

**California Department of Social Services (CDSS)
Follow up Information from the June 9, 2015 TrustLine Web-based Applications
(TWA) Stakeholders Meeting**

Reimbursement Options

The reimbursement options identified below are intended for the 22 Counties that are transitioning from the TrustLine Automated Registration Process (TARP) to the California Department of Social Services (CDSS) TrustLine Web-Based Application (TWA). As described in the recent All County Welfare Director's Letter issued on May 14, 2015, the TARP contract will expire on June 30, 2015.

County Welfare Departments (CWD) may claim expenses for some or all of the child care subsidy programs through the County Expense Claiming process. Local Resource and Referral (R&R) and Alternative Payment Programs (APP) who are not able to establish an agreement with their CWD may submit invoices for expenses related to reimbursement of applicants' fingerprint rolling fees and/or data entry of the TrustLine application to the California Child Care Resource and Referral Network (Network) for reimbursement. Additional details are included below.

County Welfare Departments (CWD) – County Expense Claiming Process

- Counties will use the single allocation and county expense claim (CEC) process to request reimbursement for expenses related to the TrustLine process. The single allocation will be augmented to cover these costs.
- The County Fiscal Letter for the California Work Opportunity Responsibility to Kids (CalWORKs) Single Allocation will be released at its regular time, after the 2015-16 Budget is signed, and will include the additional TrustLine funds.
- TrustLine expenses associated with Stages 1, 2, 3 the California Alternative Payment Program (CAPP), and/or the California Migrant Alternative Payment Program (CMAP) funding, can be processed by the CWD through the CEC. Stage 1 expenses are funded by the CDSS. Stage 2, 3, CAPP, and CMAP expenses are funded by the California Department of Education (CDE). CDE's programs can be claimed together and do not need to be broken out by individual line items for the purposes of the TrustLine program.
- Instructions on the new PIN codes, 902068; 905068; & 907068, for each child care program associated with TWA, will be included in the September 2015 quarter County Fiscal Letter for the County Expense Claim instructions to be released shortly.

Local Resource and Referral (R&R) and Alternative Payment Programs (APP) – California Child Care Resource and Referral Network (Network)

- Local R&R and APP agencies may process invoices related to the TrustLine process for Stage One and/or CDE's programs.
- If there is local agreement between the CWD and R&R or APP, these invoices may be submitted to the CWD to be reimbursed through the CEC process as described above.
- If no local agreement between the CWD and the R&R or APP agency is in place, these invoices may be submitted to the Network for processing.
- The Network will reimburse the local R&R or APP agency for costs associated with reimbursement of fingerprint rolling fees and data entry on the TrustLine application.
- Costs associated with Stage 1 should be broken out from costs associated with CDE's programs. CDE's programs can be claimed together and do not need to be broken out by individual line items (i.e. Stage 2, 3, CAPP, CMAP) for the purposes of the TrustLine program.