



**MEMORANDUM**

**TO:** HUMAN SERVICES COMMISSION

**THROUGH:** TRENT RHORER, EXECUTIVE DIRECTOR, HSA  
SEPTEMBER JARRETT, EXECUTIVE DIRECTOR, OECE

**FROM:** SANDRA NAUGHTON, CHIEF OPERATING OFFICER, OECE  
DAN KAPLAN, DEPUTY DIRECTOR, HSA

**DATE:** APRIL 20, 2017

**SUBJECT:** NEW GRANT: **CHILDREN’S COUNCIL OF SAN FRANCISCO (NON-PROFIT) & WU YEE CHILDREN’S SERVICES (NON-PROFIT) TO PROVIDE EARLY CHILDHOOD EDUCATION (ECE) INTEGRATED SERVICES**

		<u>Contingency</u>	<u>Total</u>
<b>GRANT TERM:</b>	7/1/2017- 6/30/2020		
<b>GRANT AMOUNT:</b>	\$214,141,852	\$21,414,185	\$235,556,037
<b>ANNUAL AMOUNT:</b>	FY 17/18 \$71,167,685	FY 18/19 \$71,376,234	FY 19/20 \$71,597,933
<b>Funding Source</b>	<u>County</u>	<u>State/Fed</u>	<u>Contingency</u> <u>Total</u>
<b>FUNDING:</b>	\$151,730,212	\$62,411,640	\$21,414,185    \$235,556,037
<b>PERCENTAGE:</b>	71%	29%	100%

The Department of Human Services (DHS) and the Office of Early Care and Education (OECE), requests authorization to enter into new grant agreements with the Children’s Council of San Francisco and Wu Yee Children’s Services for the period of July 1, 2017 to June 30, 2020, in an amount of \$214,141,852 plus a 10% contingency for a total amount not to exceed \$235,556,037. The purpose of the grant is to provide Early Care and Education (ECE) Integrated Services.

<b><u>Grantee</u></b>	<b>FY17/18</b>	<b>FY18/19</b>	<b>FY19/20</b>	<b>FY17/20 Total</b>
Children’s Council of San Francisco	\$61,712,017	\$61,884,175	\$62,070,951	\$185,667,143
Wu Yee Children’s Services	\$ 9,455,668	\$ 9,492,059	\$ 9,526,982	\$ 28,474,709
<b>Total for ECE Integrated Services</b>	<b>\$71,167,685</b>	<b>\$71,376,234</b>	<b>\$71,597,933</b>	<b>\$214,141,852</b>

## **Background**

The Francisco Citywide Plan for Early Care and Education envisions a seamless system of continuous access to high quality early education services for young children 0-5 and their families. Central to this vision is providing a fair rate to the service providers, which better reflects the cost of providing quality services. Empowering families with information to choose a high quality, early care and education option for their child is also central to the vision. The plan established target populations for whom services are prioritized.

Under the guidance of the San Francisco Office of Early Care and Education (OECE) in partnership with the San Francisco Human Services Agency (SF-HSA) ECE Integrated Services partner(s) will:

- Improve outreach, information and enrollment to seamlessly connect families to quality child care choices in a timely way;
- Broker assistance to families to pay for services when needed;
- Ensure providers are paid an enhanced local rate to support quality programming , while leveraging federal and state funding whenever possible; and
- Promote continuous participation quality child programs for children among target populations, and, if needed, draw or adjust funding sources drawn on to ensure continued participation in programming.

The Children’s Council of San Francisco and Wu Yee Children’s Services were selected for implementation of the Citywide Plan, through the joint competitive solicitation by the San Francisco Office of Early Care and Education (OECE) in partnership with the San Francisco Human Services Agency (SF-HSA)

## **Services to be Provided**

Both ECE Integrated Services Grantees will deliver subsidy administration and resource and referral services, which are described below.

### Subsidy Administration Services:

- 1) Administration of state/federal subsidies such as CalWORKs Stage 1, CalWORKs Stage 2, California Alternative Payment Program, Family Children Services, Project 500, QRIS Block Grant, including the following services:
  - Need and eligibility determination and redetermination.
  - When appropriate (e.g., CAPP) enrolling subsidy eligible families from SF3C.
  - Subsidy payment and family fee calculation, authorization, and issuance including calculating and administering the ELS GAP funding wherever the state/federal rate is below the QRIS Tier 3 rate.
  - Calculate and administer Quality Block Grant extension funding (locally funded) for state vouchers.
  - Record keeping, data reporting, and noticing.
  - Ensuring parent choice through subsidy determined allowable care options (e.g., licensed center, licensed Family Child Care, license-exempt providers such as family, friend and neighbors meeting state license-exempt eligibility criteria).
  - Fingerprinting (using the Trustline system) all license-exempt care providers as specified and required by state law.
  - Adherence to all state and federal program requirements related to the administration of respective subsidized child care programs.
  - Financial reporting, projections, and claiming to appropriate revenue sources.
- 2) Administration of local subsidies such as OECE's Early Learning Scholarship funding, Preschool for All, and local QRIS Block Grant, including the following services:
  - Need and eligibility determination and redetermination for local ELS child care.
  - Only enroll eligible families from the local centralized waiting list, SF3C.
  - Subsidy payment and family fee calculation, authorization, and issuance in accordance with the ELS funding standards including calculating and administering the ELS enhanced rate wherever the state/federal rate is below the QRIS Tier 3 rate.
  - Calculate and administer Quality Block Grant extensions (locally funded) to ELS vouchers/anchored spaces.
  - Record keeping, data reporting, and noticing.
  - Ensuring parents are able to find and select a licensed child care provider eligible to serve locally subsidized families (i.e., child care providers at a Quality Tier 3 or higher on the QRIS).
  - Adherence to OECE - ELS Program Requirements related to the administration of subsidized child care.
  - Financial reporting, projections, and claiming to appropriate revenue sources.
- 3) Provide eligibility redeterminations for local, state, and federal child care subsidies with a particular focus on ensuring continuity of eligibility through leveraging all available state and federal funding sources in order to maximize and direct local resources to target families. Frequency may change subject to federal and state policy.

- 4) Develop strategies, in partnership with OECE, to streamline reporting processes and reduce paperwork required in the subsidy system, including electronic sign-in and out, automation of application and recertification, online reporting, and other efficiencies for local funding and as permitted by state law for state subsidy programs.
- 5) Identify ways to continually improve the efficacy, efficiency, and user experiences of the subsidy administration services and related services, including ways to reduce redundancies, streamline processes, and reduce administrative burden on families and ECE providers.

Resource and Referral Services:

- 1) Culturally competent and language appropriate outreach and support to low-income families to assist them in connecting to quality child care options that meet their needs
- 2) Developing and implementing an approach to prioritize families based on their needs and whether they are target populations. Target population families will be offered more comprehensive counseling and referral services, including proactive follow-up over a specified period of time, while low-income and other families with fewer needs would be offered less intensive services.
- 3) Developing and implementing an outreach strategy for engaging and serving OECE target populations.
- 4) Developing robust, user-friendly information online about the types of financial support available for families' child care needs, including ways for users to approximately determine their own eligibility and the dollar amount of financial support they may be eligible for.
- 5) Preregistering eligible families with Emergency Back-up/Mildly Ill child care services and also connecting families with Rapid Response child care as needed.
- 6) Referring target population families to social services and supports beyond child care, such as, but not limited to, parenting classes/support groups, food assistance, housing, employment, health, financial support or management, and other needs.
- 7) Provide First Aid training, including interpreting services.
- 8) Co-locating staff and services when the HSA sites are open at the Child Care R&R kiosk located in the lobby at 170 Otis Street, and distributing diapers as part of the San Francisco Diaper Bank program to all eligible clients.
- 9) Collaborating with key agencies and initiatives that are critical to the local ECE system, including close coordination with the other local R&R, OECE, and other relevant agencies to maximize efficiencies, avoid duplication, and ensure families receive aligned, consistent information.

**Selection**

Grantees were selected through RFP 744 – Early Care and Education (ECE) Integrated Services.

**Funding**

The funding is a mix of State, Federal, and General Fund

**ATTACHMENTS**

Children's Council of SF:	Appendix A, Scope of Services to be Provided Appendix B, Program Budget
Wu Yee Children's Services:	Appendix A-1, Scope of Services to be Provided Appendix B-1, Program Budget