

## **FY 2021–22 Child Development Contract Processing Updates**

Dear Executive Directors and Program Directors of Early Learning and Care Programs:

The purpose of this communication is to inform contractors of changes to contracts and amendments as of July 1, 2021. While there will be no change to the issuance of initial FY 2021–22 contracts, CDE is looking at opportunities to streamline administrative processes, both for California State Preschool Program (CSPP) contractors and the State, which will in turn help to process contracts and payments more quickly.

### **Initial FY 2021–22 CSPP and CPKS Contracts**

The CSPP and California Prekindergarten & Family Literacy Support (CPKS) initial contracts will be processed in the same manner as prior years. Contractors should expect to receive their initial contract on or about June 1, 2021 from the CDE Contracts Office. Contractors must sign and return their child development contract(s) in accordance with the instructions provided by the CDE Contracts Office. The instructions will be sent to each contractor as an attachment, along with the contract.

### **Electronic Signature**

The CDE strongly encourages the submission of electronically signed contracts, as it reduces the amount of time required for processing. Instructions for how to sign and submit an Adobe digitally signed contract will be provided by the CDE Contracts Office when FY 2021–22 contracts are issued. If contracts and/or contract amendments are not able to be Adobe digitally signed, contracts may still be signed and mailed to CDE's Contracts Office.

### **CSPP and CPKS Contract Amendments**

Effective FY 2021–22 and in an effort to streamline the contracting and payment process, not all amendments to contract terms will require a signature by the contractor to be deemed executed. Contract amendments that do not require a signature will be processed as an "Allocation Letter". The Allocation Letter will look similar to a contract amendment, and will include the contract face sheet and any changes in funding, where applicable. The CDE will make clear to contractors when an amendment to the contract must be signed and returned, and when it will be processed as an Allocation Letter. Additional information on this process is forthcoming.

### **Auto-Renewal Contracts**

The CDE will implement an auto-renewal contracting process in FY 2021–22; this process will become effective for the FY 2022–23 contract year. The annual Continued Funding Application (CFA) process will be revised to incorporate information on the auto-renewal contract process.

Auto-renewed contracts will not require contractors to counter-sign their contract renewal each year. This process will allow the CDE to more expeditiously process contract payments after July 1 of each year.

### **Issuance of Initial CDSS FY 2021–22 Contracts**

The CDE and the California Department of Social Services (CDSS) have worked together to minimize disruption to the field as a result of early learning and care programs transferring to the CDSS July 1, 2021. As such, the CDE will be issuing initial FY 2021–22 contracts on behalf of CDSS. CDSS childcare contracts will be issued on or about June 1, 2021. Detailed instructions for where to return a FY 2021–22 CDSS contract will also be included in the contract instructions.

### **FY 2021–22 Funding Terms and Conditions**

Funding Terms and Conditions (FT&C's) have been posted to CDE's webpage and can be found at <https://www.cde.ca.gov/fg/aa/cd/ftc2021.asp>. Both CDE and CDSS programs will utilize these FT&C's in FY 2021–22.

### **Contact Information**

For questions regarding FY 2021–22 CDE contracts, please contact the CDE Contracts Office at [CHILDEVELOPMENTCONTRACTS@cde.ca.gov](mailto:CHILDEVELOPMENTCONTRACTS@cde.ca.gov).

For questions regarding FY 2021–22 CDSS contracts, please contact the CDSS Contracts Office at [CHILDCARECONTRACTS@dss.ca.gov](mailto:CHILDCARECONTRACTS@dss.ca.gov).

For questions regarding the fiscal terms of either CDE or CDSS contracts between the period July 1 and September 30, 2021, please contact your assigned CDNFS Fiscal Analyst. The Fiscal Analyst directory can be found at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>. After September 30, 2021, Fiscal Analyst assignments will be specific to either CDE or CDSS contracts. A revised directory will be provided prior to that date.