

## PERSONAL SERVICES AGREEMENT BETWEEN THE COUNTY OF SHASTA AND SHASTA COUNTY OFFICE OF EDUCATION

This agreement is entered into between the County of Shasta, a political subdivision of the State of California, through its Health and Human Services Agency (“County”), and Shasta County Office of Education (“Consultant”), (collectively, the “Parties” and individually a “Party”), for the administration of Stage One Child Care services.

### Section 1. DEFINITIONS.

For the purposes of this agreement, the following definitions shall apply:

- A. **Alternative Payment Programs (“APP”)** are state and federally funded programs that pay a partial cost or the full cost of child care for low-income families.
- B. **Bridges to Success** is an in-house program of the Consultant that provides therapy services, parent/child education and workshops, parenting classes, and Triple P training to parents, children and child care providers.
- C. **CalWORKs** means the California Work Opportunity and Responsibility to Kids Program, administered by County, which provides temporary financial assistance and employment focused services to families with minor children who have income and property below state maximum limits for their family size.
- D. **CalWORKs Participant(s) (“Participant(s)”)** means a Shasta County recipient of CalWORKs program services who is actively taking part in approved CalWORKs activities.
- E. **Child Care Plan** means a written plan delineating a parent or guardian’s child care arrangements, per child, including primary and back-up providers of child care, and days and hours of care.
- F. **CDE** means the California Department of Education.
- G. **CDSS** means the California Department of Social Services.
- H. **County Fiscal Year** means the 12-month period, which commences on July 1<sup>st</sup> and ends June 30<sup>th</sup> of the following calendar year.
- I. **HHSA** means the County’s Health and Human Services Agency.
- J. **Stage One Child Care** is a CDSS funded child care program. Stage One Child Care funds are allocated to county social services departments to fund child care for active Participants taking part in approved CalWORKs activities.
- K. **Stage Three Child Care** is a CDE funded child care program. Stage Three Child Care funds are allocated to APPs to fund child care for Stage Two Child Care recipients when they reach 24-months, or longer, off-aid. Stage Three Child Care payments are limited by available funding.
- L. **Stage Two Child Care** is a CDE funded child care program. Stage Two Child Care funds are allocated to APPs to fund child care for current Participants with stable activities and stable child care arrangements and for employed, former Participants, whose CalWORKs benefits were terminated within the prior 24-month period. Stage Two Child Care payments are limited by available funding.

- M. **TrustLine** is a registry of license-exempt child care providers, including those who care for children eligible for CalWORKs Stage One Child Care, whose TrustLine application, upon completion of a background check, has been approved. Specified license-exempt child care providers, after submission of a completed TrustLine application and fingerprints must be registered TrustLine childcare providers as defined in Health and Safety Code Section 1596.605(b)(1) in order to receive subsidized payment for CalWORKs child care services.
- N. **Welfare-to-Work program ("WtW")** is the employment and training component of CalWORKs which is part of a comprehensive statewide employment program designed to enable Participants to achieve self-sufficiency through employment.

**Section 2.     RESPONSIBILITIES OF CONSULTANT.**

- A. Pursuant to the terms and conditions of this agreement, Consultant shall:
- (1) Co-locate two of Consultant's child care staff in the CalWORKs office located at 1400 California Street in Redding, California to provide information and referrals to WtW staff and parents needing child care.
  - (2) Upon written consent of County, Consultant may utilize office equipment owned by Consultant in addition to, or in lieu of, equipment provided by the County; specifically: computers, monitors, telephones, computer printer/copier/fax machines. Consultant will be solely responsible for any cost of installation or maintenance of Consultant owned equipment. All installation or maintenance work to be performed at County facilities must be arranged for and approved in advance by County.
  - (3) Acknowledge that all staff and volunteer(s) working or providing services under this agreement are not to be considered employees of County and are not entitled to any wages or employee benefits from County.
  - (4) Adhere to the policies and procedures pertaining to Stage One Child Care as prescribed in Division 47 of the CDSS Manual of Policies and Procedures, available at <http://www.dss.cahwnet.gov/ord/PG302.htm>
  - (5) Deliver services to Participants referred by County for Stage One Child Care within ten calendar days.
  - (6) Interview, face-to-face or via telephone, each Participant referred by County to Consultant immediately to ensure each Participant meets his/her WtW activity requirements. Interviews shall include a review of each Participant's Child Care Plan. If there is no Child Care Plan, or if the Child Care Plan does not cover all the Participant's needs, or if Consultant determines that the Participant's child care arrangements are inappropriate, Consultant shall assist in the development of a Child Care Plan that addresses the safety of the child(ren) and provides adequate hours of care as authorized by County and within the rates authorized by CDSS.
  - (7) Within five working days of receipt of an approved Child Care Plan from County, complete a written Notice of Action of the approval of the Child Care

Plan, and mail the original to the Participant, a copy to County, and a copy to the child care provider.

- (8) Within five working days of notice from County of any change or termination of an approved Child Care Plan, complete a written Notice of Action of the change or termination of the approved Child Care Plan, and mail the original to the Participant, a copy to County, and a copy to the child care provider.
- (9) Provide child care resource and referral services to Participants referred by County. Consultant shall provide Participants with referrals to licensed and/or license-exempt child care providers until the Participant has chosen a child care provider. Participants may opt for unlicensed child care with the understanding that no Stage One Child Care payment may be issued for that type of child care.
- (10) Respect and recognize parental choice of child care and allow for split shift, weekend, and night care as preferred by the Participant.
- (11) Recruit and enroll new child care provider resources.
- (12) Register license-exempt child care providers with TrustLine, and certify child care providers meet Health and Safety requirements to prevent and control infectious diseases, and provide building and physical premises safety. Consultant shall follow-up, as needed, to clarify any questions or concerns that arise.
- (13) Monitor child care providers in accordance with CDE regulations.
- (14) Provide to County information on license-exempt care providers as required by Section 47-260.5 of CDSS Manual of Policies and Procedures governing Stage One Child Care.
- (15) Provide payment services including, but not limited to, collection of child care provider time sheet records and processing and mailing of subsidy payments (up to the limits established by CDSS) to licensed and license-exempt child care providers for Stage One Child Care.
- (16) Advise County of any suspected improper or potentially fraudulent use of Stage One Child Care funds, any suspected overpayment of Stage One Child Care funds, or intentional misinformation provided by a Participant with regard to child care arrangements and/or needs.
- (17) Prepare for the transition of Participants to Stage Two Child Care or Stage Three Child Care by completing all necessary documentation for the APP/CDE programs.
- (18) Notify County when a Participant enrolled in Stage One Child Care moves to Stage Two Child Care or Stage Three Child Care.
- (19) Place Participants on the CDE ranking list for CDE child care programs, in accordance with CDE regulations. Consultant shall enroll Participants for CDE funded child care based upon need, eligibility, priority such as, but not limited to, children who are enrolled and already receiving child care services in a subsidized program and are waiting to transfer because they will no longer meet

program parameters, sibling of the child is currently enrolled, child receiving services through Child Protective Services and based on family size and income, and funding.

- (20) Participate in monthly meetings scheduled by County.
- (21) Notify County of any grievances filed by or on behalf of a Participant, pertaining to the services provided pursuant to this agreement, within two business days of the date of filing.
- (22) Provide to County statistical information as required to comply with CDSS reporting requirements for Stage One Child Care services, including, but not limited to, length of waiting lists, child care expenditures, usage data, and geographical data.
- (23) Provide enhancement services and training to child care providers and Participants to improve the quality of child care, increase child care provider retention, and to educate Participants on how to choose quality child care. Enhancement services and training shall include, but are not limited to:
  - (a) Home-based child care community outreach.
  - (b) Required orientations.
  - (c) Training activities that focus on child development.
  - (d) Play date activities.
  - (e) Parent education.
  - (f) Nutrition, health, and safety training.
  - (g) Behavior management/mental health services.
  - (h) Special needs support for children with disabilities.
- (24) Provide training to child care providers and Participants. Training shall include, but is not limited to:
  - (a) Home-visiting.
  - (b) Group training sessions.
  - (c) Visits to Resource and Referral to obtain materials on parenting, child care, and child development.
  - (d) Participation in parent groups, support groups, and parent/provider events.
- (25) Maintain complete records on numbers of children serviced in family day care, center-based care, and care provided in a Participant's home, and the amounts expended for such care.
- (26) Provide monthly summary reports ("Monthly Summary Reports") to County for the preceding month. The Monthly Summary Reports shall be due on the 15th of the month following the report month, and shall be submitted to the County CalWORKs Employment Services Manager at P.O. Box 496005, Redding, CA



96049-6005. The final Monthly Summary Reports shall be due on July 15 2020. The Monthly Summary Reports shall utilize the following:

- (a) The “CW 115” form, **EXHIBIT A**, attached and incorporated herein, and the “CW 115A” form, **EXHIBIT B**, attached and incorporated herein, to meet CDSS reporting requirements for all stages of child care services, including but not limited to, length of waiting lists, child care expenditures, usage data, and geographical data; and
- (b) The “Stage One Child Care Services FY 17/18” form, **EXHIBIT C**, attached and incorporated herein, for County Fiscal Year 2017-18; the “Stage One Child Care Services FY 18/19” form, **EXHIBIT D**, attached and incorporated herein, for County Fiscal Year 2018-19; and “Stage One Child Care Services FY 19/20” form, **EXHIBIT E**, attached and incorporated herein, for County Fiscal Year 2019-20:
  - 1. Total number of children served in family day care, center-based care, and Participant’s home;
  - 2. Total number of home visits requested by a parent and accomplished;
  - 3. Total number of parents served on walk-in basis at the CalWORKs office;
  - 4. Total number of existing, and new licensed child care providers available;
  - 5. Total number of children entering licensed versus unlicensed child care; and
  - 6. Total number of parents/providers participating in Bridges to Success services.
- (27) Provide an annual narrative summary report (“Annual Narrative Summary”) to County for the preceding 12-month period. The Annual Narrative Summary for the period ending June 30, 2018 shall be due on July 15, 2018, for the period ending June 30, 2019 shall be due on July 15, 2019, and for the period ending June 30, 2020 shall be due July 15, 2020. Each Annual Narrative Summary shall be submitted to the County CalWORKs Employment Services Manager at P.O. Box 496005, Redding, CA 96049-6005, and shall include, but not be limited to, the following:
  - (a) Total number of child care services presentations provided to WtW participants and number of parents reached at, including but not limited to, WtW Orientation;
  - (b) Total number of CPR and First Aid classes offered to parents and child care providers;
  - (c) Total number of parents and providers who completed and obtained CPR and First Aid Certification; and
  - (d) Total number of parenting classes offered to, and attended by, parents and child care providers.

B. Expected Outcomes.

Pursuant to the terms and conditions of this agreement, Consultant shall:

- (1) Ensure 90% of total Stage One child care providers are licensed.
  - (2) Ensure no good cause exemptions occur due to:
    - (a) No provider available.
    - (b) No care available during non-traditional hours.
  - (3) Ensure 100% of clients referred for Stage One child care services have an approved Child Care Plan and are notified in writing of their approved plan within five days.
- C. As required by Government Code section 7550, each document or report prepared by Consultant for or under the direction of County pursuant to this agreement shall contain the numbers and dollar amount of the agreement and all subcontracts under the agreement relating to the preparation of the document or written report. If multiple documents or written reports are the subject of the agreement or subcontracts, the disclosure section may also contain a statement indicating that the total agreement amount represents compensation for multiple documents or written reports. Consultant shall label the bottom of the last page of the document or report as follows: department name, agreement number, and dollar amount. If more than one document or report is produced under this agreement, Consultant shall add: "This [document or report] is one of [number] produced under this agreement."
- D. Promulgate and implement written procedures ("Grievance Procedures") whereby recipients of services shall have the opportunity to express and have considered their views, grievances, and complaints regarding the delivery of services pursuant to this agreement. A copy of Consultant's Grievance Procedures shall be provided to County upon request. County's HHSA Regional Services Branch Director ("Branch Director") shall be notified in writing by Consultant within ten business days of:
- (1) Learning of all grievances and the nature thereof; and
  - (2) Resolution of a grievance or conclusion of the grievance process including the results of such.
- E. Ensure and provide written verification thereof to County, that all staff and volunteers working or providing services under this agreement receive appropriate clearance following a federal and state criminal records check and a California Department of Motor Vehicles record check.
- F. Acknowledge the funding source of all activities undertaken pursuant to this agreement by including in any educational and training materials, audio visual aids, interviews with press, flyers, or publications the following statement: "This activity (or program) has been funded (or sponsored) by the County of Shasta through the California Department of Social Service."

### **Section 3.     RESPONSIBILITIES OF COUNTY.**

County shall:

- A. Compensate Consultant as prescribed in Sections 4 and 5 of this agreement and monitor the outcomes achieved by Consultant.
- B. Refer Participants meeting Stage One Child Care eligibility requirements to Consultant as prescribed in directives from CDSS and CDE;
- C. Approve the maximum number of child care hours for which a subsidy will be provided, for each Participant; and
- D. Notify Consultant, of the number of hours of child care, per child, per activity that have been authorized by County.
- E. Have the right, in its sole discretion, to refuse or terminate any placement of Consultant staff at County locations for the purpose of providing services under the term of the agreement who is County's judgment, is not providing satisfactory services under the agreement or for any reason deemed appropriate by County. Nothing in this agreement obligates or requires County to accept any Consultant staff at any particular County site. County does not guarantee that it will accept or maintain any specific number of Consultant staff placed at any County site for the provision of services under this agreement.
- F. Furnish and supply to Consultant the following resources, as approved by the County designated program manager ("Program Manager"), or his or her designee(s), and in the sole discretion of the Program Manager, or his or her designee(s), to be used by Consultant for the services provided and responsibilities to be performed under the agreement:
  - (1) Non-exclusive workspace in Redding, California at locations as approved by, and in the sole discretion of, the Program Manager, or his or her designee(s);
  - (2) Use of a computer, telephone, and computer printer/copier/fax machines; and
  - (3) General office supplies.
- G. Designate a site consultant ("Site Consultant") to be available to Consultant's staff for daily oversight at the workspace assigned to Consultant pursuant to paragraph E of this Section. The Site Consultant's oversight responsibilities shall include, but are not limited to:
  - (1) Providing an orientation, with respect to the workspace, for Consultant's staff, including explaining safety policies and procedures;
  - (2) Providing instructions on the use of the resources provided pursuant to paragraph F of this Section.
- H. Monitor Consultant's performance to assure compliance with the terms, conditions and specifications of the agreement.

#### **Section 4. COMPENSATION.**

- A. In accordance with the budget (the "Budget") as prescribed in **EXHIBIT F** for County Fiscal Year 2017-18, **EXHIBIT G** for County Fiscal Year 2018-19, and **EXHIBIT H** for County Fiscal Year 2019-20 of this agreement, attached hereto and incorporated by this reference, County shall pay to Consultant a maximum of \$2,000,000 per County Fiscal Year for all reasonable and necessary costs in accordance with applicable Circulars of the Office of Management and Budget ("OMB") of the Executive Office of the President of the United States, for satisfactorily providing services and achieving outcomes pursuant to this agreement. In no event shall the maximum amount payable under this agreement exceed \$6,000,000.
- B. During the term of this agreement, Consultant may make budget line items shifts within a Budget Category with County approval as long as the adjustment in aggregate, does not exceed 10 percent of the Budget Category total and does not increase total compensation payable under this agreement.
- C. Consultant's violation or breach of agreement terms may result in fiscal penalties, withholding of compensation, or termination of agreement.

#### **Section 5. BILLING AND PAYMENT.**

- A. Consultant shall submit to HHSA Business and Support Services, Attn: Accounts Payable, P.O. Box 496005, Redding, CA 96049-6005 monthly by the 15<sup>th</sup> day of each month for services rendered the preceding month, and in accordance with the Budget, a billhead or invoice regularly used in the conduct of business of the Consultant, accompanied by an EXPENDITURE REPORT, **EXHIBIT I**, attached and incorporated herein, and receipts. Notwithstanding the foregoing, Consultant shall submit for the final month of this agreement, June 2020, a final billhead or invoice, accompanied by **EXHIBIT I**, and receipts, no later than July 15, 2020. County shall make payment within 30 days of receipt of Consultant's correct and approved billhead or invoice.
- B. Compensation under this agreement shall be reduced by applicable contractor revenues. The term "applicable contractor revenues" refers to those receipts or reductions in expenditures or costs which operate to offset or reduce expense or cost items that are allocable to Consultant's compensation under this agreement (such as but not limited to: purchase discounts, rebates or allowances, insurance refunds and adjustments or overpayment, or other erroneous charges). To the extent that applicable contractor revenues, accruing or received by Consultant relate to allowable costs, they shall be credited to County either as a reduction, or a cash refund, as appropriate.
- C. Should County, or the state or federal government, disallow any amount claimed by Consultant, Consultant shall reimburse County, or the state or federal government, as directed by County, or the state or federal government, for such disallowed cost.

#### **Section 6. TERM OF AGREEMENT.**

This agreement shall commence as of July 1, 2017 and shall end June 30, 2020, except as to the final Monthly Summary Reports as required by Section 2.A.(26) of this agreement, the Annual Narrative Summary as required by Section 2.A.(27) of this

agreement, and the final invoice as required by Section 5.A of this agreement, which shall be due July 15, 2020. Notwithstanding the foregoing, County shall not be obligated for payments hereunder for any future County Fiscal Year unless or until County's Board of Supervisors appropriates funds for this agreement in County's budget for that County Fiscal Year. In the event that funds are not appropriated for this agreement, then this agreement shall end as of June 30 of the last County Fiscal Year for which funds for this agreement were appropriated. County shall notify Consultant in writing of such non-appropriation at the earliest possible date.

**Section 7. TERMINATION OF AGREEMENT.**

- A. If Consultant materially fails to perform Consultant's responsibilities under this agreement to the satisfaction of County, or if Consultant fails to fulfill in a timely and professional manner Consultant's responsibilities under this agreement, or if Consultant violates any of the terms or provisions of this agreement, then County shall have the right to terminate this agreement for cause effective immediately upon the County giving written notice thereof to Consultant. If termination for cause is given by County to Consultant and it is later determined that Consultant was not in default or the default was excusable, then the notice of termination shall be deemed to have been given without cause pursuant to paragraph B of this Section.
- B. County may terminate this agreement without cause on 30 days written notice to Consultant.
- C. County may terminate this agreement immediately upon oral notice should funding cease or be materially decreased during the term of this agreement.
- D. Either Party may terminate this agreement immediately upon oral notice should either Party be unable to comply with the obligations of this agreement due to any material cause which is beyond the reasonable control of said Party, including, but not limited to: fire, explosion, power outages, strikes or labor disputes, acts of God, civil disturbances, acts of civil or military authorities, acts of terrorism, fuel or energy shortages, acts and/or omissions by third party communications carriers, or any other cause beyond Party's control.
- E. County's right to terminate this agreement may be exercised by County's County Executive Officer, HHSA Director or any HHSA Branch Director designated by the HHSA Director.
- F. Should this agreement be terminated, Consultant shall promptly provide to County any and all finished and unfinished reports, data, studies, photographs, charts, and other documents prepared by Consultant pursuant to this agreement.
- G. If this agreement is terminated, Consultant shall only be paid for services satisfactorily completed and provided prior to the effective date of termination.

**Section 8. ENTIRE AGREEMENT; AMENDMENTS; HEADINGS; EXHIBITS/APPENDICES.**

- A. This agreement supersedes all previous agreements relating to the subject of this agreement and constitutes the entire understanding of the Parties hereto. Consultant shall be entitled to no other benefits other than those specified herein. Consultant

- specifically acknowledges that in entering into and executing this agreement, Consultant relies solely upon the provisions contained in this agreement and no others.
- B. No changes, amendments, or alterations to this agreement shall be effective unless in writing and signed by both Parties. Notwithstanding the foregoing, line item shifts by contractor may be approved as set forth in Section 4 of this agreement. Additionally, budget amendments across existing budget categories that do not exceed \$75,000 in the aggregate during the original term of the agreement and that do not result in a substantial or functional change to the original intent of this agreement may be agreed to in writing between Consultant and the HHSA Director or any HHSA Branch Director designated by the HHSA Director. However, notwithstanding the foregoing exception for budget amendments only minor amendments that do not result in a substantial or functional change to the original intent of this agreement and do not cause an increase to the maximum amount payable under this agreement may be agreed to in writing between Consultant and the HHSA Director or any HHSA Branch Director designated by the HHSA Director, provided that the amendment is in substantially the same format as the County's standard format amendment contained in the Shasta County Contracts Manual (Administrative Policy 6-101).
  - C. The headings that appear in this agreement are for reference purposes only and shall not affect the meaning or construction of this agreement.
  - D. If any ambiguity, inconsistency, or conflict exists or arises between the provisions of this agreement and the provisions of any of this agreement's exhibits or appendices, the provisions of this agreement shall govern.

**Section 9. NONASSIGNMENT OF AGREEMENT; NON-WAIVER.**

Inasmuch as this agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or sublet any interest herein without the prior written consent of County. The waiver by County of any breach of any requirement of this agreement shall not be deemed to be a waiver of any other breach.

**Section 10. EMPLOYMENT STATUS OF CONSULTANT.**

Consultant shall, during the entire term of this agreement, be construed to be an independent contractor, and nothing in this agreement is intended nor shall be construed to create an employer-employee relationship, a joint venture relationship, or to allow County to exercise discretion or control over the professional manner in which Consultant performs the work or services that are the subject matter of this agreement; provided, however, that the work or services to be provided by Consultant shall be provided in a manner consistent with the professional standards applicable to such work or services. The sole interest of County is to insure that the work or services shall be rendered and performed in a competent, efficient, and satisfactory manner. Consultant shall be fully responsible for payment of all taxes due to the State of California or the federal government that would be withheld from compensation if Consultant were a County employee. County shall not be liable for deductions for any amount for any purpose from Consultant's compensation. Consultant shall not be eligible for coverage under County's workers' compensation insurance plan nor shall Consultant be eligible for any other County benefit. Consultant



must issue W-2 and 941 Forms for income and employment tax purposes, for all of Consultant's assigned personnel under the terms and conditions of this agreement.

#### **Section 11. INDEMNIFICATION.**

To the fullest extent permitted by law, Consultant shall indemnify and hold harmless County, its elected officials, officers, employees, agents, and volunteers against all claims, suits, actions, costs, expenses (including, but not limited to, reasonable attorney's fees of County Counsel and counsel retained by County, expert fees, litigation costs, and investigation costs), damages, judgments, or decrees arising from the work or the provision of services undertaken pursuant to this agreement by Consultant, or by any of Consultant's subcontractors, any person employed under Consultant, or under any subcontractor, or in any capacity, except when the injury or loss is caused by the sole negligence or intentional wrongdoing of County. Consultant shall also, at Consultant's own expense, defend the County, its elected officials, officers, employees, agents, and volunteers, against any claim, suit, action, or proceeding brought against County, its elected officials, officers, employees, agents, and volunteers, arising from the work or the provision of services undertaken pursuant to this agreement by Consultant, or any of Consultant's subcontractors, any person employed under Consultant, or under any Subcontractor, or in any capacity. Consultant shall also defend and indemnify County for any adverse determination made by the Internal Revenue Service or the State Franchise Tax Board and/or any other taxing or regulatory agency and shall defend, indemnify, and hold harmless County with respect to Consultant's "independent contractor" status that would establish a liability on County for failure to make social security deductions or contributions or income tax withholding payments, or any other legally mandated payment. The provisions of this paragraph are intended to be interpreted as broadly as permitted by applicable law. This provision shall survive the termination, expiration, or cancellation of this agreement.

#### **Section 12. INSURANCE COVERAGE.**

- A. Without limiting Consultant's duties of defense and indemnification, Consultant and any subcontractor shall obtain, from an insurance carrier authorized to transact business in the State of California, and maintain continuously during the term of this agreement Commercial General Liability Insurance, including coverage for owned and non-owned automobiles, and other insurance necessary to protect the County and the public with limits of liability of not less than \$1 million combined single limit bodily injury and property damage; such insurance shall be primary as to any other insurance maintained by County.
- B. Consultant and any subcontractor shall obtain and maintain continuously required Workers' Compensation and Employer's Liability Insurance to cover Consultant, subcontractor, Consultant's partner(s), subcontractor's partner(s), Consultant's employees, and subcontractor's(s') employees with an insurance carrier authorized to transact business in the State of California covering the full liability for compensation for injury to those employed by Consultant or subcontractor. Each such policy shall be endorsed to state that the Workers' Compensation carrier waives its right of subrogation against the County, its elected officials, officers, employees, agents, and volunteers which might arise in connection with this agreement. Consultant hereby

certifies that Consultant is aware of the provisions of section 3700 of the Labor Code, which requires every employer to insure against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code, and Consultant shall comply with such provisions before commencing the performance of the work or the provision of services pursuant to this agreement.

- C. Consultant shall obtain and maintain continuously a policy of Errors and Omissions coverage with limits of liability of not less than \$1 million.
- D. Consultant shall require subcontractors to furnish satisfactory proof to County that liability and workers' compensation and other required types of insurance have been obtained and are maintained similar to that required of Consultant pursuant to this agreement.
- E. With regard to all insurance coverage required by this agreement:
  - (1) Any deductible or self-insured retention exceeding \$25,000 for Consultant or subcontractor shall be disclosed to and be subject to approval by the County Risk Manager prior to the effective date of this agreement.
  - (2) If any insurance coverage required hereunder is provided on a "claims made" rather than "occurrence" form, Consultant or subcontractor shall maintain such insurance coverage with an effective date earlier or equal to the effective date of this agreement and continue coverage for a period of three years after the expiration of this agreement and any extensions thereof. In lieu of maintaining post-agreement expiration coverage as specified above, Consultant or subcontractor may satisfy this provision by purchasing tail coverage for the claims-made policy. Such tail coverage shall, at a minimum, provide the insurance coverage required hereunder for claims received and reported three years after the expiration date of this agreement.
  - (3) All insurance (except workers' compensation and professional liability) shall include an endorsement or an amendment to the policy of insurance which names *Shasta County, its elected officials, officers, employees, agents, and volunteers as additional insureds* and provides that coverage *shall not be reduced or canceled without 30 days written prior notice certain to the County*. Any available insurance proceeds in excess of the specified minimum limits and coverage pursuant to the terms of this agreement shall be applicable to the Additional Insured. The additional insureds coverage shall be equal to Insurance Service Office endorsement CG 20 10 for on-going operations, and CG 20 37 for completed operations.
  - (4) Each insurance policy (except for workers' compensation and professional liability policies), or an endorsement thereto, shall contain a "separation of insureds" clause which shall read:

"Separation of Insureds.

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and

- b. Separately to each suit insured against whom a claim is made or suit is brought.”
- (5) Consultant shall provide the County with an endorsement or amendment to Consultant’s policy of insurance as evidence of insurance protection before the effective date of this agreement.
- (6) The insurance coverage required herein shall be in effect at all times during the term of this agreement. In the event any insurance coverage expires at any time during the term of this agreement, Consultant shall provide, at least 20 days prior to said expiration date, a new endorsement or policy amendment evidencing insurance coverage as provided for herein for not less than the remainder of the term of this agreement or for a period of not less than one year. In the event Consultant fails to keep in effect at all times insurance coverage as herein provided and a renewal endorsement or policy amendment is not provided within 10 days of the expiration of the endorsement or policy amendment in effect at inception of this agreement, County may, in addition to any other remedies it may have, terminate this agreement upon the occurrence of such event.
- (7) If the endorsement or amendment does not reflect the limits of liability provided by the policy of insurance, Consultant shall provide County a certificate of insurance reflecting those limits.
- (8) Any of Consultant’s Excess Insurance shall contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of the County.

**Section 13. NOTICE OF CLAIM; APPLICABLE LAW; VENUE.**

- A. If any claim for damages is filed with Consultant or if any lawsuit is instituted concerning Consultant’s performance under this agreement and that in any way, directly or indirectly, contingently or otherwise, affects or might reasonably affect County, Consultant shall give prompt and timely notice thereof to County. Notice shall be prompt and timely if given within 30 days following the date of receipt of a claim or 10 days following the date of service of process of a lawsuit. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Consultant recognizes the mandatory standards and policies relating to energy efficiency in the state energy conservation plan (Title 24 of the California Code of Regulations).
- C. Any dispute between the Parties, and the interpretation of this agreement, shall be governed by the laws of the State of California. Any litigation shall be venued in Shasta County.

**Section 14. COMPLIANCE WITH LAWS; NON-DISCRIMINATION.**

- A. Consultant shall observe and comply with all applicable present and future federal laws, state laws, local laws, codes, rules, regulations, and/or orders that relate to the work or services to be provided pursuant to this agreement.

- B. Consultant shall comply with mandatory standards and policies as required by Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 C.F.R., Part 60).
- C. Consultant shall comply with section 306 of the Clean Air Act (42 U.S.C. §1857(h), section 508 of the Clean Water Act (33 U.S.C. §1368), Executive Order 11738, and the regulations of the Environmental Protection Agency (40 C.F.R., Part 15).
- D. No funds or compensation received by Consultant under this agreement shall be used by Consultant for sectarian worship, instruction, or proselytization. No funds or compensation received by Consultant under this agreement shall be used to provide direct, immediate, or substantial support to any religious activity.
- E. In addition to any other provisions of this agreement, Consultant shall be solely responsible for any and all damages caused, and/or penalties levied, as the result of Consultant's noncompliance with the provisions of this section.

**Section 15. ASSURANCE OF COMPLIANCE WITH COUNTY NONDISCRIMINATION IN STATE AND FEDERALLY ASSISTED PROGRAMS.**

- A. Consultant hereby agrees to comply with Titles VI and VII of the federal Civil Rights Act of 1964, as amended; Section 504 of the federal Rehabilitation Act of 1973, as amended; the federal Age Discrimination Act of 1975, as amended; the federal Food Stamp Act of 1977 as amended, and in particular section 272.6 thereof; Title II of the federal Americans with Disabilities Act of 1990, as amended; the Unruh Civil Rights Act, California Civil Code, section 51, as amended; California Government Code, sections 11135 - 11139.5, as amended; California Government Code, section 12940, as amended; Chapter 7, of Division 5, or Title 1 of the California Government Code, commencing with section 4450, as amended; Title 22, California Code of Regulations, sections 98000 – 98413; Title 24, California Code of Regulations, section 3105; the Dymally-Alatorre Bilingual Services Act (California Government Code, sections 7290 – 7299.8), as amended; section 1808 of the Interethnic Adoption Provisions of the Small Business Job Protection Act of 1996, as amended; and all other applicable federal and state laws, as well as their implementing regulations (including title 45 of the Code of Federal Regulations (CFR) Parts 80, 84, and 91; 7 CFR, Part 15; and 28 CFR, Part 42), by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall, because of ethnic group identification, age, sex, color, disability, medical condition, national origin, race, ancestry, sexual orientation, marital status, religion, religious creed or political belief, be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under, any program or activity receiving federal or state financial assistance; and hereby gives assurance to immediately take any measures necessary to effectuate this Assurance of Compliance.
- B. This Assurance of Compliance is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and Consultant hereby gives assurance that administrative methods/procedures which have the effect of subjecting

individuals to discrimination or defeating the objectives of Chapter 21-100 of the CDSS Manual of Policies and Procedures will be prohibited.

- C. By giving this Assurance of Compliance, Consultant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of the aforementioned laws, rules, and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books, and accounts as needed to ascertain compliance. If there are any violations of this Assurance of Compliance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with California Welfare and Institutions Code section 10605, or California Government Code sections 11135 – 11139.5, as amended, or any other laws or regulations, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this Assurance of Compliance.
- D. This Assurance of Compliance is binding on Consultant as long as Consultant is receiving federal or state funding pursuant to the agreement in which this Assurance of Compliance is included.

#### **Section 16. ACCESS TO RECORDS; RECORDS RETENTION.**

- A. County, federal, and state officials shall have access to any books, documents, papers, and records of Consultant that are directly pertinent to the subject matter of this agreement for the purpose of auditing or examining the activities of Consultant or County. Except where longer retention is required by federal or state law, Consultant shall maintain all records for five years after County makes final payment hereunder. This provision shall survive the termination, expiration, or cancellation of this agreement.
- B. Consultant shall maintain appropriate records to insure a proper accounting of all funds and expenditures pertaining to the work performed or the services provided pursuant to this agreement. Consultant shall maintain records providing information that account for all funds and expenses related to the provision of services provided pursuant to this agreement. Access to these records shall be provided to County during working days, 8:00 a.m. to 5:00 p.m. and at other times upon reasonable notice by County, and upon request of state and federal agencies charged with the administration of programs related to the work or services to be provided pursuant to this agreement.
- C. Consultant agrees to accept responsibility for receiving, replying to, and/or complying with any audit exception by appropriate federal, state, or County audit directly related to the provisions of this agreement. Consultant agrees to repay County the full amount of payment received for duplicate billings, erroneous billings, audit exceptions, or false or deceptive claims. Consultant agrees that County may withhold any money due and recover through any appropriate method any money erroneously paid under this agreement if evidence exists of less than full compliance with this agreement including, but not limited to, exercising a right of set-off against any compensation payable to Consultant.



**Section 17. COMPLIANCE WITH CHILD, FAMILY, AND SPOUSAL SUPPORT REPORTING OBLIGATIONS.**

Consultant's failure to comply with state and federal child, family, and spousal support reporting requirements regarding Consultant's employees or failure to implement lawfully served wage and earnings assignment orders or notices of assignment relating to child, family, and spousal support obligations shall constitute a default under this agreement. Consultant's failure to cure such default within 90 days of notice by County shall be grounds for termination of this agreement.

**Section 18. LICENSES AND PERMITS.**

Consultant, and Consultant's officers, employees, and agents performing the work or services required by this agreement, shall possess and maintain all necessary licenses, permits, certificates, and credentials required by the laws of the United States, the State of California, the County of Shasta, and all other appropriate governmental agencies, including any certification and credentials required by County. Failure to maintain the licenses, permits, certificates, and credentials shall be deemed a breach of this agreement and constitutes grounds for the termination of this agreement by County.

**Section 19. PERFORMANCE STANDARDS.**

Consultant shall perform the work or services required by this agreement in accordance with the industry and/or professional standards applicable to Consultant's work or services.

**Section 20. CONFLICTS OF INTEREST.**

Consultant and Consultant's officers and employees shall not have a financial interest, or acquire any financial interest, direct or indirect, in any business, property, or source of income that could be financially affected by or otherwise conflict in any manner or degree with the performance of the work or services required under this agreement.

**Section 21. NOTICES.**

A. Except as provided in Sections 7.C. and 7.D. of this agreement (oral notice of termination), any notices required or permitted pursuant to the terms and provisions of this agreement shall be given to the appropriate Party at the address specified below or at such other address as the Party shall specify in writing. Such notice shall be deemed given: (1) upon personal delivery; or (2) if sent by first class mail, postage prepaid, two days after the date of mailing.

If to County:	Branch Director
	HHSA Business and Support Services
	Attn: Contracts Unit
	P.O. Box 496005
	Redding, CA 96049-6005
	Phone: 530-245-6860
	Fax: 530-225-5555



If to Consultant: Superintendent  
Shasta County Office of Education  
1644 Magnolia Avenue  
Redding, CA 96001  
Phone: (530) 225-5200  
Fax: (530) 225-0329

B. Any oral notice authorized by this agreement shall be given to the persons specified in Section 21.A. and shall be deemed to be effective immediately.

**Section 22. AGREEMENT PREPARATION.**

It is agreed and understood by the Parties that this agreement has been arrived at through negotiation and that neither Party is to be deemed the Party which created any uncertainty in this agreement within the meaning of section 1654 of the Civil Code.

**Section 23. COMPLIANCE WITH POLITICAL REFORM ACT.**

Consultant shall comply with the California Political Reform Act (Government Code, sections 81000, *et seq.*), with all regulations adopted by the Fair Political Practices Commission pursuant thereto, and with the County's Conflict of Interest Code, with regard to any obligation on the part of Consultant to disclose financial interests and to recuse from influencing any County decision which may affect Consultant's financial interests. If required by the County's Conflict of Interest Code, Consultant shall comply with the ethics training requirements of Government Code sections 53234, *et seq.*

**Section 24. PROPERTY TAXES.**

Consultant represents and warrants that Consultant, on the date of execution of this agreement, (1) has paid all property taxes for which Consultant is obligated to pay, or (2) is current in payments due under any approved property tax payment arrangement. Consultant shall make timely payment of all property taxes at all times during the term of this agreement.

**Section 25. SEVERABILITY.**

If any portion of this agreement or application thereof to any person or circumstance is declared invalid by a court of competent jurisdiction or if it is found in contravention of any federal or state statute or regulation or County ordinance, the remaining provisions of this agreement, or the application thereof, shall not be invalidated thereby and shall remain in full force and effect to the extent that the provisions of this agreement are severable.

**Section 26. CONFIDENTIALITY.**

During the term of this agreement, both Parties may have access to information that is confidential or proprietary in nature. Both Parties agree to preserve the confidentiality of and to not disclose any such information to any third party without the express written consent of the other Party or as required by law. This provision shall survive the termination, expiration, or cancellation of this agreement.

**Section 27. CONFIDENTIALITY OF CLIENT INFORMATION.**

Consultant shall comply with, and require all of Consultant's employees, volunteers, agents, and officers to comply with, the provisions of section 10850 of the Welfare and Institutions Code, and of Division 19 of the CDSS Manual of Policies and Procedures. This provision shall survive the termination, expiration, or cancellation of this agreement to which the State Department of Social Services regulations apply.

**Section 28. SCOPE AND OWNERSHIP OF WORK.**

All research data, reports, and every other work product of any kind or character arising from or relating to this agreement shall become the property of the County and be delivered to the County upon completion of its authorized use pursuant to this agreement. County may use such work products for any purpose whatsoever. All works produced under this agreement shall be deemed works produced by a contractor for hire, and all copyright with respect thereto shall vest in the County without payment of royalty or any other additional compensation. Notwithstanding anything to the contrary contained in this agreement, Consultant shall retain all of Consultant's rights in Consultant's own proprietary information, including, without limitation, Consultant's methodologies and methods of analysis, ideas, concepts, expressions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during the performance of this agreement and Consultant shall not be restricted in any way with respect thereto.

**Section 29. USE OF COUNTY PROPERTY.**

Consultant shall not use County premises, property (including equipment, instruments, and supplies), or personnel for any purpose other than in the performance of Consultant's obligations under this agreement.

**Section 30. COUNTY'S RIGHT OF SETOFF.**

To the fullest extent permitted by law, County shall have the right but not the obligation, to setoff, in whole or in part, against any compensation owed to Consultant or any of its subsidiaries under any contract with the County, any amount of any Federal or State audit liability owed by or claimed or asserted against the County or any amounts owed to County by Consultant or its subsidiaries.

***[SIGNATURE PAGE FOLLOWS]***

IN WITNESS WHEREOF, County and Consultant have executed this agreement on the dates set forth below. By their signatures below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

**COUNTY OF SHASTA**

Date: \_\_\_\_\_

\_\_\_\_\_  
DAVID A. KEHOE, CHAIRMAN  
Board of Supervisors  
County of Shasta  
State of California

ATTEST:

LAWRENCE G. LEES  
Clerk of the Board of Supervisors

By: \_\_\_\_\_  
Deputy

Approved as to form:  
RUBIN E. CRUSE, JR.  
County Counsel

By: Alan B. Cox 6/4/17  
Alan B. Cox  
Deputy County Counsel

**RISK MANAGEMENT APPROVAL**

By: James Johnson 06/15/17  
James Johnson  
Risk Management Analyst

**CONSULTANT**

Date: 6-15-17

Judy Flores  
Judy Flores, Superintendent  
Shasta County Office of Education

Tax I.D.#: On file

## EXHIBIT A

**Child Care Monthly Report**  
**CalWORKs Families**  
**CW 115**

DOWNLOAD REPORT FORM IN EXCEL FROM:  
<http://www.cdss.ca.gov/dssdb/>  
 E-MAIL COMPLETED REPORT FORM AS AN EXCEL ATTACHMENT TO:  
 admcw115@dss.ca.gov

45 Shasta		Initial Revised		May		2014	
<b>Part A. Stage 1 Child Care Payments Made</b>		<b>Welfare to Work (A)</b>	<b>Cal-Learn (B)</b>	<b>No Longer on Aid (C)</b>	<b>CalWORKs Safety Net (D)</b>	<b>TOTAL (E)</b>	
1. Stage 1 families with child care payments made during the month...	1	2	3	4	5	0	
2. Stage 1 children with child care payments made during the month (Note: Item 2 is not the sum of Items 3 and 4).....	6	7	8	9	10	0	
3. Stage 1 children in license exempt child care during the month.....	11	12	13	14	15	0	
4. Stage 1 children in licensed child care during the month.....	16	17	18	19	20	0	
5. Stage 1 child care expenditures paid during the month (Item 5a plus Item 5b).....	21	22	23	24	25	0	
a. License Exempt.....	26	27	28	29	30	0	
b. Licensed.....	31	32	33	34	35	0	
6. Stage 1 children who will remain in Stage 1 due to program barriers.....	36	37	38	39	40	0	
7. Stage 1 children submitted for transfer to Stage 2 during the month.....	41	42	43	44	45	0	
8. Stage 1 children submitted for transfer to Stage 3 during the month.....	46	47	48	49	50	0	
9. Stage 1 children waiting to transfer to Stage 2 during the month (Item 9a plus Item 9b).....	51	52	53	54	55	0	
a. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues.....	56	57	58	59	60	0	
b. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(s) staffing issues.....	61	62	63	64	65	0	
10. Stage 2 children moved back to Stage 1.....	66	67	68	69	70	0	
<b>Part B. Stage 1 Child Care Services Not Available</b>		<b>For Children Ages</b>					
		<b>0-10 years</b>		<b>11-12 years</b>			
11. Children ages 0 - 10 years whose parents were granted good cause for not participating in welfare-to-activities due to the unavailability of Stage 1 child care during the month.....	71						
12. Primary reason Stage 1 child care was not received during the month. Enter the number of children in the appropriate age column provided. (Item 12a through 12e).....	72	73		74		0	
a. No funding available.....	75	76		77		0	
b. No provider available.....	78	79		80		0	
1) For children under 2 years of age.....	81	82		83		0	
2) For children ages 2-10.....	84	85		86		0	
3) For children ages 11-12.....	87	88		89		0	
c. Child care not available during nontraditional hours.....	90	91		92		0	
d. Transportation to and from child care not available.....	93	94		95		0	
e. Other (e.g. Special needs; sick care not available, etc.) Specify reasons below.....	96	97		98		0	
12e. Other Category Reason(s). Indicate in the reason the child's age group (0-10 or 11-12).							
COMMENTS List APP contact(s), phone number(s) and specify their responsibility of item(s)/program categories here (if applicable).....							
CONTACT PERSON		TELEPHONE		EXTENSION		FAX	
XXXXXX		(555) 555-5555				(555) 555-5555	
TITLE/CLASSIFICATION		E-MAIL		DATE SUBMITTED			
XXXXXX		XXXXXX					

# EXHIBIT B

## Child Care Monthly Report Two-Parent Families CW 115A

DOWNLOAD REPORT FORM IN EXCEL FROM:  
<http://www.cdss.ca.gov/dsdb/>  
E-MAIL COMPLETED REPORT FORM AS AN EXCEL ATTACHMENT TO:  
[admccw115@dss.ca.gov](mailto:admccw115@dss.ca.gov)

COUNTY NAME <b>45 Shasta</b>		<input checked="" type="radio"/> Initial	<input type="radio"/> Revised	REPORT MONTH AND YEAR <b>May 2014</b>	
<b>Part A. Stage 1 Child Care Payments Made</b>		<b>Welfare to Work (A)</b>	<b>Cal-Learn (B)</b>	<b>No Longer on Aid (C)</b>	<b>CalWORKs Safety Net (D)</b>
<b>TOTAL (E)</b>					
1. Stage 1 families with child care payments made during the month...		1	2	3	4
2. Stage 1 children with child care payments made during the month (Note: Item 2 is not the sum of Items 3 and 4)...		5	6	7	8
3. Stage 1 children in license exempt child care during the month...		9	10	11	12
4. Stage 1 children in licensed child care during the month...		13	14	15	16
5. Stage 1 child care expenditures paid during the month (Item 5a plus Item 5b)...		17	18	19	20
a. License Exempt...		21	22	23	24
b. Licensed...		25	26	27	28
6. Stage 1 children who will remain in Stage 1 due to program barriers		29	30	31	32
7. Stage 1 children submitted for transfer to Stage 2 during the month		33	34	35	36
8. Stage 1 children submitted for transfer to Stage 3 during the month		37	38	39	40
9. Stage 1 children waiting to transfer to Stage 2 during the month (Item 9a plus Item 9b)...		41	42	43	44
a. Stage 1 children waiting to transfer to Stage 2, who are waiting due to Stage 2 funding issues...		45	46	47	48
b. Stage 1 children waiting to transfer to Stage 2, who are eligible and waiting due to agency(a) staffing issues...		49	50	51	52
10. Stage 2 children moved back to Stage 1...		53	54	55	56
<b>Part B. Stage 1 Child Care Services Not Available</b>		<b>For Children Ages</b>			
		<b>0-10 years</b>		<b>11-12 years</b>	
11. Children ages 0 - 10 years whose parents were granted good cause for not participating in welfare-to-activities due to the unavailability of Stage 1 child care during the month...		57		58	
12. Primary reason Stage 1 child care was not received during the month. Enter the number of children in the appropriate age column provided. (Item 12a through 12e)...		59		60	
a. No funding available...		61		62	
b. No provider available		63		64	
1) For children under 2 years of age...		65		66	
2) For children ages 2-10...		67		68	
3) For children ages 11-12...		69		70	
c. Child care not available during nontraditional hours...		71		72	
d. Transportation to and from child care not available...		73		74	
e. Other (e.g. Special needs; sick care not available, etc.) Specify reasons below...		75		76	
12e. Other Category Reason(s). Indicate in the reason the child's age group (0-10 or 11-12).		77		78	
COMMENTS: List APP contact(s), phone number(s) and specify their responsibility of item(s)/program categories here (if applicable)...					
CONTACT PERSON		TELEPHONE	EXTENSION	FAX	
XXXXXX		(555) 555-5555		(555) 555-5555	
TITLE/CLASSIFICATION		E-MAIL	DATE SUBMITTED		
XXXXXX		XXXXXX			

### **Stage One Child Care Services FY 17/18**

MONTH	Child Care Plans/ Referrals Received	NOAs Completed & Mailed within 5 Working Days	Children Served in:	Children Entering Licensed vs Unlicensed Child Care	Licensed Providers Available	Walk-Ins Served at CalWORKs Office	Home Visits	Parents/ Providers Participating in Bridges to Success
JULY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
AUGUST			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
SEPTEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
OCTOBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
NOVEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
DECEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
JANUARY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
FEBRUARY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
MARCH			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
APRIL			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
MAY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
JUNE			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:



### **Stage One Child Care Services FY 18/19**

MONTH	Child Care Plans/ Referrals Received	NOAs Completed & Mailed within 5 Working Days	Children Served in:	Children Entering Licensed vs Unlicensed Child Care	Licensed Providers Available	Walk-Ins Served at CalWORKs Office	Home Visits	Parents/ Providers Participating in Bridges to Success
JULY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
AUGUST			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
SEPTEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
OCTOBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
NOVEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
DECEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
JANUARY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
FEBRUARY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
MARCH			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
APRIL			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
MAY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
JUNE			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:

<b><u>Stage One Child Care Services FY 19/20</u></b>								
MONTH	Child Care Plans/ Referrals Received	NOAs Completed & Mailed within 5 Working Days	Children Served in:	Children Entering Licensed vs Unlicensed Child Care	Licensed Providers Available	Walk-Ins Served at CalWORKs Office	Home Visits	Parents/ Providers Participating in Bridges to Success
JULY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
AUGUST			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
SEPTEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
OCTOBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
NOVEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
DECEMBER			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
JANUARY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
FEBRUARY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
MARCH			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
APRIL			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
MAY			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:
JUNE			Family Day Care: Center-based Day Care: Participant's Home:	Licensed: Unlicensed:	Existing: New:		Requested: Accomplished:	Parents: Providers:

**SHASTA COUNTY OFFICE OF EDUCATION**  
**Stage One Child Care Budget**  
**County Fiscal Year 2017-18**

Shasta County Health & Human Services Agency  
 1810 Market Street  
 Redding, CA 96001

Shasta County Office of Education  
 1644 Magnolia Avenue  
 Redding, CA 96001

Budget Category	FTE	
<b>Personnel/Position</b>		
1270-Nurse	0.40	46,022
2210-Mental Health	1.00	49,601
2210-Mental Health	0.40	19,840
1360-Executive Director	0.15	16,372
2310-Health & Safety Manager	0.15	15,025
2310-ECS Manager	0.40	38,182
2310-ECS Supervisor	0.30	22,241
2410-Health & Safety Outreach	0.80	37,146
2410-Specialist	0.80	39,152
2410-Specialist	0.80	38,007
2410-Specialist	0.40	19,851
2410-Specialist	0.80	38,982
2410-Specialist	1.00	30,720
2410-Specialist	0.80	38,827
2410-Accountant	0.50	34,895
2410-Clerical	0.30	15,706
Fringe Benefits		198,199
<b>Total Salary and Benefits</b>	<b>9.00</b>	<b>698,768</b>
<b>Operating Expenses</b>		
Office Expenses/Supplies		4,590
Equipment		9,750
Rents/Leases		11,372
Utilities/Communications		0
Travel/Training		7,000
Behavioral Specialist Mileage		10,700
Gen'l Operating / Services		10,182
Provider Payments		1,082,500
Contract Services – MH Bridges		0
<b>Total Operating Expenses</b>		<b>1,136,094</b>
<b>Total Expenses</b>		<b>1,834,862</b>
<b>Administrative Cost – 9.00%</b>		<b>165,138</b>
<b>Total</b>		<b>2,000,000</b>

**SHASTA COUNTY OFFICE OF EDUCATION**  
**Stage One Child Care Budget**  
**County Fiscal Year 2018-19**

Shasta County Health & Human Services Agency  
 1810 Market Street  
 Redding, CA 96001

Shasta County Office of Education  
 1644 Magnolia Avenue  
 Redding, CA 96001

Budget Category	FTE	
<b>Personnel/Position</b>		
1270-Nurse	0.40	46,942
2210-Mental Health	1.00	50,593
2210-Mental Health	0.40	20,237
1360-Executive Director	0.15	16,700
2310-Health & Safety Manager	0.15	15,325
2310-ECS Manager	0.40	38,945
2310-ECS Supervisor	0.30	22,685
2410-Health & Safety Outreach	0.80	37,889
2410-Specialist	0.80	39,935
2410-Specialist	0.80	38,767
2410-Specialist	0.40	20,248
2410-Specialist	0.80	39,762
2410-Specialist	1.00	31,334
2410-Specialist	0.80	39,604
2410-Accountant	0.50	35,593
2410-Clerical	0.30	16,020
Fringe Benefits		204,102
<b>Total Salary and Benefits</b>	<b>9.00</b>	<b>714,681</b>
<b>Operating Expenses</b>		
Office Expenses/Supplies		3,059
Equipment		1,500
Rents/Leases		11,372
Utilities/Communications		0
Travel/Training		5,250
Behavioral Specialist Mileage		8,700
Gen'l Operating / Services		7,800
Provider Payments		1,082,500
Contract Services – MH Bridges		0
<b>Total Operating Expenses</b>		<b>1,120,181</b>
<b>Total Expenses</b>		<b>1,834,862</b>
<b>Administrative Cost – 9.00%</b>		<b>165,138</b>
<b>Total</b>		<b>2,000,000</b>

**SHASTA COUNTY OFFICE OF EDUCATION**  
**Stage One Child Care Budget**  
**County Fiscal Year 2019-20**

Shasta County Health & Human Services Agency  
 1810 Market Street  
 Redding, CA 96001

Shasta County Office of Education  
 1644 Magnolia Avenue  
 Redding, CA 96001

Budget Category	FTE	
<b>Personnel/Position</b>		
1270-Nurse	0.40	47,881
2210-Mental Health	1.00	51,605
2210-Mental Health	0.40	20,642
1360-Executive Director	0.15	17,034
2310-Health & Safety Manager	0.15	15,632
2310-ECS Manager	0.40	39,724
2310-ECS Supervisor	0.30	23,139
2410-Health & Safety Outreach	0.80	38,647
2410-Specialist	0.80	40,734
2410-Specialist	0.55	27,185
2410-Specialist	0.40	20,653
2410-Specialist	0.80	40,557
2410-Specialist	1.00	31,961
2410-Specialist	0.80	40,396
2410-Accountant	0.50	36,305
2410-Clerical	0.30	16,340
Fringe Benefits		206,452
<b>Total Salary and Benefits</b>	<b>8.75</b>	<b>714,887</b>
<b>Operating Expenses</b>		
Office Expenses/Supplies		3,000
Equipment		1,500
Rents/Leases		11,372
Utilities/Communications		0
Travel/Training		5,250
Behavioral Specialist Mileage		8,700
Gen'l Operating / Services		7,653
Provider Payments		1,082,500
Contract Services – MH Bridges		0
<b>Total Operating Expenses</b>		<b>1,119,975</b>
<b>Total Expenses</b>		<b>1,834,862</b>
<b>Administrative Cost – 9.00%</b>		<b>165,138</b>
<b>Total</b>		<b>2,000,000</b>

## EXPENDITURE REPORT

Shasta County Health and Human Services Agency  
1810 Market St  
Redding, CA 960001

Shasta County Office of Education  
1644 Magnolia Avenue  
Redding, CA 96001

Check for Final Report

☐

Date of Report

Term of Contract:

Period of Report

Budget Category (1)	Approved Budget (2)	This Period (3)	Previous Periods (4)	YTD (5)	Remaining Balance (6)
<b>Personnel/Position</b>					
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Salary Benefits</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Expenses</b>					
Office Expenses/Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities/Communications	\$ -	\$ -	\$ -	\$ -	\$ -
Training and Travel	\$ -	\$ -	\$ -	\$ -	\$ -
Rents/Leases	\$ -	\$ -	\$ -	\$ -	\$ -
Communications	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -	\$ -
Client Support	\$ -	\$ -	\$ -	\$ -	\$ -
Other(Please Specify)	\$ -	\$ -	\$ -	\$ -	\$ -
Other(Please Specify)	\$ -	\$ -	\$ -	\$ -	\$ -
Other(Please Specify)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Administrative Cost</b> (Not to Exceed 9%)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Invoice Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -

The undersigned, under penalty of perjury, states that the above claim and the items as therein set out are true and correct; that no part thereof has heretofore been paid, and that the amount herein is justly due this claimant, and that the same is presented within one year after the last item thereof has accrued. Furthermore, if I am a county or district employee, I also certify that I have deducted the value of any personal gain I may have received including, but not limited to, cash back earned on a personal credit card, frequent flier miles, and room-stay rewards.

Authorized Fiscal Signature

Date

FOR COUNTY USE ONLY:

Cost Center:

Account Code

Project Code

Activity Code