



**DELAINÉ EASTIN**  
State Superintendent of Public Instruction



September 19, 2000

**TO:** Local Child Care Planning Council (LPC) Coordinators

*Michael Silver for*  
**FROM:** ~~LPC Team~~  
Child Development Division

**SUBJECT: FOLLOW-UP TO LPC QUARTERLY MEETING**

During the last Quarterly LPC Coordinators meeting held in Sacramento on July 20, 2000, the Child Development Division (CDD) staff conducted an exercise to assist LPC Coordinators to determine whether an expense is appropriate under the California Department of Education (CDE) Contract.

During the meeting each participant was provided with a listing of sample expenditures and participants were asked to sort these expenditures under one of the following categories derived from Government Code and CDE Contract requirements:

1. Conducting Needs Assessment and Establishing Priorities for Child Care Services
2. Developing a Comprehensive County-wide Plan
3. Collaboration/Coordination
4. LPC Council Operations
5. Centralized Eligibility List
6. Expenditures not appropriate under CDE Contract

Groups were then formed and asked to review expenditures under an assigned category. Each group reviewed the expenses posted under their category and came to consensus on whether each expenditure was appropriate under the category, appropriate under another category, or not appropriate under the CDE contract. Each group then reported their findings to the group at large. The attached matrix is the result of this group exercise.

You may note that many of the expenditures were found to be appropriate under more than one category. The important element is not the category, but the process used to determine the appropriateness of the expenditure. As a Coordinator we encourage you to solicit dialog among your LPC members on how an expenditure may be appropriate under the terms of the CDE contract and/or Government Code

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you to solicit dialog among your LPC members on how an expenditure may be appropriate under the terms of the CDE contract and/or Government Code requirements. This is not an all-inclusive listing, but rather a point of reference for expenditure of funds under the CDE contract. Also, it is not intended to limit the use of funds your organization may obtain from other sources. The expenditures under the "not appropriate" category may be activities your council wishes to participate in; however, they cannot be accomplished with CDE contract funds.

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~~We hope that this information is useful in assisting you and your council in determining appropriate expenditures. Questions regarding the information provided may be directed to Linda Parfitt at (916) 322-1048 or Lupe Romo-Zeridejas at (916) 323-6026.~~

MS:grz  
Enclosures

Expense	1	2	3	4	5	NOT APPR
Award scholarships for obtaining instruction in child development courses						X
Commission a survey and analysis of caregiver attitudes towards subsidized child care funding for welfare to work families.		X				
Commission local artist to paint a mural on a building used by child abuse victims						X
Conduct a comprehensive wage, benefit, and working conditions survey for both family child care and child care centers.		X				
Conduct a survey to identify the current computer hardware/software capabilities at all licensed Centers & Family Child Care Homes in the County.			X	X	X	
Conduct survey of providers to assess their training needs for addressing local priorities	X					
Contract for services to analyze results from needs assessment	X					
Contribute funds to providers for purchase of instructional materials						X
Co-sponsor workshop on child care center licensing regulations			X	X		
Co-sponsor workshops for teachers & providers on various topics (i.e. block & math, challenging behavior), by announcing the event in your newsletter.			X	X		
Cost (i.e., advertising, printing, child care, etc.) associated with LPC conducting a Public Hearing	X	X	X	X		
Cost associated with developing and distributing an emergency procedure pamphlet for school-age latchkey students in the event they are home alone during a natural disaster.						X
Cost associated with planning an event to inform local legislators of child care issues.				X		
Cost to participate in Community Fair - Week of the Young Child, to disseminate child care planning information and seek community participants for LPC activities.			X	X		
Costs associated with development, printing and distribution of LPC brochure.				X		
Costs associated with recruiting LPC members.				X		
Design a survey for elementary and middle schools to identify supervised after school activities.	X			X		
Development of Internet accessibility for CEL					X	
Employer forums to educate businesses about the benefits of child care			X	X		
Family child care substitutes to enable provider category council members to attend meetings.				X		

Expense	1	2	3	4	5	NOT APPR
Fund "playdough" table and a "shaving cream" table for children to participate in while they filling out a child care needs survey at a community event.	X			X		
Fund child care for LPC council meetings for public (non-members).						X
Fund health, sick and vacation benefits for coordinator.				X		
Fund LPC members' participation in training to become professional growth advisors for Childhood Education professionals.						X
Fund mini-grants to centers and providers for quality improvement activities.						X
Fund public awareness campaigns regarding child care needs issues (T.V., radio, newspaper).				X		
Fund workshops such as "How to Run an Effective Board Meeting" & "Grant Writing Workshop" invite public to also attend.				X		
Hire a computer programmer to support/maintain CEL.					X	
Hire a consultant to assist with LPC web site development.	X			X		
Hire a library consultant to plan for a lending library at the request of the community, and identify funding resources.						X
Hire an education specialist to serve the education needs of providers and pre-school staff.						X
Hire an interpreter for a LPC sponsored public forum.	X			X		
Hire consultant to develop a marketing plan.				X		
Hire Consultant to develop county-wide plan.		X		X		
Hire consultant to do statistical analysis for the needs assessment.	X					
Hire consultant to facilitate child care planning session.		X		X		
Hire consultant to help with organizational structure of the LPC.				X		
Hire interpreters for child care providers attending literacy training.						X
Hire secretarial support for LPC.				X		
Hold a family fair as a forum to get input from families and agencies.	X	X	X			

Expense	1	2	3	4	5	NOT APPR
Hold a provider retreat to gain input from the family child care community	X	X				
Lobbying costs						X
LPC literature display boards to be placed in different parts of the county.		X		X		
LPC web site maintenance including staff				X		
Mail letters of appreciation along with donated bookstore gift certificates to every licensed child care provider.			X	X		
Organize a luncheon to assist employers with child care issues.			X			
Participate in the annual Home Show by having a LPC information booth.			X	X		
Pay fee for participation in School Age Consortium training for council members and staff				X		
Pay fee for participation in School Age Consortium training for providers						X
Pay for Accreditation fees for centers						X
Pay for advertisements on quality child care						X
Pay for dissemination of Countywide Child Care Needs Assessment to county officials and general public.	X					X
Pay Public Works Department to map afterschool care busing.	X	X				
Printing and distribution of LPC Bulletins/Newsletters				X		
Printing stationery, business cards, etc.				X		
Provide attendance and lodging fees for workshops, conferences and training for LPC members and staff.				X		
Provide Family Child Care incentive grants for providers who attend curriculum training.						X
Provide Family Child Care incentive grants for providers who attend health & safety training.						X
Provide funding for purchase of gift certificates for distribution when surveys are returned.						X
Provide funding to prepare for Prop 10 RFP process including the hiring of two grant writers.						X

Expense	1	2	3	4	5	NOT APPR
Provide funds associated with planning School Age Consortium Training in collaboration with other child care organizations.			X			
Provide space for local childcare providers to conduct outreach activities.			X			
Provide stipends to providers and center staff who attend second language training						X
Provider retreat to coordinate part-day/full-day activities.	X	X	X			
Purchase & provide Appreciation Day gifts						X
Purchase books for child development students, donate to college libraries after use.						X
Purchase bookstore gift certificates and mail with letters of appreciation to every licensed child care provider						X
Purchase memo pads, pencils, and bottles of bubbies, all imprinted with the LPC mission statement to hand out.				X		
Purchase new office equipment for LPC				X		
Purchase software packages for CEL use					X	
Purchase vehicle for the county's mobile lending library						X
Set up office space, including phone equipment, for LPC coordinator				X		
Sponsor meeting with Business Community to discuss using donated computer equipment for the CEL project			X		X	
Sponsor workshop on parenting by paying instructors.						X
Sponsor workshop on planning child-centered curriculum						X
Sponsor workshop to educate community on child care issues		X		X		
Subscriptions for LPC members – for child care related publications				X		
Workshop to discuss coordination for school age care	X		X			
Workshops to educate community on child care issues			X			

TOTAL P.07