here. They will find more information and whether they are eligible for the housing portion via the agency that does the eligibility, such as Social Services.
- All programs are operated by ACLs that determine the program changes and guidelines.
- To date, we have housed 29 families.
- Our day-to-day activities are assessing the needs, developing the care plans, coordinating services, monitoring the progress, advocating for the clients, journaling all client interactions in the database, consistent with landlord outreach, transporting them at times, and working with outside agencies. All that is what is driving for success in these programs.
- We have a program that we operate, Community Supports, which is through Partnership Health. An individual was using the ER room as a house, and it cost Partnership Health \$33,000. Winter of 2024, there was an uptick in referrals for the Community Supports Program. 4 Medical community members were served, it cost the program a little over 21,000, and the fee for service reimbursement was a little over 7,800. 3 of the members were housed.
- We are getting individuals who are being released from county jail out of here as long as they have a support circle somewhere else where they want to go. Everything is documented, so there is no patient dumping.
- Both housing case managers wrote a little blurb: They both wanted to let you guys know that they are very successful in their work, and their favorite part of being a case manager is when they successfully house families and single individuals who are struggling, and the change that happens once they are housed and staying housed.

Carol Madison made the following report:

- T.E.A.C.H. was honored to receive First Place in the Fandango Parade. Special thanks to Noelle for her outstanding float design and to all the staff who contributed their time and creativity to the decorations.
- We were awarded the Administrative Contract for the NorCal Continuum of Care. I have met with staff from Housing and Urban Development, Housing and Community Development, and the City of Redding in the last week to help facilitate the transfer. We are shooting for an August 1, 2025, transfer date.
- We are also proceeding with the transition of the Modoc Work Activity Center to T.E.A.C.H. Our Attorney, Kat Zhao, will draft the necessary agreement and prepare the deeds to facilitate the transfer of assets. I reached out to the Far Northern Regional Center regarding becoming a vendor. I have not heard back from them.
- California's Insurance Commissioner has approved an 8.7% premium rate increase effective September 1, 2025. This will raise our workers' comp premium \$650 - \$750.00 a month.

9. BOARD REPORTS:

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10. OLD BUSINESS: None.

11. NEW BUSINESS:

- a. Resolution Number 25-06: Planning and Services Area 2 Area Agency on Aging**
Member Cain made a motion to approve Resolution Number 25-06: Planning and Services Area 2 Area Agency on Aging, and Member Curtis seconded the motion. Motion carried, all ayes.
- b. Resolution Number 25-05: Low-Income Home Energy Assistance** Member Curtis made a motion to approve Resolution Number 25-05: Low-Income Home Energy Assistance, and Member Forrest seconded the motion. Motion carried, all ayes.

- c. **Modoc County CalWorks Housing Support Program (HSP) Policy** Member Shimamoto made a motion to approve the Modoc County CalWorks Housing Support Program (HSP) Policy, and Member Cain seconded the motion. Motion carried, all ayes.

12. CORRESPONDENCE:

- a. **Fiscal Year 2024-2025 program Self-Evaluation Survey for Child Care and Development Programs:** The Board reviewed and discussed details regarding the Fiscal Year 2024-2025 program Self-Evaluation Survey for Child Care and Development Programs.

- 13. NEXT MEETING:** August 20th, 2025, at TEACH INC. Wellness Center at 5:15 p.m.

- 14. CLOSED SESSION:** None

- 15. ADJOURNMENT:** The meeting was adjourned at 6:39 p.m.

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Rape Crisis 2123	1001	7/1/2025	Buie, Sean	2,557.91		SA, DV & Eddingfield DVR, Cameras & Installation
Rape Crisis 2123	1001	7/1/2025	Cory Yancey	700.00		SA Jul'25 Rent
Rape Crisis 2123	1001	7/9/2025	Spectrum	141.98		SA Cable
Rape Crisis 2123	1001	7/9/2025	Waste Management Of Nevada	65.46		SA Garbage
Rape Crisis 2123	1001	7/17/2025	Ubeo Business Services	34.29		SA & DV Printer Maint. Contract
Rape Crisis 2123	1001	7/21/2025	Frontier	19.32		SA & DV Telephone
Rape Crisis 2123	1001	7/25/2025	Tnet Broadband Internet LLC	33.00		Internet
Rape Crisis 2123	1001	7/29/2025	Foothill Fire Protection, Inc.	21.57		2025 Annual Maintenance Fire Extinguishers
Rape Crisis 2123	1001	7/30/2025	City Of Alturas	98.14		SA Water
Rape Crisis 2123	1001	7/31/2025	Modoc Media dba Modoc County Record	25.00		SA & DV Ad
Rape Crisis 2123	1001	7/31/2025	Modoc Media dba Modoc County Record	399.25		SA Speak Up Ad
Rape Crisis 2123	1001	7/31/2025	Pacific Power And Light	116.30		Electricity
Rape Crisis 2123	1001	7/31/2025	Spectrum	147.23		SA Cable
Rape Crisis 2123	1001	7/31/2025	Verizon	25.07		Cellphone & Ipad Lines
Sierra Health Foudation...	1002	7/16/2025	McCombs Electric Inc.	1,172.75		Sierra Health/ DV Electrict Wire Service
Sierra Health Foudation...	1002	7/24/2025	Buie, Sean	15.00		Service Contract Aug'25
Sierra Health Foudation...	1002	7/31/2025	Modoc Media dba Modoc County Record	670.00		Sierra Health Looking for a Registered Nurse Ad
Sierra Health Foudation...	1002	7/31/2025	Modoc Media dba Modoc County Record	670.00		Sierra Health Registered Nurse Needed Ad
OES Domestic Violence	1200	7/1/2025	Buie, Sean	2,557.91		SA, DV & Eddingfield DVR, Cameras & Installation
OES Domestic Violence	1200	7/1/2025	Charles D. Yancey	700.00		DV Jul'25 Rent
OES Domestic Violence	1200	7/1/2025	Modoc Martial Arts	300.00		DV Self Defense Seminar
OES Domestic Violence	1200	7/1/2025	Teach Inc.	805.25		DV Jul'25 Rent
OES Domestic Violence	1200	7/7/2025	ACE / Four Seasons	131.52		DV Supplies
OES Domestic Violence	1200	7/7/2025	Holiday Market	113.68		DV Food
OES Domestic Violence	1200	7/9/2025	Waste Management Of Nevada	149.01		DV Garbage
OES Domestic Violence	1200	7/11/2025	Frontier	165.00		Internet Access
OES Domestic Violence	1200	7/16/2025	Buie, Sean	33.68		DV Expense Reimbursement
OES Domestic Violence	1200	7/16/2025	Frontier	105.83		DV Telephone
OES Domestic Violence	1200	7/16/2025	Grocery Outlet	2,600.00		DV Gift Cards
OES Domestic Violence	1200	7/17/2025	ACE / Four Seasons	15.00		DV Tape Measure
OES Domestic Violence	1200	7/17/2025	Staub & Sons Petroleum	76.56		Gas
OES Domestic Violence	1200	7/17/2025	Ubeo Business Services	34.28		SA & DV Printer Maint. Contract
OES Domestic Violence	1200	7/21/2025	Frontier	19.32		SA & DV Telephone

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
OES Domestic Violence	1200	7/21/2025	Holiday Market	112.71		DV Food
OES Domestic Violence	1200	7/23/2025	Holiday Market	38.88		DV Food
OES Domestic Violence	1200	7/24/2025	American Express	21.44		DV Can Opener
OES Domestic Violence	1200	7/24/2025	American Express	24.99		DV Netflix MONTHly Subscription
OES Domestic Violence	1200	7/24/2025	American Express	36.44		DV Step Stool
OES Domestic Violence	1200	7/24/2025	American Express	401.68		DV Vehicle Registration Renewal LP 9JNH478
OES Domestic Violence	1200	7/25/2025	Tnet Broadband Internet LLC	66.00		Internet
OES Domestic Violence	1200	7/29/2025	ACE / Four Seasons	161.01		DV Cleaning Supplies
OES Domestic Violence	1200	7/29/2025	FootHill Fire Protection, Inc.	150.95		2025 Annual Maintenance Fire Extinguishers
OES Domestic Violence	1200	7/29/2025	Holiday Market	120.34		Dv Food
OES Domestic Violence	1200	7/30/2025	City Of Alturas	308.10		DV Water
OES Domestic Violence	1200	7/31/2025	Modoc Media dba Modoc County Record	25.00		SA & DV Ad
OES Domestic Violence	1200	7/31/2025	Pacific Power And Light	454.36		Electricity
OES Domestic Violence	1200	7/31/2025	Spectrum	147.23		DV Cable
OES Domestic Violence	1200	7/31/2025	Staub & Sons Petroleum	142.00		Gas
OES Domestic Violence	1200	7/31/2025	Verizon	25.06		Cellphone & Ipad Lines
Eddingfield Apartments	1905	7/1/2025	Buie, Sean	728.23		Eddingfield Apt. DVR & 4K Cameras
Eddingfield Apartments	1905	7/1/2025	Buie, Sean	418.16		SA, DV & Eddingfield DVR, Cameras & Installation
Eddingfield Apartments	1905	7/9/2025	ACE / Four Seasons	1,994.74		Eddingfield Apt. Storm Door & Supplies
Eddingfield Apartments	1905	7/9/2025	Waste Management Of Nevada	230.41		Eddingfield Apt. Garbage
Eddingfield Apartments	1905	7/21/2025	ACE / Four Seasons	182.73		Eddingfield Apt. Materials & Supplies
Eddingfield Apartments	1905	7/21/2025	ACE / Four Seasons	57.85		Materials & Supplies
Eddingfield Apartments	1905	7/25/2025	Tnet Broadband Internet LLC	153.00		Internet
Eddingfield Apartments	1905	7/30/2025	City Of Alturas	696.22		Eddingfield Apts. Water
Eddingfield Apartments	1905	7/30/2025	Terminix Processing Center	142.00		Eddingfield Apts. Pest Control
Eddingfield Apartments	1905	7/31/2025	Pacific Power And Light	170.94		Electricity
Parenting Education	2200	7/16/2025	Holiday Market	21.82		Parenting Food
Parenting Education	2200	7/23/2025	Holiday Market	64.79		Parenting Food
Parenting Education	2200	7/24/2025	American Express	12.99		Parenting Microsoft Monthly Renew
Parenting Education	2200	7/24/2025	American Express	99.95		Parenting Premium Subscription
Parenting Education	2200	7/30/2025	Holiday Market	48.88		Parenting Food
Parenting Education	2200	7/31/2025	Verizon	69.80		Cellphone & Ipad Lines
CASA	2400	7/31/2025	Verizon	21.06		Cellphone & Ipad Lines

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Foster Family Agency	2800	7/1/2025	Department of Social Services	2,481.00		FFA Care Licensing Fee
Foster Family Agency	2800	7/7/2025	Alexander Ortiz	74.00		FFA Livescan
Foster Family Agency	2800	7/7/2025	Carmen Stra	74.00		FFA Livescan
Foster Family Agency	2800	7/7/2025	Jeanie Romanoff	50.00		FFA Clothing Reimbursement
Foster Family Agency	2800	7/7/2025	Jeanie Romanoff	41.94		FFA Clothing Reimbursement Jul'25
Foster Family Agency	2800	7/7/2025	Pioneer Auto Body, Inc.	55.00		Toyota Silver Outside Wash
Foster Family Agency	2800	7/11/2025	Frontier	165.00		Internet Access
Foster Family Agency	2800	7/17/2025	Staub & Sons Petroleum	69.30		Gas
Foster Family Agency	2800	7/23/2025	Rebecca Esch	50.00		FFA Clothing Reimbursement Jul'25
Foster Family Agency	2800	7/24/2025	American Express	270.00		FFA Active Cases
Foster Family Agency	2800	7/31/2025	Carmen Stra	3,396.00		FFa Jul'25 M. Collins
Foster Family Agency	2800	7/31/2025	Evah Dixon	922.00		FFA Jul'25 B. Beavers
Foster Family Agency	2800	7/31/2025	Evah Dixon	823.00		FFA Jul'25 K. Mesa
Foster Family Agency	2800	7/31/2025	Evah Dixon	823.00		FFA Jul'25 S. Witzler
Foster Family Agency	2800	7/31/2025	Jeanie Romanoff	772.00		FFA Jul'25 K. Mesa
Foster Family Agency	2800	7/31/2025	Jeanie Romanoff	772.00		FFA Jul'25 S. Witzler
Foster Family Agency	2800	7/31/2025	Marcelina Bocanegra or Keith Temple	1,217.00		FFA Jul'25 H. Safreed
Foster Family Agency	2800	7/31/2025	Rebecca Esch	1,235.00		FFA Jul'25 L. Johnston-Jones
Foster Family Agency	2800	7/31/2025	Robert and Angelina	985.00		FFA Jul'25 X. Avila
Foster Family Agency	2800	7/31/2025	Robert and Angelina Esparza		985.00	FFA Jul'25 X. Avila
Foster Family Agency	2800	7/31/2025	Robert and Angelina Esparza	985.00		Reissue Check #8682
Foster Family Agency	2800	7/31/2025	Skylar Pina	1,596.00		FFA Jul'25 M. Parraz
Foster Family Agency	2800	7/31/2025	Staub & Sons Petroleum	54.50		Gas
Foster Family Agency	2800	7/31/2025	Tannith Martin	142.93		FFA Clothing Reimbursement Jul'25
Foster Family Agency	2800	7/31/2025	Tannith Martin	1,596.00		FFA Jul'25 D. Summy-Leahy
Foster Family Agency	2800	7/31/2025	Tannith Martin	1,596.00		FFA Jul'25 N. Escobar
Foster Family Agency	2800	7/31/2025	Tannith Martin	1,596.00		FFA Jul'25 R. Summy-Leahy
Foster Family Agency	2800	7/31/2025	Tracy Moore	3,396.00		FFA Jul'25 S. Thompson
Foster Family Agency	2800	7/31/2025	Tracy Moore	3,396.00		FFA Jul'25 Z. Stewart
Foster Family Agency	2800	7/31/2025	Victoria L. Still	1,301.00		FFA Jul'25 R. Murrietta
Foster Family Agency	2800	7/31/2025	Victoria L. Still	1,301.00		FFA Jul'25 V Murrietta
IHSS	3000	7/1/2025	California Association of Public Authorities For IHSS	3,500.00		IHSS Membership Dues
IHSS	3000	7/11/2025	Frontier	165.00		Internet Access
IHSS	3000	7/23/2025	Excellesoft Partners, LLC	4,428.00		IHSS Nexus Registry Annual Subscription Fee
IHSS	3000	7/23/2025	Excellesoft Partners, LLC	4,284.00		IHSS REVA Annual Subscription Fee
IHSS	3000	7/24/2025	American Express	925.00		IHSS CAPA Training & Board Meeting

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
IHSS	3000	7/31/2025	Verizon	69.80		Cellphone & Ipad Lines
AB 86 Consortium	3100	7/1/2025	Bear Creek Mall, LLC.	95.00		GED Utility Charge
AB 86 Consortium	3100	7/1/2025	Department Of Motor Vehicles	151.00		Vehicle Registration Renewal LP 6TPK813
AB 86 Consortium	3100	7/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System
AB 86 Consortium	3100	7/1/2025	Robert or Dawn Baird	750.00		GED Jul'25 Rent
AB 86 Consortium	3100	7/9/2025	Frontier	177.57		GED Telephone
AB 86 Consortium	3100	7/9/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System Aug'25
AB 86 Consortium	3100	7/24/2025	American Express	65.00		GED & Admin Starlink Internet System
AB 86 Consortium	3100	7/25/2025	Tnet Broadband Internet LLC	68.00		Internet
AB 86 Consortium	3100	7/30/2025	City Of Alturas	90.26		GED Water
AB 86 Consortium	3100	7/31/2025	Alliance For Workforce Development, Inc.	183.81		GED Copy Machine Usage Jul'25
AB 86 Consortium	3100	7/31/2025	Pacific Power And Light	246.75		Electricity
Advancing Modoc Youth	3150	7/17/2025	Noemi Campos-Jones	123.83		AMY Expense Reimbursement
Advancing Modoc Youth	3150	7/21/2025	Ramming Tanja	128.99		AMY Expense Reimbursement
K16 Collaboratives Grant	3300	7/1/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System
K16 Collaboratives Grant	3300	7/9/2025	HUE & CRY, INC. / AND	45.00		GED & K16 Security System Aug'25
K16 Collaboratives Grant	3300	7/14/2025	Frontier	105.83		K16 Telephone
K16 Collaboratives Grant	3300	7/16/2025	Sarah J Lauppe	500.00		K16 Training & Outreach
K16 Collaboratives Grant	3300	7/17/2025	Ubeo Business Services	56.81		K16 Printer Maint Contract
K16 Collaboratives Grant	3300	7/21/2025	Keegan's IT Services, LLC	150.00		K16 Tech Support Services Jul'25
K16 Collaboratives Grant	3300	7/24/2025	American Express	1,479.99		K16 Office Supplies
2025 MSCAA Food	4105	7/14/2025	Sherm's Thunderbird Market	1,157.20		Food Bank
25B-3023 Li-Heap	4320	7/1/2025	Trevor Breckenridge	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	7/7/2025	Michael English	1,000.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	7/11/2025	Staub & Sons Petroleum	920.00		Liheap 100205 Propane
25B-3023 Li-Heap	4320	7/11/2025	Staub & Sons Petroleum	828.00		Liheap 101004 Kerosene
25B-3023 Li-Heap	4320	7/11/2025	Staub & Sons Petroleum	764.00		Liheap 101083 Kerosene
25B-3023 Li-Heap	4320	7/11/2025	Staub Petroleum - Tulelake	1,000.00		Liheap 231663 Kerosene
25B-3023 Li-Heap	4320	7/14/2025	Bryce William Lemonds	500.00		Liheap Firewood Voucher

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
25B-3023 Li-Heap	4320	7/21/2025	Bryce William Lemonds	500.00		Liheap Firewood Voucher
25B-3023 Li-Heap	4320	7/30/2025	Staub & Sons Petroleum	1,000.00		Liheap 100266 Propane
25B-3023 Li-Heap	4320	7/30/2025	Van Nes, Ray	500.00		LIheap Firewood Voucher
2025 MSCAA Housing	4505	7/1/2025	TEACH Edding field apartment	500.00		Eddingfield Apt. #2 Jul'25 Rent
2025 MSCAA Housing	4505	7/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #3 Jul'25 Rent
2025 MSCAA Housing	4505	7/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #4 Jul'25 Rent
2025 MSCAA Housing	4505	7/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #5 Jul'25 Rent
2025 MSCAA Housing	4505	7/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #6 Jul'25 Rent
2025 MSCAA Housing	4505	7/1/2025	TEACH Edding field apartment	200.00		Eddingfield Apt. #7 Jul'25 Rent
CRRP-3036	5001	7/1/2025	Thriving Families CA (TFC) Foundation	2,415.00		R & R Membership
CRRP-3036	5001	7/7/2025	CACFP Roundtable	650.00		R & R CACFP Conference 2025 K. Schoenauer
CRRP-3036	5001	7/7/2025	CACFP Roundtable	650.00		R & R CACFP Conference 2025 R. Campos
CRRP-3036	5001	7/7/2025	Calif Child Care R&R Network	4,083.96		R & R Membeship Dues FY 25-26
CRRP-3036	5001	7/7/2025	Pepsi Cola Bottling	96.03		R & R Coffee & Products
CRRP-3036	5001	7/9/2025	Ubeo Business Services	56.96		R & R Printer Maint Contract
CRRP-3036	5001	7/9/2025	Ubeo Business Services	51.65		R & R Printer Maint. Contract
CRRP-3036	5001	7/11/2025	Frontier	165.00		Internet Access
CRRP-3036	5001	7/21/2025	Pepsi Cola Bottling	80.35		R & R Coffee & Products
CRRP-3036	5001	7/21/2025	TFC Member	50.00		R & R 2025 Summer Regional Meeting
CRRP-3036	5001	7/21/2025	WestEd	74.00		R & R English Binder
CRRP-3036	5001	7/23/2025	TFC Member	50.00		R&R 2025 Summer Regional Meetings
CRRP-3036	5001	7/24/2025	American Express	933.57		R & R CACFP Roundtable Conference
CRRP-3036	5001	7/24/2025	American Express	201.49		R & R CFCC Training
CRRP-3036	5001	7/24/2025	American Express	829.49		R & R TFC 2025 Annual Conference
CRRP-3036	5001	7/24/2025	American Express	91.05		R & R Toilet Paper
CRRP-3036	5001	7/24/2025	KinderSystem, Inc.	12,336.80		R & R Subscription Maintenance & Support for Billing Period
CRRP-3036	5001	7/28/2025	Rocio Campos	80.00		R&R TFC Summer Regional Meeting
CRRP-3036	5001	7/29/2025	Monarch Link	1,320.00		R & R Anual Fee Access to Training & Resource Platform
CRRP-3036	5001	7/31/2025	Modoc Media dba Modoc County Record	50.00		R & R Ad

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CRRP-3036	5001	7/31/2025	Pacific Power And Light	642.93		Electricity
CRRP-3036	5001	7/31/2025	Staub & Sons Petroleum	0.25		Gas
CRRP-3036	5001	7/31/2025	Verizon	73.12		Cellphone & Ipad Lines
CCPU Dues Deduct	5003	7/31/2025	Department of Human Resources	339.91		Union Dues Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Arien Church	618.60		Provider Payments & Food Program Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Correa, Martha	719.66		Provider Payments & Food Program Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Farmer, Kelly	1,096.24		Provider Payments & Food Program Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Hall, Heidi	1,151.06		Provider Payments & Food Program Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Kuhn, Sheryl	408.25		Provider Payments & Food Program Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Minute Menu Systems, LLC	38.25		Food Program Jun-Jul'25
Child/Adult Care Food ...	5201	7/31/2025	Samantha Harer	653.42		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Ada, Duarte	475.71		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Amber Lynn Provart	721.34		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Ananda Rabor	348.18		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Arien Church	2,513.49		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Autumn Sky Fieguth	1,344.40		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Bailey Randall	2,707.76		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Big Valley Preschool	811.06		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Correa, Martha	6,907.34		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Emily Allert	373.16		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Employment Development Department	5,533.89		Garnishment A. Anderson
CAPP-3037	5407	7/31/2025	Farmer, Kelly	7,069.58		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Hall, Heidi	5,380.23		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Ivannah J Perales	831.30		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Jenna L Warren	1,359.16		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Kara Morgan	1,026.88		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Kimberly Colt	1,424.66		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Kuhn, Sheryl	3,333.96		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Lala L. Parrish	312.85		Provider Payments & Food Program Jul'25

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
CAPP-3037	5407	7/31/2025	Lemke, Amanda	948.95		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Nessling, Stephanie	4,174.73		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Newell Child Development Center	1,176.00		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Patricia Perez Carrillo	1,422.19		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Rebekah Price	473.24		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Samantha Harer	1,987.61		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Susan Perales	1,384.94		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	T.E.A.C.H. Budding Tree	4,550.00		Reissue Check #8698 PP & Food Program Jul'25
CAPP-3037	5407	7/31/2025	TEACH Edding field apartment	0.00		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	TEACH, Latchkey	18,795.74		Provider Payments & Food Program Jul'25
CAPP-3037	5407	7/31/2025	Victoria L. Still	1,897.90		Provider Payments & Food Program Jul'25
C2AP - 3036	5501	7/31/2025	Alvin Brown	696.36		Provider Payments & Food Program Jul'25
C2AP - 3036	5501	7/31/2025	Autumn Sky Fieguth	1,359.16		Provider Payments & Food Program Jul'25
C2AP - 3036	5501	7/31/2025	Correa, Martha	679.58		Provider Payments & Food Program Jul'25
C2AP - 3036	5501	7/31/2025	Jenna L Warren	497.40		Provider Payments & Food Program Jul'25
C2AP - 3036	5501	7/31/2025	Kuhn, Sheryl	1,801.23		Provider Payments & Food Program Jul'25
C2AP - 3036	5501	7/31/2025	TEACH, Latchkey	6,082.78		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Arien Church	676.06		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Autumn Sky Fieguth	939.03		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Correa, Martha	790.91		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Employment Development Department	533.09		Garnishment A. Anderson
CFCC	5701	7/31/2025	Farmer, Kelly	2,142.12		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Hall, Heidi	117.03		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Nessling, Stephanie	790.91		Provider Payments & Food Program Jul'25
CFCC	5701	7/31/2025	Samantha Harer	790.91		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/22/2025	Ada, Duarte	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Amber Lynn Provart	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Anttionette J Casillas Rodriguez	500.00		Transitional One Time Payment Care Provided 4/2023

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Child Care Bulletin 23-37	5802	7/22/2025	Arien Church	2,500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Autumn Sky Fieguth	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Correa, Martha	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Dawn A Hunter	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Dawn Newell	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Farmer, Kelly	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Hall, Heidi	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Jeffrey K Sims Jr.	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Jenna L Warren	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Kimberly Colt	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Kuhn, Sheryl	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Lemke, Amanda	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Lenee Pacy	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Lisa Hornbeck	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Retha C. Rose	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Samantha Calhoon	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Samantha Harer	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Sandra Bailey	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Shannon Michael	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Stephenie Blair	3,000.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Teresa Loza de Zuniga	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Vania Vazquez Portos	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Victoria L. Still	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Voth, Kelly	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/22/2025	Wallace, Briana	500.00		Transitional One Time Payment Care Provided 4/2023
Child Care Bulletin 23-37	5802	7/31/2025	Ada, Duarte	99.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Alvin Brown	198.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Amber Lynn Provart	198.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Ananda Rabor	99.00		Provider Payments & Food Program Jul'25

Training, Employment and Community Help Inc.

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Child Care Bulletin 23-37	5802	7/31/2025	Arien Church	705.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Autumn Sky Fieguth	987.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Bailey Randall	564.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Big Valley Preschool	154.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Correa, Martha	1,692.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Emily Allert	99.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Employment Development Department	1,269.00		Garnishment A. Anderson
Child Care Bulletin 23-37	5802	7/31/2025	Farmer, Kelly	1,974.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Hall, Heidi	1,974.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Ivannah J Perales	198.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Jenna L Warren	423.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Kara Morgan	198.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Kimberly Colt	297.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Kuhn, Sheryl	1,128.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Lala L. Parrish	198.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Lemke, Amanda	198.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Nessling, Stephanie	987.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Newell Child Development Center	308.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Patricia Perez Carrillo	297.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Rebekah Price	99.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Samantha Harer	564.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Susan Perales	297.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	T.E.A.C.H. Budding Tree	1,078.00		Reissue Check #8698 PP & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	TEACH Edding field apartment	0.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	TEACH, Latchkey	7,854.00		Provider Payments & Food Program Jul'25
Child Care Bulletin 23-37	5802	7/31/2025	Victoria L. Still	396.00		Provider Payments & Food Program Jul'25
TEACH LATCHKEY	5850	7/1/2025	Department of Social Services	484.00		Latchkey Care Licensing
TEACH LATCHKEY	5850	7/1/2025	Modoc J.U.S.D. / Business Office	500.00		Latchkey Jul'25 Rent

Training, Employment and Community Help Inc.

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TEACH LATCHKEY	5850	7/9/2025	Ubeo Business Services	18.61		Latchkey Printer Maint. Contract
TEACH LATCHKEY	5850	7/11/2025	Modoc J.U.S.D. / Business Office	500.00		Latchkey Aug'25 Rent
TEACH LATCHKEY	5850	7/16/2025	Grocery Outlet	26.94		Latchkey Food
TEACH LATCHKEY	5850	7/16/2025	Holiday Market	103.66		Latchkey Food
TEACH LATCHKEY	5850	7/29/2025	Darlene Estes	180.98		Latchkey Expense Reimbursement
TEACH LATCHKEY	5850	7/30/2025	Holiday Market	23.94		Latchkey Food
TEACH LATCHKEY	5850	7/31/2025	City Of Alturas	1,465.00		Latchkey Jun-Jul'25 Swimming Summer Pass
Budding Tree	5860	7/1/2025	Department of Social Services	242.00		Budding Tree Care Licensing Fees
Budding Tree	5860	7/7/2025	Grocery Outlet	162.06		Budding Tree Food
Budding Tree	5860	7/9/2025	ACE / Four Seasons	3.97		Budding Tree Fasteners
Budding Tree	5860	7/9/2025	ACE / Four Seasons	166.77		Budding Tree Materials & Supplies
Budding Tree	5860	7/9/2025	Frontier	145.83		Budding Tree Telephone
Budding Tree	5860	7/9/2025	Waste Management Of Nevada	65.46		Budding Tree Garbage
Budding Tree	5860	7/14/2025	ACE / Four Seasons	50.15		Budding Tree Materials & Supplies
Budding Tree	5860	7/17/2025	Holiday Market	195.46		Budding Tree Food
Budding Tree	5860	7/24/2025	American Express	525.51		Budding Tree Gazebo
Budding Tree	5860	7/24/2025	American Express	239.27		Budding Tree Kids Supplies
Budding Tree	5860	7/24/2025	American Express	139.31		Budding Tree Outdoor Climber
Budding Tree	5860	7/24/2025	American Express	160.85		Budding Tree/ Tree Bookcase
Budding Tree	5860	7/29/2025	FootHill Fire Protection, Inc.	64.68		2025 Annual Maintenance Fire Extinguishers
Budding Tree	5860	7/31/2025	Pacific Power And Light	200.37		Electricity
CCIP-5036 25-26	5904	7/31/2025	Antonio's	77.18		CCIP Training Food
MHSA 2	6502	7/11/2025	Frontier	94.51		Wellness Center Telephone
MHSA 2	6502	7/31/2025	Pacific Power And Light	186.79		Electricity
MHSA Advocate Program	6504	7/31/2025	Verizon	78.92		Cellphone & Ipad Lines
NorCal CoC	7905	7/16/2025	Carol Madison	203.00		Request Mileage Refund
NorCal CoC	7905	7/31/2025	530 Video Production	400.00		WebSide Management for July'25
Teach Senior Services	8000	7/17/2025	Holiday Market	24.09		Senior Serv. Bingo Food
PSA 2 C-1 Congregate ...	8001	7/1/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Jul'25
PSA 2 C-1 Congregate ...	8001	7/11/2025	John Wisser Construction	292.50		Senior Serv. Repalece Facet & Clean Sewer Dish Washer
PSA 2 C-1 Congregate ...	8001	7/11/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electricity Usage Aug'25
PSA 2 C-1 Congregate ...	8001	7/14/2025	Frontier	160.03		Senior Serv. Telephone
PSA 2 C-1 Congregate ...	8001	7/14/2025	Vestis	142.10		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	7/16/2025	Guadalupe Perez	3.98		Senior Serv. Food Handler Permit Training

Training, Employment and Community Help Inc.

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA 2 C-1 Congregate ...	8001	7/16/2025	K & K Distributing	96.83		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	7/23/2025	K & K Distributing	28.87		Senior Serv. Food & Supplies
PSA 2 C-1 Congregate ...	8001	7/24/2025	American Express	72.37		Senior Serv. Labels
PSA 2 C-1 Congregate ...	8001	7/24/2025	American Express	33.62		Senior Serv. Power Inverter
PSA 2 C-1 Congregate ...	8001	7/25/2025	FootHill Fire Protection, Inc.	167.75		Senior Serv. 2025 Provide Annual Maint. Fire Extinguishers
PSA 2 C-1 Congregate ...	8001	7/28/2025	ACE / Four Seasons	12.86		Senior Serv. Cleaning Supplies
PSA 2 C-1 Congregate ...	8001	7/28/2025	Vestis	142.10		Senior Serv. Lndry
PSA 2 C-1 Congregate ...	8001	7/30/2025	ACE / Four Seasons	6.43		Senior Serv. Supplies
PSA 2 C-1 Congregate ...	8001	7/30/2025	K & K Distributing	51.10		Senior Serv. Supplies
PSA2 C-2 Homebound ...	8002	7/1/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Jul'25
PSA2 C-2 Homebound ...	8002	7/11/2025	John Wisser Construction	292.50		Senior Serv. Repalece Facet & Clean Sewer Dish Washer
PSA2 C-2 Homebound ...	8002	7/11/2025	Modoc J.U.S.D. / Business Office	14.00		Senior Serv. Electric Usage Aug'25
PSA2 C-2 Homebound ...	8002	7/14/2025	Frontier	160.02		Senior Serv. Telephone
PSA2 C-2 Homebound ...	8002	7/14/2025	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	7/16/2025	Guadalupe Perez	3.97		Senior Serv. Food Handler Permit Training
PSA2 C-2 Homebound ...	8002	7/16/2025	K & K Distributing	96.82		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	7/23/2025	Junior Automotive	155.03		Senior Serv. Van Replace Power Outlet Socket
PSA2 C-2 Homebound ...	8002	7/23/2025	K & K Distributing	28.87		Senior Serv. Food & Supplies
PSA2 C-2 Homebound ...	8002	7/24/2025	American Express	72.36		Senior Serv. Labels
PSA2 C-2 Homebound ...	8002	7/24/2025	American Express	33.62		Senior Serv. Power Inverter
PSA2 C-2 Homebound ...	8002	7/24/2025	Quick Lube Plus	106.64		2018 RAM Promaster Full Services Oil Change
PSA2 C-2 Homebound ...	8002	7/25/2025	FootHill Fire Protection, Inc.	167.75		Senior Serv. 2025 Provide Annual Maint. Fire Extinguishers
PSA2 C-2 Homebound ...	8002	7/28/2025	ACE / Four Seasons	12.85		Senior Cleaning Supplies
PSA2 C-2 Homebound ...	8002	7/28/2025	Vestis	142.10		Senior Serv. Lndry
PSA2 C-2 Homebound ...	8002	7/30/2025	ACE / Four Seasons	6.42		Senior Serv. Supplies
PSA2 C-2 Homebound ...	8002	7/30/2025	K & K Distributing	51.09		Senior Serv. Supplies
PSA2 Cedarville Expans...	8015	7/7/2025	Grocery Outlet	79.29		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/7/2025	Holiday Market	59.85		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/7/2025	K & K Distributing	903.61		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/9/2025	Grocery Outlet	53.08		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/9/2025	K & K Distributing	280.81		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/11/2025	K & K Distributing	883.55		Senior Serv. Food

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Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
PSA2 Cedarville Expans...	8015	7/16/2025	Grocery Outlet	74.43		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/16/2025	K & K Distributing	239.26		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	7/17/2025	Grocery Outlet	9.95		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/17/2025	K & K Distributing	531.04		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/17/2025	Staub & Sons Petroleum	212.14		Gas
PSA2 Cedarville Expans...	8015	7/23/2025	Grocery Outlet	101.32		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/23/2025	Holiday Market	29.45		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/23/2025	K & K Distributing	54.56		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/23/2025	K & K Distributing	1,027.59		Senior Serv. Food & Supplies
PSA2 Cedarville Expans...	8015	7/24/2025	Grocery Outlet	11.94		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/24/2025	K & K Distributing	971.01		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/30/2025	Grocery Outlet	72.45		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/30/2025	K & K Distributing	583.75		Senior Serv. Food
PSA2 Cedarville Expans...	8015	7/31/2025	Staub & Sons Petroleum	124.57		Gas
Housing and Disability ...	9000	7/2/2025	Alturas Meadowns Apartments	264.00		HDAP Jul'25 Rent
Housing and Disability ...	9000	7/2/2025	Nifty Moblie Home & Rv Park	934.30		HDAP Jul'25 Rent
Housing and Disability ...	9000	7/11/2025	Frontier	55.00		Internet Access
Housing and Disability ...	9000	7/17/2025	Staub & Sons Petroleum	2.31		Gas
Housing and Disability ...	9000	7/24/2025	American Express	43.00		HDAP Birth Certificate
Housing and Disability ...	9000	7/24/2025	American Express	31.00		HDAP Marriage Certificate
Housing and Disability ...	9000	7/31/2025	Staub & Sons Petroleum	0.75		Gas
Housing and Disability ...	9000	7/31/2025	Verizon	162.04		Cellphone & Ipad Lines
24-120 Bridge Housing...	9001	7/2/2025	Alan Botello	450.00		BHBH Jul'25 Rent
24-120 Bridge Housing...	9001	7/2/2025	Teach Inc.	350.00		BHBH Jul'25 Rent Eddingfield Apt #5
24-120 Bridge Housing...	9001	7/11/2025	Frontier	55.00		Internet Access
24-120 Bridge Housing...	9001	7/23/2025	Holiday Market	50.00		BHBH Gift Card
24-120 Bridge Housing...	9001	7/24/2025	American Express	321.74		BHBH Adjustable Electric Standing Desk
24-120 Bridge Housing...	9001	7/24/2025	American Express	328.40		BHBH Office Supplies
24-120 Bridge Housing...	9001	7/31/2025	Staub & Sons Petroleum	0.75		Gas
Housing And Homeless...	9400	7/2/2025	Nifty Moblie Home & Rv Park	955.00		HHIP Jul'25 Rent
Housing And Homeless...	9400	7/9/2025	Modoc Inn	115.00		HHIP Room Voucher
Housing And Homeless...	9400	7/23/2025	Modoc Inn	198.00		HHIP Room Voucher
Housing And Homeless...	9400	7/24/2025	ACE / Four Seasons	8.51		HHIP Doug Fir
Housing And Homeless...	9400	7/24/2025	ACE / Four Seasons	19.29		HHIP Edging Pro
Housing And Homeless...	9400	7/24/2025	ACE / Four Seasons	212.94		HHIP Materials & Supplies

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Housing And Homeless...	9400	7/24/2025	Buie, Sean	159.80		Service Contract Aug'25
Housing And Homeless...	9400	7/29/2025	ACE / Four Seasons	487.57		HHIP Materials & Supplies
Housing And Homeless...	9400	7/30/2025	ACE / Four Seasons	108.27		HHIP Materials & Supplies
Housing And Homeless...	9400	7/31/2025	Verizon	63.81		Cellphone & Ipad Lines
Cal Works Housing Sup...	9405	7/2/2025	Nifty Moblie Home & Rv Park	65.00		HSP Jul'25 Rent
Cal Works Housing Sup...	9405	7/2/2025	Peggy Clevinger	735.00		HSP Jul'25 Rent
Cal Works Housing Sup...	9405	7/11/2025	Frontier	55.00		Internet Access
Cal Works Housing Sup...	9405	7/16/2025	ACE / Four Seasons	16.28		HSP Supplies
Cal Works Housing Sup...	9405	7/31/2025	530 Video Production	150.00		Webisode Management for July'25
Cal Works Housing Sup...	9405	7/31/2025	Verizon	39.47		Cellphone & Ipad Lines
CAL-AIM	9500	7/21/2025	Change Healthcare	70.40		CAL-AIM RPA-Claims Monthly Fee
Non-Resource Related	9999	7/1/2025	Buie, Sean	2,400.00		Services Contract Jul'25
Non-Resource Related	9999	7/1/2025	Department Of Motor Vehicles	10.00		Permanet Trailer ID Fee
Non-Resource Related	9999	7/1/2025	Microix	435.00		Renewal Fee for Timeclock Support
Non-Resource Related	9999	7/7/2025	Abila	625.00		MIP Consulting Services
Non-Resource Related	9999	7/7/2025	ACE / Four Seasons	30.02		Fasteners
Non-Resource Related	9999	7/7/2025	Waste Management Of Nevada	467.68		Garbage
Non-Resource Related	9999	7/11/2025	Frontier	165.00		Internet Access
Non-Resource Related	9999	7/14/2025	Frontier	285.87		Telephone
Non-Resource Related	9999	7/16/2025	Holiday Market	15.77		Gummi Worm Day!!!
Non-Resource Related	9999	7/21/2025	ACE / Four Seasons	26.95		Materials & Supplies
Non-Resource Related	9999	7/21/2025	ADT Security Systems, Inc.	48.75		Security System
Non-Resource Related	9999	7/23/2025	ACE / Four Seasons	2,010.87		Eddingfield Apt. Materials & Supplies
Non-Resource Related	9999	7/23/2025	Holiday Market	41.37		Birthday Cake!
Non-Resource Related	9999	7/23/2025	Holiday Market	24.43		Thrift Store Food & Supplies
Non-Resource Related	9999	7/23/2025	Holiday Market	15.30		Thrift Store Forks, Plates & Napkins
Non-Resource Related	9999	7/24/2025	American Express	1,592.40		Abila
Non-Resource Related	9999	7/24/2025	American Express	19.99		Acrobat Subscription
Non-Resource Related	9999	7/24/2025	American Express	65.00		GED & Admin Starlink Internet System
Non-Resource Related	9999	7/24/2025	American Express	235.00		Rent Unit #66 & 144
Non-Resource Related	9999	7/24/2025	American Express	69.02		Tax Forms
Non-Resource Related	9999	7/24/2025	American Express	57.65		Thrift Store Supplies
Non-Resource Related	9999	7/29/2025	FootHill Fire Protection, Inc.	107.80		2025 Annual Maintenance Fire Extinguishers
Non-Resource Related	9999	7/30/2025	City Of Alturas	93.11		Water
Non-Resource Related	9999	7/31/2025	530 Video Production	100.00		Webisode Management for July'25

Training, Employment and Community Help Inc.

Posted General Ledger Transactions

Resource Title	Re... Code	Effective Date	Name	Debit	Credit	Document Description
Non-Resource Related	9999	7/31/2025	Modoc Media dba Modoc County Record	51.00		HELP WANTED Receptionist Ad
Non-Resource Related	9999	7/31/2025	Pacific Power And Light	642.93		Electricity
Non-Resource Related	9999	7/31/2025	TEACH INC BANK FEE	111.90		Bank Fees
Report Total				303,647.52	985.00	

Training, Employment and Community Help Inc.
Statement of R&E by Year - TEACH Inc. Revenue and Expenditures - For Board Me
From 7/1/2025 Through 6/30/2026

	<u>Current Period Actual</u>
Revenue	
Other Revenue	2,503.60
Other local income	3,022.00
Tuition	2,786.21
Apartment Rents	5,602.75
Total Revenue	<u>13,914.56</u>
Expenses	
Salaries	253,909.17
Benefits	55,842.45
Supplies	44,778.66
Operating	
Training and Outreach	2,500.00
Other	151,584.40
Total Operating	<u>154,084.40</u>
Contract 1099 Services	<u>156,085.05</u>
Total Expenses	<u>664,699.73</u>
Revenue Over (Under) Expenses	<u><u>(650,785.17)</u></u>

HOMELESS HOUSING, ASSISTANCE AND PREVENTION PROGRAM, ROUND 6 JOINT APPLICATION AND REGIONAL COORDINATION MEMORANDUM OF UNDERSTANDING

Between the County of Del Norte, the County of Lassen, the County of Modoc, the County of Plumas, the County of Shasta, the County of Sierra, the County of Siskiyou, the NorCal Continuum of Care, and Training, Employment, and Community Help, Inc. ("TEACH, Inc.") (as the Administrative Entity for the NorCal Continuum of Care)

A. BACKGROUND

The State of California Housing and Community Development ("HCD") issued the Homeless Housing, Assistance and Prevention Round 6 ("HHAP-6") Notice of Funding Availability ("NOFA") dated February 2025 as authorized by Assembly Bill 166 which was signed into law by Governor Gavin Newsom on July 2, 2024. Through this NOFA, block grants have been made available to all California Counties and all California Continuums of Care (hereinafter referred to collectively as "jurisdictions") for the purpose of addressing homelessness within their geographic coverage areas.

B. PURPOSE OF THE AGREEMENT

Geographic coverage areas or regions, defined by HCD as a county and the Continuum of Care within it, are required to apply together for HHAP-6 and jointly complete a Regionally Coordinated Homelessness Action Plan ("Plan"). Each of the Counties of Del Norte, Lassen, Modoc, Plumas, Shasta, Sierra, Siskiyou (collectively as "Counties" individually as "County") and the NorCal Continuum of Care ("Continuum of Care" or "CoC") are the eligible applicants and are defined as sub-region. Each eligible applicant may receive their allocation directly from HCD and serve as their own Administrative Entity ("AE") to receive and expend funding for the jurisdiction, or they may designate an eligible applicant in their region to serve as their AE. This indicates to HCD which eligible applicant will enter into a contract with the State to receive and administrate allocations.

Through this agreement, the Counties and the Continuum of Care agree:

1. To submit a joint application for HHAP-6 funds through the Plan.
2. To administer the Continuum of Care's allocation of HHAP-6 funds, and the County allocations of HHAP-6 funds for ModocPlumas and Sierra Counties through TEACH, Inc., the AE for the Continuum of Care.
3. That County allocations of HHAP-6 funds for Del Norte, Lassen, Shasta, and Siskiyou Counties will be individually administered by each of these counties as their own AE.

This agreement sets forth roles and responsibilities of the Counties, the Continuum of Care, and TEACH, Inc. as the AE for the submission of the Plan, local administration of funds, oversight of fiscal and programmatic aspects of use of HHAP-6 funds and local collaboration on the implementation of the Plan.

C. DECLARATIONS

1. The Counties and the Continuum of Care have a shared interest in addressing and remediating homelessness within the seven-county geographic area served by the Continuum of Care.
2. The Counties and the Continuum of Care have a longstanding history of collaborating on development and implementation of plans and strategies for addressing homelessness.
3. The Continuum of Care serves as the regional collaborative entity that makes funding determinations for many homeless assistance programs and supports the homeless service system of care in the seven-county region.
4. The intent of HHAP-6 funding is to support local jurisdictions in their unified response to reduce and address homelessness.
5. Counties and the Continuum of Care are each eligible to apply for allocations of HHAP-6 funding collectively.
6. The Counties and the Continuum of Care are required to submit a joint application for HHAP-6 funds.
7. The Plan has been developed collaboratively by the Counties and the Continuum of Care.
8. The Continuum of Care has designated TEACH, Inc. to serve as the AE for HHAP-6 funds received by the Continuum of Care.
9. The Counties of Modoc, Plumas and Sierra have designated TEACH, Inc. to serve as the AE for their respective County allocations of HHAP-6 funds.
10. The Counties of Del Norte, Lassen, Shasta, and Siskiyou have chosen to serve as the individual AEs for their respective County allocations of HHAP-6 funds.

D. STATUTORY REQUIREMENTS

The Plan shall be reflected in a Memorandum of Understanding ("MOU") committing each signatory to participation in, and to comply with, the Plan. This MOU is intended to fulfill these statutory requirements.

E. HCD MOU GUIDANCE

This MOU commits each signatory to uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant in the region as described in the HHAP-6 Regionally Coordinated Homelessness Action Plan and summarized below.

1. Commitments to the roles and responsibilities of each eligible applicant within the region as they pertain to outreach and site coordination, siting and use of available public land, the development of interim and permanent housing options, and coordinating, connecting, and delivering services to individuals experiencing homelessness or at risk of experiencing homelessness, within the seven-county region. See Section 3.a in the HHAP-6 Plan.
2. Commitments to Key Actions each eligible applicant will take to improve the system performance measures and address equity. See Section 3.b in the HHAP-6 Plan.
3. Commitments to Key Actions each eligible applicant will take to reduce the number of people experiencing unsheltered homelessness, to increase the number of people exiting homelessness into Permanent Housing, and to reduce first time instances of homeless among those exiting institutional settings, including but not limited to jails, prisons and hospitals. See Section 3.b in the HHAP-6 Plan.
4. Commitments to actions each eligible applicant will take to address encampments in accordance with the California Interagency Council on Homelessness Guidance on Addressing Encampments. See Section 3.a.5 in the HHAP-6 Plan.
5. Commitments to remain in compliance or come into compliance with Housing Element law, including having an HCD-certified Housing Element, carrying out Housing Element programs in a timely manner, and filing timely Housing Element Annual Progress Reports, including an inventory of Surplus Land required by Government Code Section 54230. See Section 3.a.6 through 3.a.11 in the HHAP-6 Plan.

F. ROLES AND RESPONSIBILITIES

(a) The County of Del Norte hereby agrees to:

1. Directly administer its county HHAP-6 allocation of \$791,916.56 with the HCD, including all reporting and grant administration.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the HHAP-6 . The Plan is attached to this MOU as Exhibit A.
3. Collaborate with the Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership
4. Provide fiscal and programmatic reports regarding use and expenditure of Del Norte County's portion of the CoC's HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(b) The County of Lassen hereby agrees to:

1. Directly administer its county HHAP-6 allocation of \$152,906.08 with the HCD, including all reporting and grant administration.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the Plan. The Plan is attached to this MOU as Exhibit A.
3. Collaborate with the Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.
4. Provide fiscal and programmatic reports regarding use and expenditure of Lassen County's portion of the CoC's HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(c) The County of Shasta hereby agrees to:

1. Directly administer its county HHAP-6 allocation of \$1,155,924.32 with the HCD, including all reporting and grant administration.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the HHAP-6 Plan. The Plan is attached to this MOU as Exhibit A.
3. Collaborate with the Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.
4. Provide fiscal and programmatic reports regarding use and expenditure of Shasta County's portion of the CoC's HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(d) The County of Siskiyou hereby agrees to:

1. Directly administer its county HHAP-6 allocation of \$578,532.71 with the HCD, including all reporting and grant administration.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the HHAP-6 Plan. The Plan is attached to this MOU as Exhibit A.

3. Collaborate with the Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.
4. Provide fiscal and programmatic reports regarding use and expenditure of Siskiyou County's portion of the CoC's HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(e) The County of Modoc hereby agrees to:

1. Receive its HHAP-6 allocation of \$30,809.43 and authorize the allocation to be administered by TEACH, Inc., as the AE for the Continuum of Care.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the HHAP-6 Plan. The Plan is attached to this MOU as Exhibit A.
3. Collaborate with the Cal Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.
4. Provide fiscal and programmatic reports regarding use and expenditure of Modoc County's portion of the CoC's HHAP-6 allocation as well as Modoc County's county HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(f) The County of Plumas hereby agrees to:

1. Receive its county HHAP-6 allocation of \$152,906.08 and authorize the allocation to be administered by TEACH, Inc., as the AE for the Continuum of Care.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the HHAP-6 Plan. The Plan is attached to this MOU as Exhibit A.
3. Collaborate with the Cal Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.

4. Provide fiscal and programmatic reports regarding use and expenditure of Plumas County's portion of the CoC's HHAP-6 allocation, as well as Plumas County's county HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(g) The County of Sierra hereby agrees to:

1. Receive its county HHAP-6 allocation of \$13,693.09 and authorize the allocation to be administered by the AE for the Continuum of Care.
2. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the HHAP-6 Plan. The Plan is attached to this MOU as Exhibit A.
3. Collaborate with the Continuum of Care and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.
4. Provide fiscal and programmatic reports regarding use and expenditure of Sierra County's portion of the CoC's HHAP-6 allocation, as well as Sierra County's county HHAP-6 allocation to the AE on a schedule to be determined by the Continuum of Care.
5. Review fiscal and programmatic reports prepared by the AE for submission to the State of California for the HHAP-6 program.

(h) The Continuum of Care hereby agrees to:

1. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the Plan. The Plan is attached to this MOU as Exhibit A.
2. Publish and maintain the proposed, approved, and amended versions of the Plan on its internet website.
3. Collaborate with the Counties and local stakeholders on planning and implementation of efforts to address homelessness within the seven-county region through continued staff participation on Continuum of Care committees, including the Continuum of Care Executive Board, and the Continuum of Care General Membership.
4. Provide ongoing oversight of fiscal and programmatic management of HHAP-6 funds administered through TEACH, Inc., as the AE.

(i) TEACH, Inc. hereby agrees to:

1. Uphold, participate in, and comply with the actions, roles, and responsibilities of each eligible applicant and jurisdiction in the region as described in the Plan. The Plan is attached to this MOU as Exhibit A.
2. Coordinate activities necessary to applying for and receiving HHAP-6 funds, including coordinating and submitting the Plan.
3. Accept disbursement of and administer the CoC's HHAP-6 allocation totaling \$2,929,764.17.
4. Accept disbursement of and administer the county HHAP-6 allocations for Modoc, Plumas and Sierra Counties totaling \$197,408.60.
5. Verify and retain documentation of HHAP-6 uses and expenditures as required by the State of California and the HHAP-6 program.
6. Respond appropriately to any program-specific audit or monitoring requests from the HHAP-6 program, the Counties or any other relevant authority.
7. Generate and submit all fiscal and programmatic reports required by the HHAP-6 program.
8. This agreement shall commence upon the date signed and shall terminate on October 1, 2029 or until all obligations to the HHAP-6 program have been fulfilled.

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the NorCal Continuum of Care:
Cathy Rahmeyer, CoC Executive Board Chair

Date

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the County of Del Norte:

Dean Wilson, Chair, County of Del Norte Board of Supervisors

Date

Approved as to form:

Jacqueline Roberts, County Counsel

Date

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the County of Lassen:
Maurice Anderson, County Administrative Officer

Date

Approved as to form:
Amanda Uhrhammer, County Counsel

Date

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the County of Modoc:

Shane Starr
Chair of the Board

Date

Margaret Long
County Counsel

Date

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the County of Plumas:

Greg Hagwood, Chair of the Board of Supervisors

Date

Approved as to form:

Craig Settlemyre
Counsel

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For The County of Shasta:

Christy Coleman
Health and Human Services Director

Date

Approved as to form:
JOSEPH F. LAMOUR
County Counsel

Date

RISK MANAGEMENT APPROVAL

Dolyene Lane

Date

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the County of Sierra:

Paul Roen, Chair

Sierra County Board of Supervisors

Date

Approved as to form:

Rhetta Vander Ploeg, County Counsel

Date

Attest:

Heather Foster

Heather Foster, Clerk of the Board

Date

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For the County of Siskiyou:

Date:

Michael NJ Kobseff, CHAIR

Board of Supervisors

County of Siskiyou

State of California

ATTEST:

LAURA BYNUM

Clerk, Board of Supervisors

By: Deputy

By signature below, the undersigned representatives for each partner entity confirm that they are authorized to enter into this agreement on behalf of their respective agency and agree to the terms set forth herein.

For TEACH, Inc.:

Danny Koestsier, Chairperson of the Board of Directors

Sean Curtis, Board Secretary

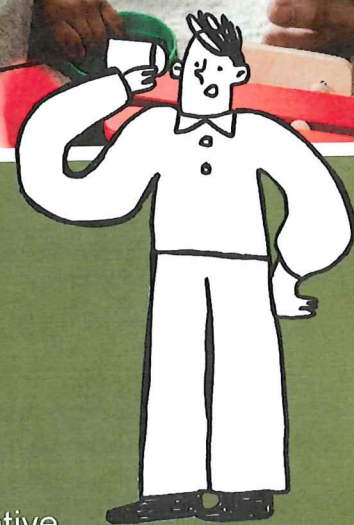
Date:

Alternative Payment Program Handbook



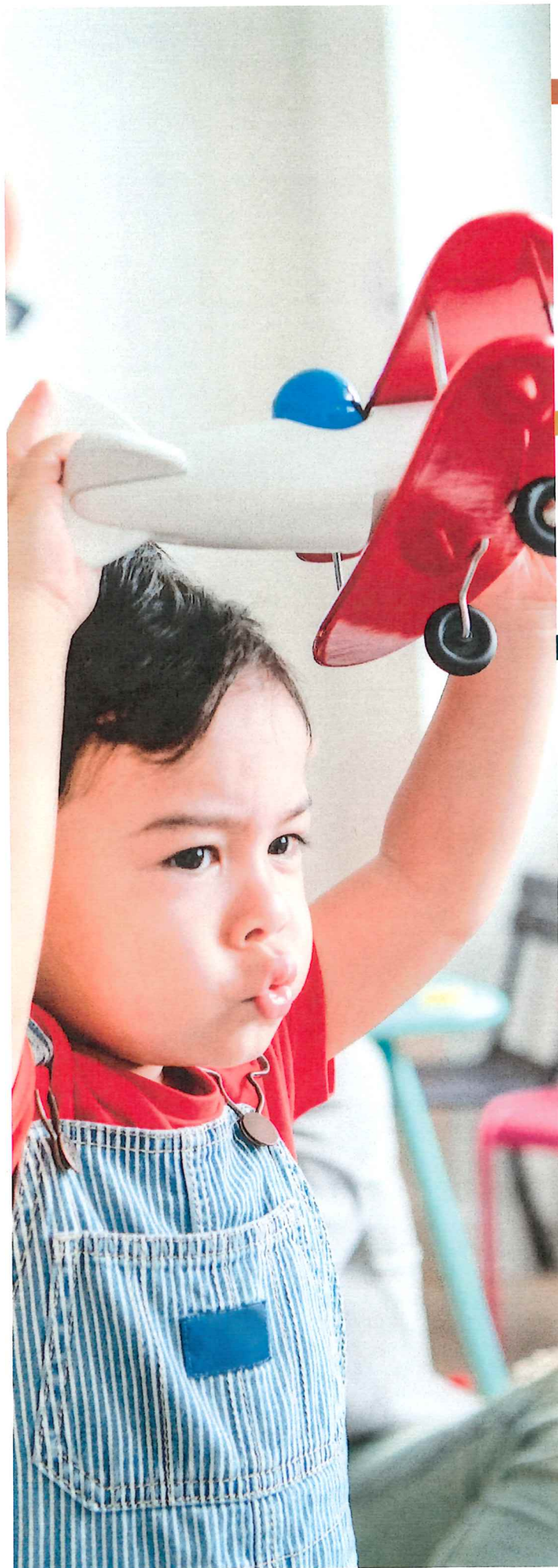
Modoc Child Care Resource
and Referral, a division of
T.E.A.C.H., Inc. welcomes
your family to our Alternative
Payment Program.

Board Approved August 2025



This **handbook** was designed to assist families with understanding the requirements to participate in an Alternative Payment program. We look forward to serving you!

We are a private, non-profit organization funded by federal, state & local governments.



Program Design & Rules | 4

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- Continuous Improvement
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- Equal Access/Non-Discrimination
- Safe Office & Harassment Policy

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- Waiting List
- Admission Priorities
- Steps for Enrollment

Participant Qualifications & Conditions | 9

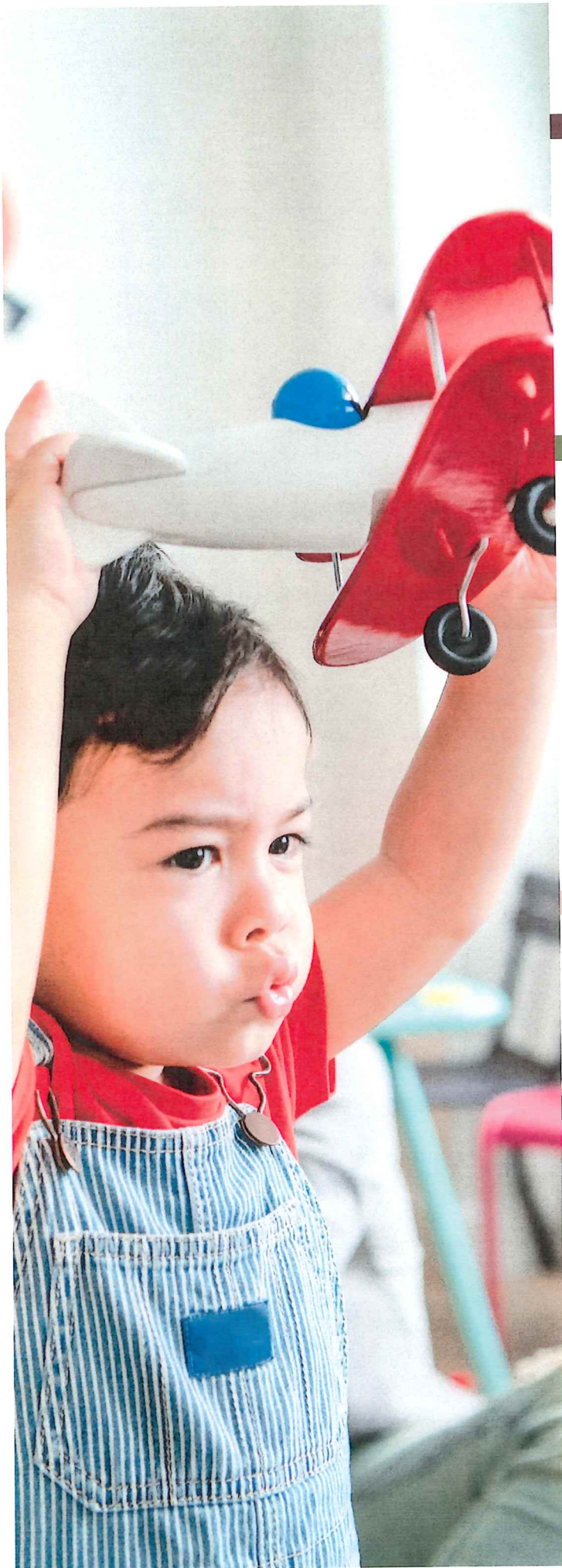
- Certification/Recertification of Eligibility
- Family Data File
- Proof of Family Size
- Eligibility Criteria
- Need for Services
- Determining a Child's Schedule
- Right to Voluntarily Report Changes

Family Fees | 16

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- Exemptions
- Payment
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- Attendance Policy & Expectations
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- Parental Choice
- Contract between Participant & Provider
- Independent Contractors
- Changing Providers
- Multiple Providers
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- Reimbursement Guidelines
- Determining Reimbursement Rates
- Adjustments to Reimbursements
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- Direct Deposit
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- Provider Disenrollment Policy
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- Complaints Regarding Program Staff
- Provider Complaints to Program
- Parental Complaints in Child Care Settings
- Uniform Complaint Procedure
- Program Decision Complaints (Appeal Process)



Contact Information:

Open Monday-Friday 8:00- 5:00
Closed from noon to 1:00 p.m.
530-233-5437
112 E 2nd St.
Alturas, CA 96101

Mission:

Our mission is to strengthen the family unit through supporting family stability, lessening the disruptions to children & families through 12–24-month eligibility & making decisions based on the best interest of the child.

Program Design:

The Alternative Payment (AP) programs serve eligible families who need child care services. Eligible children may participate in the program from:

- Birth through 12 years of age
- Children with exceptional needs may be served to age 21.

This parental choice child care subsidy program:

- Helps families arrange child care services
- Providers are reimbursed for part or all of their fees

PROGRAM DESIGN

Continuous Improvement: Our goal is to implement an effective annual program self-evaluation process to support continuous improvement.

The process includes:

- Assessment of the program by parents using the Parent Survey
- Assessment of the program by staff and board members using the Program Integrity Monitoring Tool

Based on the results goals/action steps are developed and implemented.

Confidentiality: The use or disclosure of any information maintained in the basic data file concerning children and their families is limited to purposes directly connected with the administration of the program.

No other use of the information will be made without prior written consent or through a subpoena. Participants shall have access to information in their basic data file within 5 business days after the program receives a written request.

Code of Ethical Conduct: All families must commit to demonstrate the following core standards/values during all interactions while enrolled in our program:

- Communicate effectively in a calm manner
- Be courteous
- Maintain order
- Show respect of others
- Take responsibility for own actions
- Be punctual
- Respect diversity



Equal Access/Non-Discrimination

Statement: No person will be subjected to discrimination, or any other form of illegal bias, including harassment. We give equal access to services without regard to sex, sexual orientation, gender identification, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

Safe Office & Harassment Policy:

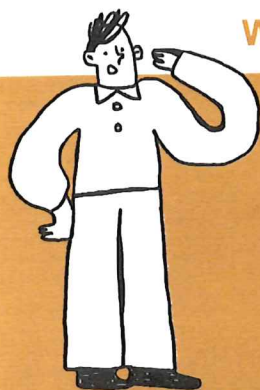
The following behaviors will not be tolerated and are **prohibited** at any of our offices:

- Behavior which threatens the safety, welfare or morals of others
- Under the influence of and/or possession of alcohol, marijuana or drugs
- The possession of any weapon, look alike weapon (toy), or any object which ejects whether functional or not
- Behavior which would cause, attempt, threaten, or conspire to cause damage to personal or real property or person through arson, burglary, extortion, larceny (stealing), criminal mischief, battery (hitting people), assault (making a person fearful of hitting), harassment (threat to commit an illegal act), sexual harassment, sexual intimidation, hazing (actions intended to endanger or embarrass others.)
- Use of obscene and profane language.

SELECTION & ENROLLMENT PROCESS

Waiting List:

The AP program has limited openings for eligible families. The first step to access AP services is to be placed on our waiting list. Children with exceptional needs are encouraged to apply.



Ways to Apply:

In Person:

T.E.A.C.H., Inc.
112 E. 2nd St.
Alturas, CA 96101

Call:

(530) 233-5437

Admission Priorities:

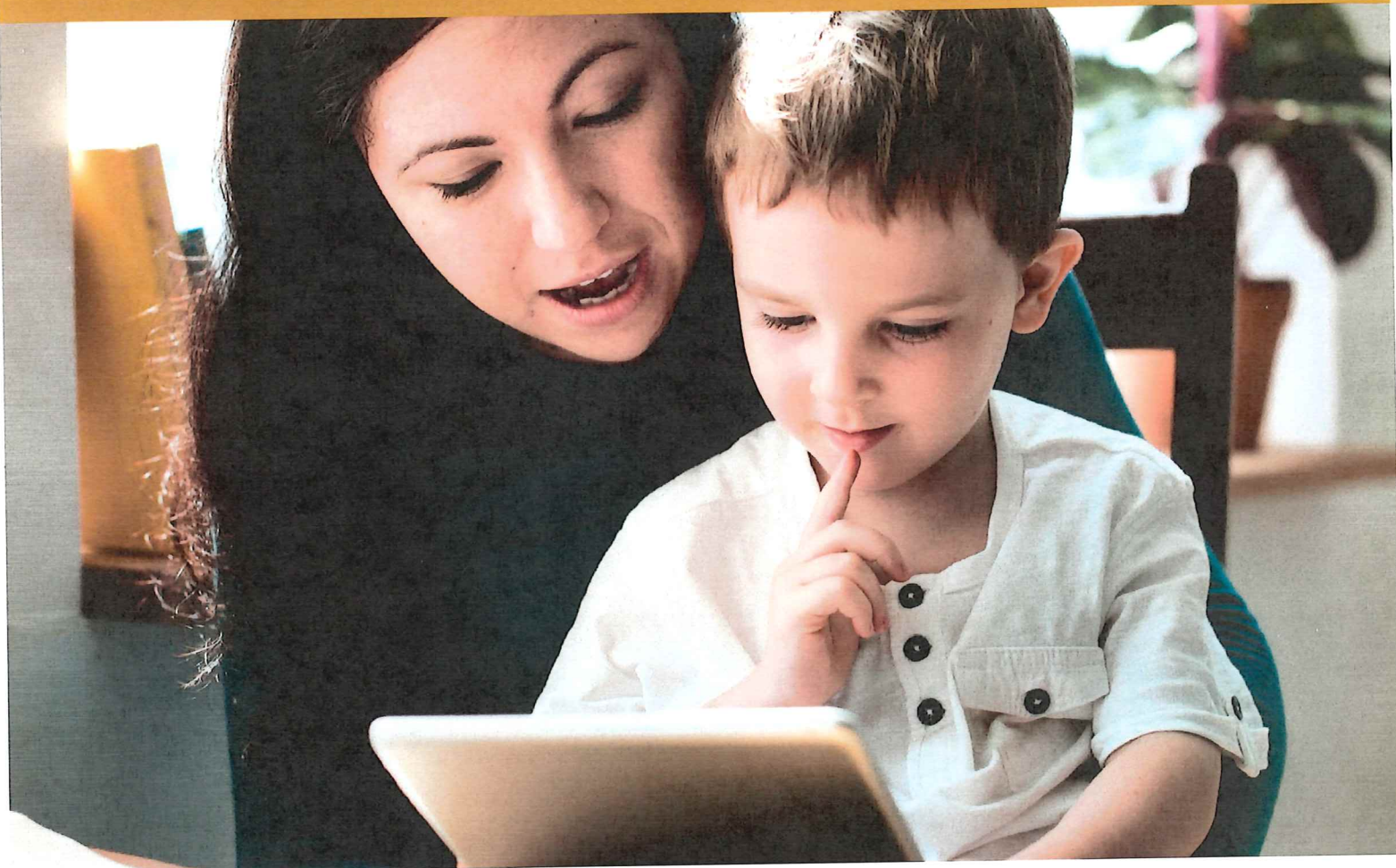
When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- **First:** Child protective services, or at-risk of abuse, neglect or exploitation
- **Second:** Admission priority based on total countable monthly income & family size.

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Dual language learner is admitted second
3. Entry with the earliest wait list date is admitted third

SELECTION & ENROLLMENT PROCESS



Step 2: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist & complete online orientation (instructions are in the packet)

Schedule an appointment with an AP Program Specialist by calling (530)-233-5437 once your documentation is complete.

Note: If you do not contact us within 2 weeks of being screened from the waiting list, you will not be eligible to apply for this enrollment period.

Step 3: Verify Eligibility

Attend in-person appointment at T.E.A.C.H. located at 112 E 2nd St., Alturas, CA 96101

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.

PARTICIPANT QUALIFICATIONS & CONDITIONS

Certification/Recertification of Eligibility:

Enrollment into a program is determined by specific family eligibility and need criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and must recertify their eligibility every 24 months thereafter, **with the exception of:**

- Families who are certified as income eligible & during their certification period, their income exceeds the maximum income threshold, which is 85% of the state median income
- Families who do not follow agency policy

NOTE: Children who are 12 years old when certified, will receive services for not less than 12 months



24-month eligibility starts on the date the program representative signs/approves the application for services.

Families will be notified 30 days in advance of what is required to recertify and will be required to bring in documentation after the 24 month eligibility period has expired.

Program staff will make every effort to make the certification/recertification process convenient for families. A family will be disenrolled if the recertification process is not completed within the designated 50 day recertification period.

Family Data File:

A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency:

Determination of eligibility shall be **without regard** to the immigration status of the child or the child's parent(s), unless under a final order of deportation from the United States Department of Homeland Security.

- Must live in California
- Families experiencing homelessness may submit declaration of intent to reside in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension

Health & Emergency Information:

Participants must provide current emergency information, along with current immunization records for children receiving care from a license-exempt provider and there are other unrelated children being cared for in the home.

Court Order:

If there is a court order that impacts child care services, include in the family data file

PARTICIPANT QUALIFICATIONS & CONDITIONS



Exceptional Needs Child:

If the provider caring for your exceptional needs child is requesting a rate adjustment the file must contain the following documentation:

- 1) Individual Family Service Plan (IFSP) **OR** Individualized Education Program (IEP)

Exceptional Needs Teen:

If your child with exceptional needs is 13 through 21 years of age. Documentation must include:

- 1) Individual Family Service Plan (IFSP) **OR** Individualized Education Program (IEP) **AND**
- 2) Signed statement by a legally qualified professional that includes:
 - Child requires the special attention of adults in a child care setting, **and**
 - Name, address, license number, & telephone number of the legally qualified professional who is rendering the opinion

Proof of Family Size:

Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible, who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings.

Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate or other live birth records
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

PARTICIPANT QUALIFICATIONS & CONDITIONS

Eligibility Criteria:

Participants must provide documentation of eligibility in 1 or more of these eligibility categories:

Child is Recipient of Child Protective Services or Child Identified as At-Risk

- Documentation of Monthly Income **AND**
- Referral Letter

Family Experiencing Homelessness

- Documentation of Monthly Income **AND**
- Referral Letter **OR**
- Parental Declaration of Homelessness

Current Aid Recipient

- Documentation of CalWORKs Cash-Aid
(Example: Notice of Action | Receipt of Cash-Aid | Verification of Benefits)

Receiving Benefits from Governmental Program

CalWORKs, Medi-Cal, CalFresh, California Food Assistance, California Special Supplemental Nutrition Program for Women, Infants and Children (WIC), Food Distribution Program on Indian Reservation, Head Start or Early Head Start.

- Enrollment Documentation, such as Notice of Action | Receipt of Aid | Verification of Benefits **AND**
- Copy of Governmental Program Application **OR**
- If not available, Self-Declaration of Income as declared on the program application

Income Eligibility

Guardian or Foster Parent(s):

- Documentation of Monthly Income (For child and their related siblings)

Biological or Adopted Parent(s):

- Authorization to Release Employment Information (if applicable) **AND**
- Parent Notification: Requirement to Report Income Over Threshold
- Documentation of Monthly Income (ALL sources for ALL parents in family)

Regular & Steady Income: Total countable income from either month of the 2-month window immediately preceding certification

Fluctuating or Inconsistent Income: Total countable income for the preceding 2 to 12 months from certification



Maximum income threshold:

Family Size	85% of the State Median Income
1-2	6,860
3	7,785
4	9,020
5	10,463
6	11,906
7	12,177
8	12,447
9	12,718
10	12,988
11	13,259
12	13,530

Participants whose eligibility is based on income must notify our agency **within 30 days** if their total countable monthly income, at any time during their certification period, exceeds the maximum income threshold for ongoing eligibility.

PARTICIPANT QUALIFICATIONS & CONDITIONS

COUNTABLE/NON-COUNTABLE INCOME REFERENCE SHEET (CDSS Programs)

Countable Income is income of individuals counted in the family size that shall be included when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.	Non-Countable Income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees.
<ol style="list-style-type: none"> 1. Gross wage or salary, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. CalWORKs cash aid 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Spousal support, child support from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support 8. Survivor (i.e., SSA) and retirement benefits 9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 10. Rent for room within the family's residence 11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 12. Veteran's pension 13. Pension or annuities 14. Inheritance 15. Allowances for housing or automobiles provided as part of compensation 16. Insurance or court settlements for lost wages or punitive damages 17. Net proceeds from the sale of real property, stocks or inherited property 18. Other enterprise for gain 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes 4. Federal Supplemental Assistance Program (CalFRESH/SNAP) or Women, Infants and Children (WIC) benefits or other food assistance 5. Earned Income Tax Credit or tax refund 6. Foster care grants, payment or clothing allowances for children placed through child welfare services 7. Relative Caregiver Funding Program 8. California Guaranteed Income Pilot Program 9. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 10. Adoption assistance payments 11. Non-cash assistance or gifts 12. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits 13. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages 14. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 15. Business expenses for self-employed family members 16. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay 17. Disaster relief grants or payments, except any portion for rental assistance or unemployment 18. AmeriCorps Volunteers In Service to America (VISTA) and Federal Emergency Management Agency (FEMA) stipends, room and board, and grants

Note: Verified child support payments paid by the parent whose child is receiving child development service may be subtracted from family's countable income

PARTICIPANT QUALIFICATIONS & CONDITIONS

Need for Services:

In addition to meeting the eligibility criteria, Parent's must meet at least 1 need criteria.

Need Criteria:

Based on the following need criteria, see the applicable Need Form for further guidance on what documentation is required:

- Child Protective Services Referral Letter
- At-Risk Referral Letter
- Employment Verification
- Declaration of Self-Employment
- Request & Plan to Seek Employment (Max 5 days per week, for less than 30 hours per week)
- Training Verification (Training leading to a vocational goal & must make adequate progress. In addition, services are limited for up to 6 years from the date participant starts classes or until participant reaches 24 units after the attainment of a bachelors degree)
- Educational Program Verification (English Language Learner, High School Diploma or High School Equivalency Certificate. In addition, services are limited for up to 6 years from the date participant starts classes)
- Request & Plan to Seek Permanent Housing (Max 5 days per week, for less than 30 hours per week)
- Homelessness Referral Letter (Max 5 days per week, for less than 30 hours per week)
- Statement of Parental Incapacity (Max of 50 hours per week)
- Welfare to Work Plan Activity Assignment (CalWORKs programs ONLY)



Need Forms: Print online at monarchparents.com/enrolled or pick-up at our office located at 1234 Monarch Way in Butterfly City or any Center location

PARTICIPANT QUALIFICATIONS & CONDITIONS



Determining a Child's Schedule:

Services are available when:

- Parent meets a need criteria that precludes the provision of care & supervision of their child for any part of the day
- No parent in family available & capable of providing care during time care is requested
- 2 parent family – Care is approved when neither parent is available to care for the child
- Supervision of the child is not otherwise being provided during scheduled time at:
 - School-age public educational program
 - Private school
 - Child care and development services

Services will be approved based on verified need documentation and/or the program limitations, whichever is less.

- **Consistent Schedule:** Certified schedule will be based on the verified number of days & hours, or total number of hours parent consistently or expects to work each week
- **Variable Schedule:** Certified schedule will be based on the highest number of hours worked in any given week within the two-month window preceding certification, OR if there is no work history, the highest number of total hours per week the employer expects the parent to work

Travel time only applies to parents who are working or in school. Our agency requires a written request for any travel time beyond 30 minutes before and after. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time can not be more than 4 hours/day (2 hours each way). And, not more then the time from the child's care site to work or school and back.

Sleep time is available for parents who work between the hours of 10 PM and 6 AM. The allowed sleep time can be equal to the authorized work and travel time between 10 PM and 6 AM. Please note that sleep time is not automatic and must be requested in writing.

PARTICIPANT QUALIFICATIONS & CONDITIONS

Right to Voluntarily Report Changes:

Once eligibility & need have been established a participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's eligibility is based on income & the family's income exceeds the maximum income threshold for ongoing eligibility (See Eligibility section for maximum)

If a participant needs to change their service level during their certification period the following must be submitted:

- Request to Change Services Form and
- Documentation to support the request

After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action within 10 business days indicating the outcome of your request.

No other changes will be made to your service agreement, other than the requested change(s).

Please notify your AP Specialist if your address or telephone number changes at anytime to ensure we are able to contact you



REQUEST TO CHANGE SERVICES: ALTERNATIVE PAYMENT

This form is used for the purpose of voluntarily reporting changes during a family's certification period.

Note: After receipt of this form & documentation to support the requested change, our office will issue a Notice of Action indicating the outcome of your request. No other changes will be made to your service agreement, other than the requested change(s).

REQUEST TO CHANGE SERVICES

I am voluntarily reporting changes in order to:

- ☐ Reduce my family fees
- ☐ Disenroll from the program due to no longer needing services
- ☐ Temporarily suspend services. Note: Services may only be suspended during your current certification period & provider is not reimbursed.
- ☐ Change my service schedule (days and/or hours of service) as follows:

Effective Date:	Child(ren):
Days & Hours Requested	
Consistent or Variable Child Schedule:	
Child Non-School Days & Hours:	
Child School Days & Hours:	

REASON FOR REQUEST & SUPPORTING DOCUMENTATION

Change in Income Income documentation (all sources): <ul style="list-style-type: none"><input type="checkbox"/> Regular & Steady Income: Total countable income from either month of the 2-month window immediately preceding<input type="checkbox"/> Fluctuating or Inconsistent Income: Total countable income from 12 months immediately preceding<input type="checkbox"/> Employment Income Verification Release	Change in Family Size <ul style="list-style-type: none"><input type="checkbox"/> Increase in family size: Documentation connecting the parent to the new child, such as a birth certificate<input type="checkbox"/> Decrease in family size: In writing, indicate the individuals first & last name, along with reason-
Change in Need Employment Verification Training Verification, including class Schedule Educational Program Verification, including class schedule Request to Actively Seek Employment Statement of Incapacity Request to Seek Permanent Housing	Child Started/Changed School In writing, indicate the child(ren) name, school name & school hours -
Disenrollment or Suspension of Services In writing, indicate the reason for disenrollment or suspension of services, name(s) of child(ren) that no longer need services & the last date services are needed or start & end date services will be suspended-	

My signature below, acknowledges my right to voluntarily report the change(s) listed above & that I understand I have the right to continue bringing my child to care based on the original certified service level. If I am requesting a decrease to my certified schedule, I understand the new schedule would replace my current schedule, and if I choose to increase my certified schedule at a later time, I will be required to provide additional documentation. If I am requesting to suspend services, I understand & have informed my provider that she/he will not be reimbursed during this time period. I swear under penalty of perjury, to the best of my knowledge, that the above information is true & correct.

Parent/Guardian Printed Name _____ Signature _____ Date _____

Courtesy of MonarchLink.com

Request to Change Services Form:

Print online at monarchparents.com/enrolled or pick-up at our central office or any of our centers

FAMILY FEES

Family Fees:

Some families enrolled in the program may have a family fee based on their total countable income, family size and certified hours of care. Fees are determined using the family fee schedule approved by the California Department of Finance.

Family fees are assessed according to the child who uses the most monthly hours of care, regardless of the number of children enrolled on the program.

Assessment:

Family fees are only assessed at:

- Initial Certification
- Recertification
- Voluntarily request to have fees re-assessed
 - **Decrease:** Effective on the first day of the month that follows the NOA issue date
 - **Increase:** No increase during certification

Full-time monthly fee when services are approved for 130 hours or more per month

Part-time monthly fee when services are approved for less than 130 hours per month

Fees CANNOT, under any circumstances, be recalculated based on a child's actual attendance.

Monthly Part-time Fee	Monthly Full-time Fee	SMI %	Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8 or more
\$ 30.25	\$ 60.50	75	\$ 6,053	\$ 6,869	\$ 7,959	\$ 9,232	\$ 10,505	\$ 10,744	\$ 10,983
\$ 30.65	\$ 61.30	76	\$ 6,134	\$ 6,961	\$ 8,065	\$ 9,355	\$ 10,645	\$ 10,887	\$ 11,129
\$ 31.05	\$ 62.10	77	\$ 6,215	\$ 7,052	\$ 8,171	\$ 9,478	\$ 10,786	\$ 11,031	\$ 11,276
\$ 31.45	\$ 62.90	78	\$ 6,296	\$ 7,144	\$ 8,277	\$ 9,601	\$ 10,926	\$ 11,174	\$ 11,422
\$ 31.85	\$ 63.70	79	\$ 6,376	\$ 7,235	\$ 8,383	\$ 9,724	\$ 11,066	\$ 11,317	\$ 11,569
\$ 32.25	\$ 64.50	80	\$ 6,457	\$ 7,327	\$ 8,489	\$ 9,847	\$ 11,206	\$ 11,460	\$ 11,715
\$ 32.65	\$ 65.30	81	\$ 6,538	\$ 7,419	\$ 8,595	\$ 9,971	\$ 11,346	\$ 11,604	\$ 11,862
\$ 33.05	\$ 66.10	82	\$ 6,618	\$ 7,510	\$ 8,701	\$ 10,094	\$ 11,486	\$ 11,747	\$ 12,008
\$ 33.45	\$ 66.90	83	\$ 6,699	\$ 7,602	\$ 8,808	\$ 10,217	\$ 11,626	\$ 11,890	\$ 12,154
\$ 33.85	\$ 67.70	84	\$ 6,780	\$ 7,693	\$ 8,914	\$ 10,340	\$ 11,766	\$ 12,033	\$ 12,301
\$ 34.30	\$ 68.60	85	\$ 6,860	\$ 7,785	\$ 9,020	\$ 10,463	\$ 11,906	\$ 12,177	\$ 12,447

Exemptions:

The following are exemptions:

- A family, whose income level is less than the first entry on the family fee schedule
- Families with children receiving child care & development services from Part-Day State Preschool (CSPP) or Severely Handicapped (CHAN)
- Families receiving CalWORKs cash aid
- Families with children that have been identified as being at-risk or who are receiving Child Protective Services may be exempt from paying fees for up to 12 months if the referral determines the fee waiver to be necessary

NOTE: When a family's child is assigned both a School & Vacation schedule, families will be assessed both a monthly part & full time fee.

FAMILY FEES

Payment:

Payments are due by the 1st of the month in advance of services. Family fees may be paid online at www.teachinc.org or by bringing a check or money order to our office located at:

112 E. 2nd St.
Alturas, CA 96101

If paid online, a receipt of payment will be automatically emailed to the payee. If paid in person or by mail, a receipt of payment will be mailed to the participant.

Credit for Fees Paid to Other Service Provider:

When the program cannot meet all of a family's needs for child care, families may receive a credit for payment made for child care services to another service provider. To receive credit, submit within 30 days of making payment:

- Payment record (receipt or cancelled check) that includes:
 - provider's name
 - child name
 - total paid
 - payment date
 - rate of payment, &
 - dates of services provided

NOTE: Fee credit is applied to next fee billing period. In the event that payment to the other service provider is more than the fee amount, the remaining amount will NOT carry to the next billing period



Delinquent Fees:

Family fees are considered **delinquent after 7 calendar days** from the due date.

Families with a delinquent fee plan from previous past due fees must continue to make payment according to their Plan for Payment of Delinquent Fees in addition to their current fees.


We can accept a **REASONABLE REPAYMENT PLAN** from the participant for payment of delinquent fees.

We will continue to provide services to the child, provided the participant pays current fees when due & complies with the provisions of the repayment plan.


ATTENDANCE

Importance of Attendance:


Attend today, achieve tomorrow
Your child's regular attendance matters...




Infant/Toddler
Time to develop stable, nurturing relationships. A healthy attachment base is the cornerstone for life long learning.




Preschooler
Time for building the social, emotional, cognitive & language skills necessary for school readiness.



Elementary
Time to develop reading skills needed to transition from "learning to read" to "reading to learn"



Middle or High Schooler
Time to develop strategies to become independent, build future dreams & habits for college and/or the workforce.



Adult
Time to land a great job. Good attendance, dependability & work ethic are valued above all other soft skills.

Absent 2 days per month = Absent 24 days per year
= Your child's learning is 1 month behind their peers!

Don't let your child miss-out on the skills needed to be successful in school & life

Attendance Policy & Expectations:

Children are **expected to attend child care based on their certified schedule** determined at certification, recertification & when a participant voluntarily requests to change their service level.

A family may be disenrolled from the program for abandonment of care.

Participants may voluntarily request to change their child's service level (See Right to Voluntarily Report Changes).

Participants are expected to:

- **Know** their currently approved/certified days & hours of care
- **Notify Enrollment Specialist** in advance if family needs to request a change in their service level or will have a gap in services during their certification period.
- **Use care that is broadly consistent** with certified days & hours of care. Broadly inconsistent is defined as a pattern of use, that if reported, would have changed the parent's approved benefit level

ATTENDANCE

Absence Policy:

For the purpose of verifying that a child's attendance is broadly consistent with certified care, when a child is absent from regularly scheduled care at any time during the month the participant or provider must record the absence type on the attendance record. Absence types are as follows:

Excused Absence:

- Illness of child or parent/guardian, ailment, communicable disease, injury, hospitalization or quarantine
- Appointment due to illness of child or parent/guardian, which includes doctor, dentist, mental health, counseling or therapy
- Court ordered visitation for time spent with a parent or relative as required by law. (Court order must be on file)
- Family emergency for unplanned situations of a temporary nature including court appearance, death, accident, hospitalization of a family member, no transportation, illness of sibling, fleeing domestic violence or due to sheltering in-place

Gap in Services:

Participants may request a temporary gap in service if their child(ren) will not be in care for a time period during their certification.

- Reserves family's spot on the program
- Can not extend beyond the end of the certification period
- Except for emergency situations, request for gap in services must be submitted through a Request to Change Service Level form at least 2 weeks prior
- Child care reimbursements will not be made during a gap in services

Best Interest Days (maximum of 10 days per program year between July 1-June 30; except for children enrolled due to protective services or at risk):

Parent determines that another activity is better for the child to attend, such as:

- Visiting relative or close friend
- Vacation time with family
- Child attending a party
- Family moving
- Religious observance, holiday or ceremony
- Personal or family business

Abandonment of Care

The program does not allow families to be enrolled in a program if they are not using child care unless a gap in services has previously been approved. Your child(ren) will be disenrolled when there has been no communication with the center or provider for 30 consecutive calendar days.



PROVIDER PARTICIPATION

Parental Choice:

It is the parent's right and responsibility to choose an eligible provider that meets their family's need for child care services. Participants are encouraged to choose a clean, healthy and safe environment for their child(ren). For assistance in choosing a child care provider at any time, contact the Child Care Resource and Referral program at (530) 233-5437.

4 Steps to Choosing Quality Child Care

Step 1: Think About Your Child Care Options

When considering your options, make sure you take into consideration how well the provider or program fit your child's needs, your family's schedule, location & language.

TrustLine

License-Exempt Child Care Child

- Providers include relatives (grandparents, aunts, uncles), other relatives, friends & neighbors
- Other family, friends and neighbors must be fingerprinted
- Care is provided in the provider's home
- No licensing requirements
- Must attend a orientation

Child Care Center

- Facilities that provide care for infants, toddlers, preschoolers and/or school-age children
- Care is provided in non-home facilities such as churches, schools and/or licensed buildings
- Group sizes are large allowing for children to have rich social and academic experiences
- Primary caregivers are required to have (or be in the process of completing) 12 units of Early Childhood Education
- Centers are licensed and are regulated by the state

Licensed Family Child Care Home (FCCH)

- Providers are in a home setting for children of mixed ages
- Large FCCH- cares for up to 14 children and requires an assistant
- Capacity of 14 children with no more than 3 infants, when at least 2 children are 6 years of age or older
- Small FCCH- cares for up to 8 children
- An assistant is required when more than 6 to 8 children are present
- Group sizes are smaller allowing for individualized care
- Staff are CPR/First Aid and Health and Safety certified
- Often are able to provide a flexible schedule including, evening, weekend or overnight care
- FCCH's are licensed and are regulated by the state

Step 2: Begin Your Search

- Call Child Care Resource & Referral at: (123) 123-1234
- Child Care Resource & Referral can give you a list of licensed child care options
- Obtain information on the elements of quality child care

Step 3: Visit, Observe & Ask Questions

- Visit the child care while other children are present
- Use a checklist to help you decide what things about a child care arrangement are most important to your family

Step 4: Make a Choice & Stay Involved

- Watch carefully & visit unannounced
- Have regular parent-provider meetings
- Is your child happy, are they learning?
- If you are not comfortable with your choice, is it okay to change

Child Care Resource & Referral • 1231 Monarch Way, Manteca, CA 95337

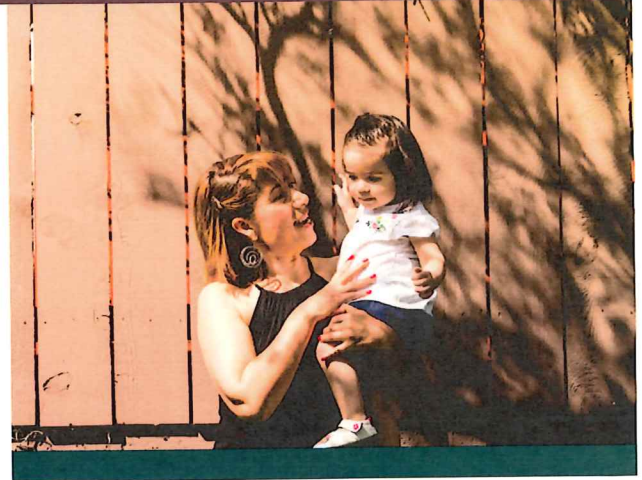
Choosing Quality Child Care is important; it promotes brain development, school readiness and reduces family stress. Everyone Benefits!

PROVIDER PARTICIPATION

Contract between Participant & Provider:

Child care is a contract between the participant and provider. Any disputes arising or liability resulting from the participant-provider contract shall not involve Modoc Child Care Resource and Referral

AP assumes no responsibility for injury or damages arising from the participant or child care provider's performance. The participant and provider agree to hold harmless Modoc Child Care Resource and Referral, T.E.A.CH., Inc. and the AP program and its employees, from costs, lawsuits, or liabilities arising from child care services.



Providers are Independent Contractors:

Provider shall be considered an **independent contractor**. Provider understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of Monarch Link, and are not entitled to benefits of any kind or nature normally provided employees of Monarch Link and/or to which Monarch Link employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation.

Provider assumes full responsibility of the acts and/or omissions of his/her employees or agents as they relate to the services provided. Provider assumes full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to the Provider's employees.

Changing Providers:

Participants may change child care providers by transferring from one provider to another. We do not pay for notice time if no care was used and provider changes are only effective with prior approval, so please be sure to allow yourself enough time when changing a provider. In the event that you need to change your provider:

1. Contact your Enrollment Specialist. They will let you know what documentation is needed based on the type of child care setting you have selected.
2. Gather and submit all provider documentation from the selected provider.
3. The new provider will be approved 2 weeks from the date all paperwork is received in our office with the exception of an exempt provider, which may take longer due to the Trustline clearance process

Multiple Providers:

If child's certified hours of care can be accommodated by one provider, then multiple providers cannot be used. Multiple exempt providers must provide documentation as to why the exempt provider cannot meet the family's total need.

Written documentation must be submitted and approved by Monarch Link representative prior to beginning services. Participant's may use multiple providers when they elect to enroll their child in a licensed early learning & care program for a half day and use a different provider for the remaining hours.

PROVIDER PARTICIPATION

Provider Participation Process:

Steps to Provider participation are as follows:

1. Participant selects a child care provider and submits required documentation.
 - Existing/Active provider with Modoc Child Care Resource and Referral- Provider and Participant completes a Provider Information Form
 - New/Inactive provider with Modoc Child Care Resource and Referral - Provider and Participant submit required provider participation documentation based on program and type of child care, including the Agreement for Child Care Services
2. Certificate for Child Care Services and approved Agreement for Child Care Services (new/inactive provider) are issued to both the Parent and Provider.
3. Child is certified for care.
4. Provider Notice of Communication will be issued when there is a change to:
 - Reimbursement
 - Certified need (hours of care)
 - Certified schedules
 - Rate changes
 - Increase or decrease to family fees
 - Disenrollment from services
 - Changing provider
5. Provider must promptly notify the program if the child abandons care (no show or contact) for 7 consecutive calendar days. The agency will attempt to contact the parent. A Notice of Action for disenrollment will be issued if there has been no communication with the provider or staff for 30 consecutive calendar days.

Note: AP will not reimburse the provider for child care expenses incurred by a family before they have been certified to be in the program.



Care in Child's Home: Providers who **care for the children in the child's home** become an employee of the parent (in-home care).

The parent must sign a self-attestation form acknowledging that they are assuming employer responsibilities for the in-home license- exempt provider & acknowledge they are responsible for complying with any applicable federal & state employment laws.

PROVIDER PARTICIPATION

Provider Participation Requirements:

The following documents & requirements must be in place for providers choosing to participate in the AP program:

All Providers

- Proof of current name, address, and telephone number
- Copy of Provider's policies and parent/provider agreement
- Copy of Provider tax identification & photo identification
- W-9, Receipt of AP Participation Guidelines & Agreement for Services (Forms are included in packet)
- Must operate on a nondiscriminatory basis giving equal treatment and access to services without regard to sex, sexual orientation, gender, gender identification, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability

Licensed Center or Family Child Care Home

- Provider's current fee schedule
- Provider agrees to remain in compliance with applicable licensing regulations
- Copy of current license (Note: License is linked to provider and home/facility. If a provider moves or transfer ownership, new provider documentation, including a current license must be completed.

License-Exempt Center

- Provider's current fee schedule
- Provider agrees to remain in compliance with applicable regulations
- Written declaration that the program is located on school grounds and is staffed by "qualified teachers" that are school personnel.

License-Exempt Family Child Care Home

- Provider agrees to remain in compliance with applicable registry laws and regulations
- Health and Safety Self-Certification form
- TB Clearance
- Declaration of Exemption from TrustLine form
- Statement declaring that provider will allow parents unlimited access to enter and inspect their home without notice whenever children are in care.

License-Exempt Family Child Care Home (Family, Friend or Neighbor)

- Provider agrees to remain in compliance with applicable registry laws and regulations
- Health and Safety Self-Certification form
- TB Clearance
- Registered and cleared through TrustLine **prior** to caring for the family's child(ren)
- Statement declaring that provider will allow parents unlimited access to enter and inspect their home without notice whenever children are in care.

Providers must inform our office within one (1) day of any changes to their status.
Provider must be 18 years of age or older

REIMBURSEMENT

Reimbursement Guidelines:

Provider fees must be based on usual and customary rates charged for services to nonsubsidized children. Providers may not charge parents a categorically higher rate for children with disabilities. AP will reimburse providers to a maximum of the Regional Market Rate (RMR) for the type of care provided as established by statute.

Reimbursement is based on the family's certified need for services.

Providers approved reimbursement rate(s) are located on the Certificate for Child Care Services. Registration and other special charges must be approved prior to the beginning of services and can not exceed the RMR.

Determining Reimbursement Rates:

HOURLY RATE		DAILY RATE	
Part-Time	Full-Time	Part-Time	Full-Time
Less than 25 hours per week & less than 5 hours on any given day	Not applicable	Not applicable	6 hours or more per day, for no more than 14 days per month & cannot exceed the full-time monthly ceiling
WEEKLY RATE		MONTHLY RATE	
Part-Time	Full-Time	Part-Time	Full-Time
Less than 25 hours of care per week.	25 hours or more per week	Less than 25 hours per week & occurs in every week of the month.	25 hours or more per week & occurs in every week of the month.

Adjustment to Reimbursements:

52.5 Hours or More (Licensed providers only):

When care exceeds 52.5 hours per week.

Note: Only applicable when not included in the licensed provider's full-time weekly/monthly rate policy.

Evenings and/or Weekends (Licensed providers only):

Adjustments for after-hour care only apply when after hour services include at least 10% of the total care used and when services occur between the hours of 6:00pm - 6:00am or on weekends.

Unscheduled Care:

Rate adjustments for child care exceeding the certified need only apply when proper documentation has been received and prior approval by an agency representative has been given.

Children With Exceptional Needs:

Provider caring for a child with exceptional needs is eligible to receive a rate adjustment. The file must contain the child's current IEP or IFSP along with documentation to support that additional services and/or accommodations for that particular child are being provided which result in an on-going financial impact on the provider

NOTE: Only 1 adjustment may be applied to a provider's reimbursement

REIMBURSEMENT

Reimbursement Schedule:

Attendance sheets received in AP office by the 5th business day of the month.

Attendance sheets are processed within 21 calendar days from receipt of a complete AND accurate attendance record/invoice.

Mail or bring completed attendance sheets to:

Training, Employment and Community Help, Inc.
112 E 2nd St.
Alturas, CA 96101

There is a drop box available for submitting attendance sheets during hours the office is closed. Providers must submit sheets by the 5th business day of the month.

Direct Deposit

Providers have the option of receiving their reimbursement for child care services electronically, via direct deposit. AP Providers interested in setting up direct deposit must complete the Direct Deposit Authorization Form included within the Provider Participation Packet.

The process is not immediate and may take up to **2 reimbursement cycles** to establish.

Overpayment/ Underpayment

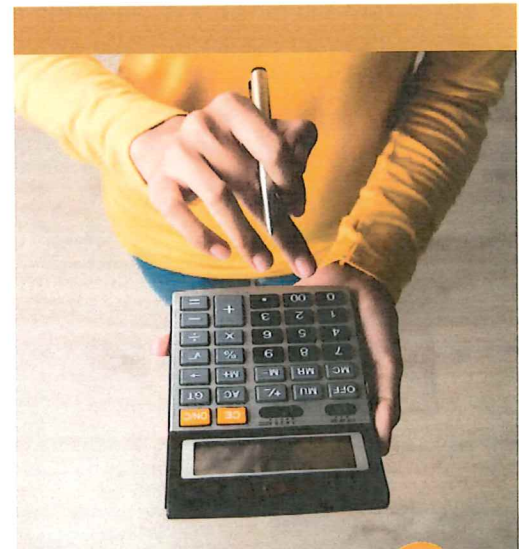
In the event that an overpayment or underpayment is identified, the provider will receive written notification of the discrepancy that includes the identified amount. A payment adjustment will be made to the following month's reimbursement.

Child Care Fraud & Collection Policy

Child care fraud is defined as the crime of obtaining money or child care subsidy services by deliberate deception. In the event that an attendance record clearly reflects misleading or deceitful information, immediate steps will be taken to terminate services and/or business relationship with the parent and/or provider.

If our office determines that a parent and/or provider has provided fraudulent information or has not provided the required information, a Notice of Action for termination of services will be issued.

A letter of explanation shall inform the parent and/or provider that they are responsible for reimbursing our office for any costs incurred during the period of ineligibility. The parent and/or provider may work with our office to determine a reasonable repayment plan within a three-month time period. If the parent and/or provider fails to reimburse, our office may file a claim through the Small Claims Court and/or contact the District Attorney's Office.



REIMBURSEMENT

Provider Days of Non-Operation (Licensed Only):

Many providers have identified days when their business is closed for holidays, vacations or other various reasons. These days are called Provider Days of Non-Operation, known as DNOs. AP can reimburse providers up to 10 DNOs per fiscal year if the provider submits a copy of their Parent/Provider Agreement/Policies/Rates stating what the expectations are. In addition, reimbursement for DNOs will be made only if the DNO falls on one of the child's certified days.

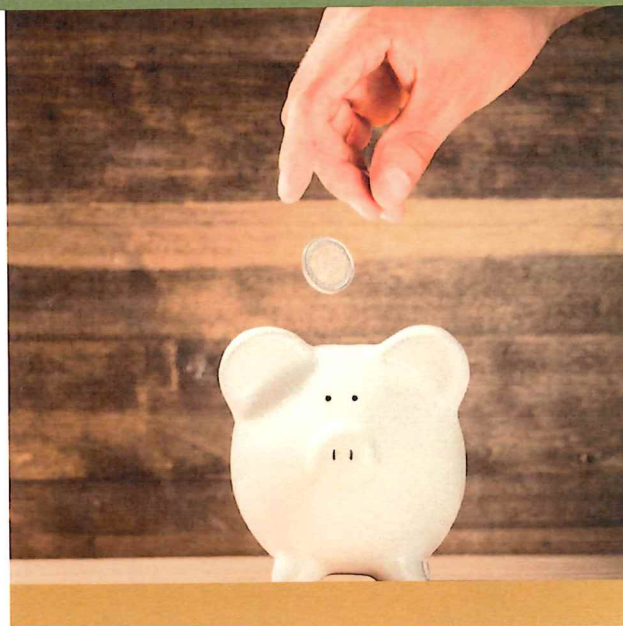
Charges NOT Reimbursed:

The following is the financial responsibility of the parent(s):

- Provider unavailable to provide services such as when the provider is on vacation, ill, closed for holidays or if the provider elects not to provide services. (This does not include the 10 reimbursable days of non-operation allowed for licensed providers.)
- Incurred charges due to late pick-up of children.
- Parents make a change but do not provide AP 2 weeks notice prior to the change.
- There are additional fees not covered in the Certificate for Child Care Services, such as an increase in provider rates without adequate written notice as required or when the provider's registration fee exceeds the maximum reimbursable amount.

Provider Rate Increases:

Provider may submit a request for a rate adjustment for subsidized reimbursement. Provider must provide Child Care Resource & Referral and AP with the updated information. AP requires a 30-day written notice for rate changes. All rate changes become effective on the first day of the following month following the 30-day notice if program funding is available. Before a rate change can be honored, it must be compared to the RMR, approved by AP and a new Certificate for Child Care Services must be issued.



Co-Payment:

A co-payment is the difference between what a child care provider charges and what the program can pay. For example, if provider charges \$30 and AP can only reimburse the provider \$29, then the \$1 difference is between the parent and the provider. Some providers require parents to pay the difference and some providers waive the difference.

Independent Contractors:

Providers who participate in a subsidized child care program are considered self-employed independent contractors. If we reimburse \$600 or more in the calendar year, we will mail you a 1099-MISC Income tax form, which reports to the Internal Revenue Service & State Franchise Tax Board the exact amount we reimbursed, and you most likely will have to pay taxes on that money. We do not deduct taxes from reimbursements. If you have questions about your tax liability, consult a tax expert.

REIMBURSEMENT

Provider Invoicing for Payment:

Attendance reporting is very important, as this is the method of verifying services rendered and invoicing AP for reimbursement. We issue an attendance sheet for each child for each month. If a mistake is made on the attendance sheet like writing on the wrong date, cross out the error and initial it, and fill in the correct information. **Do not use white out.** All information on the attendance claims must be **submitted in ink.** Pencil will not be accepted

Participant or their authorized representative that is 18 years or older is required to record **exact time in & out** for each day

If provider is transporting the child to/from school the split schedule section is used to record when the child left & returned to/from school

If a child is absent, or does not use scheduled care, the participant or provider must **indicate the reason for the absence.** This is required in order to determine if care is broadly consistent with the certified days/hours of services.

Provider must either complete the **invoice** section or attach their invoice with the total amount due. In the end, the rate will be determined by comparing the approved rate indicated on the Certificate & invoiced rate as indicated on the attendance sheet. The least amount is reimbursed.



ATTENDANCE RECORD: ALTERNATIVE PAYMENT PROGRAMS

Scranton's Child Development Center
822 Dunder Lane
Scranton, PA 18447

PROVIDER PHONE: (209) 555-1100
VENDOR NUMBER: 67888
SERVICE MONTH/YEAR: JANUARY 2022

PARENT: Ben Knope CHILD: Cece Knope BIRTHDATE: 05/11/2017 AGE: 4 yr. 8 mo.

Date	Day	Time In	Time Out	Time In	Time Out	Notes
1	Sat					
2	Sun					
3	Mon					
4	Tues					
5	Wed					
6	Thur					
7	Fri					
8	Sat					
9	Sun					
10	Mon					
11	Tues					
12	Wed					
13	Thur					
14	Fri					
15	Sat					
16	Sun					
17	Mon					
18	Tues					
19	Wed					
20	Thur					
21	Fri					
22	Sat					
23	Sun					
24	Mon					
25	Tues					
26	Wed					
27	Thur					
28	Fri					
29	Sat					
30	Sun					
31	Mon					

PROVIDER INVOICE: Please indicate your rate of pay, additional fees and total charges for this month:

Not required for license-exempt providers

PROVIDER TOTAL CHARGES:

I declare under penalty of perjury that the information on this form is true and correct and that this child care was provided for the sole purpose for which the child was certified. I understand that I may be required to repay an over-payment resulting from false or incorrect claim forms and that I may be prosecuted for fraud.

PARENT/GUARDIAN SIGNATURE

DATE

PROVIDER SIGNATURE

DATE

Must be signed at the end of the month using a legal signature & dated by the enrolled participant, along with the provider verifying that everything on the attendance sheet is true and accurate

DISENROLLMENT

Family Request to Disenroll:

When a family chooses to disenroll from the program, they are required to notify the program in writing at least 2 weeks in advance of the last day of attendance

Provider Disenrollment Policy:

When a provider chooses to disenroll a family, they are required to notify AP and the participant at least 2 weeks in advance.

AP will give a written notice to any provider who is going to be disenrolled. The notice will outline the infraction and the reasons for disenrollment. Providers will not be allowed to participate in AP if any of the following conditions occur:

- Licensed provider refuses or is unable to provide AP with a copy of his/her current child care license, or if at anytime the license is suspended or revoked.
- Provider fails to provide current and correct information regarding child care attendance.
- Child care situation is deemed detrimental to the health or welfare of a child.
- Exempt provider is not cleared through TrustLine
- Falsification or incomplete attendance sheets or invoice.
- Provider fails to submit required documentation to participate.
- Threatening, yelling, cussing or acting unethically towards any staff member.

Agency Family Disenrollment Policy:

Families will be issued a notice at least 19-days if mailed or 14-days if hand delivered prior to disenrollment from the program. **The program may deny services or disenroll** a family for any of the following reasons, which include, but are not limited to:

- Falsification or providing misleading information or inaccurate documentation
- Knowingly misrepresenting eligibility, using incorrect or inaccurate information to obtain a benefit that the parent would otherwise not be entitled to receive
- Failure to provide current and correct information at the time of certification or recertification
- Parent changes residency outside of California as reported by the parent
- Failure to complete the recertification process within the designated 50-day recertification period
- Family income exceeds the maximum income threshold
- Non-compliance of agency policies
- Abandoned child care for 30 consecutive calendar days without notice
- Failure to complete or falsification of attendance sheet or invoice
- Threatening, yelling, cussing or acting unethically towards any staff member.
- Unavailability of program funds. If it is necessary to displace families due to funding, families will be displaced in reverse order of Admission priority.



GRIEVANCE / COMPLAINT PROCEDURES

Complaints Regarding Program Staff:

Program staff work to ensure that you and your family have a positive experience in the program. If you have concerns that are not complaints of unlawful discrimination or alleged violations of laws/regulations and would like to make a complaint, please follow the escalation process, so that concerns can be addressed and resolved in the correct manner.

Level 1:

Complaint is brought to the attention of the AP Program Specialist

Level 2:

If complaint is not resolved by the Enrollment Specialist it is brought to the attention of the Coordinator

Level 3:

If complaint is not resolved by Coordinator, it is brought to the attention of the Program Director

Provider Complaints to Program:

All child care providers are entitled to appeal the decision to deny or disenroll them from AP. The provider has 14 days from receipt of the initial notification of termination to request an appeal. Provide a written statement to our office.

If a request for an appeal is not made within 14 calendar days, the provider waives his/her right to appeal and the decision to permanently remove him/her from participation in AP shall be final.

Parental Complaints in Child Care Settings:

For Licensed Provider Care

AP encourages parents to report concerns to state licensing or other appropriate authorities as these concerns arise. AP is also required by law to inform every parent when they call in for child care referrals of their right to call the state department of social services community care licensing to check a child care provider's license and history. Health and safety issues for the children fall under the jurisdiction of licensing. After licensing has conducted an investigation and made a determination of the complaint, AP will follow licensing recommendations.

For License-Exempt Provider Care

Parents may make a verbal or written complaint that includes the nature of the complaint, the date and time of occurrence, and the name and address of the provider.

Parental choice allows the parent to choose a child care provider that best suits their child care needs; however, AP reserves the right to terminate child care services if the agency and parent feel that the child is in an unsafe environment.

Uniform Complaint Procedure:

Complaints of unlawful discrimination and alleged violations of federal or state laws, or regulations governing educational programs may be addressed by filing a complaint using the Uniform Complaint Procedures. Procedures are mailed annually to parents or are available anytime by contacting our office.

**If You SEE Something,
SAY Something**

To report a complaint or concern
regarding any licensed care facility,
contact the Hotline at:

1-844-LET-US-NO
(1-844-538-8766)

**IN THE EVENT OF AN EMERGENCY
CALL 9-1-1**

You may also contact us at LetUsNo@dss.ca.gov
or by mail:



California Department of Social Services
Community Care Licensing Division
Centralized Complaint and Information Bureau
744 P Street
Sacramento, CA 95814

Program Decision Complaints (Appeal Process):

Parents enrolled in state subsidized programs have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Step 1: Request for Appeal Hearing

Request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, phone number, full address, explanation why parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Training, Employment and Community Help, Inc.

Attention: Executive Director
112 E 2nd. St
Alturas, CA 96101
Telephone (530) 233-5437
cmadison@teachinc.org

Step 2: Schedule Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date 1 time.

Step 3: Conduct Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of documentation. The hearing will be recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that they disagree with the proposed action indicated by the referenced NOA should not be carried out.

This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform the agency in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. No children are allowed to be present during the hearing. For failure to appear, it will be deemed that parent has abandoned the appeal and care ends immediately.



Step 4: Agency Hearing Decision

Hearing officer will send notification in writing, of decision within 10 calendar days after hearing.

Step 5: If Parent Disagrees with Hearing Decision

If parent disagrees with the written decision, they have 14 days from date of the written decision to file an appeal with the appropriate agency. The appeal(s) must include a written statement specifying the reasons parent believes the agency decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA.

For Child Care and Development Programs (CCDP) submit appeal to:

Mail:

California Department of Social Services (CDSS)
Child Care and Development Division
Attn: Appeals Coordinator
744 P Street, MS 9-7-354
Sacramento, Ca 95814

Email: CCDDAppeals@dss.ca.gov

Telephone: 833-559-2417

Fax: 916-654-1048

Step 6: EED/CCDD Hearing Decision

Within 30 calendar days after the receipt of the appeal, EED and/or CCDD will issue a written decision to the parent and the agency. Once EED and/or CCDD has rendered a decision, the decision is final.





Resources!

**Program Forms, Pay Family Fees,
Handbooks & Orientation Videos**

at our office located at:
112 E. 2nd St., Alturas, CA 96101

Child Care Resource & Referral Program

Links parents to licensed child care providers
Call (530) 233-5437

We look forward to serving you!



YOUR AGENCY LOGO

AP Program Handbook: Receipt of Written Policies

My signature below acknowledges that I have received a copy of or have chosen to access online the program handbook. I acknowledge that I have read, understand and agree to abide by these guidelines. I understand that I may be dis-enrolled from the program if I do not follow the program policies.

PARENT | GUARDIAN

Child(ren) Name: _____

Parent/Guardian Printed Name: _____

Legal Signature: _____ Date: _____



Please return this page to: Modoc Child Care Resource and Referral,
a division of T.E.A.C.H., Inc.
112 E. 2nd Street
Alturas, CA 96101