TrustLine Information Notice

For Stage I Participants

As of February 1, 2008, non-licensed child care providers (except for aunts/uncles and grandparents) must be registered with TrustLine BEFORE payment for child care services can be made. Our agency will not be allowed to issue payments until the non-licensed provider is registered as a Cleared TrustLine child care provider.

- **What is a Registered TrustLine Child Care Provider?**

  This is a license-exempt (non-licensed) child care provider who has been issued a back ground clearance check and has no felony or misdemeanor convictions.

If you are using a license-exempt provider who is required to be TrustLine registered and your provider clears TrustLine, payment will only be issued retroactive for up to the first 120 days from the date you were approved to start child care services. In the past we have been able to pay providers pending TrustLine registration, as long as they completed the TrustLine application. Now we cannot pay providers until the application is processed and has been registered as a Cleared TrustLine. The TrustLine Registration process can typically take up to three or four months but it can be longer depending on the background history of the Provider.

Example: February 1st – You notify 4C's of your provider change and start child care. Your provider submits a completed TrustLine application.
July 1st – Your provider is registered as having Cleared TrustLine.

4C's will only pay for the first 120 days of child care, from February 1st through May 30th. You (parent) are responsible to pay your provider for care from May 31st until June 30th (the day before the TrustLine registration is granted).

(Feb 1st - May 30th = 120 days)	May 31st	July 1st
We pay the first 120 days	You pay as of Day 121	We pay when TrustLine is Cleared

Your license-exempt child care provider MUST submit a completed TrustLine application and a Health and Safety certification within seven (7) calendar days. A ***completed TrustLine application*** means that the application must be completed correctly leaving no fields blank and the provider must have completed the fingerprinting process.

NOTE: We will not pay the provider until s/he is granted a Cleared TrustLine Registration. **If your provider is denied a TrustLine Clearance, we will NOT issue ANY payment to that provider.**

If your license-exempt provider is already a Registered TrustLine Child Care Provider, payments will not be made for child care provided more than 30 calendar days prior to enrolling on the child care program.

If you choose to use a licensed provider, you may contact your local Resource & Referral Agency for free assistance in locating a licensed child care provider.

- South Alameda County — 4C's 510/582-2182
- North Alameda County — Bananas 510/658-0381
- East Alameda County — Child Care Links 925/417-8733

Remember: You are eligible to receive CalWORKs Stage One child care while you are working or participating in an approved CalWORKs activity and meet the eligibility requirements. You must enroll for services with 30 days of starting work or your approved activity. Failure to do so may result in some of your child care not being paid for.

Contact your worker for any further questions or assistance you may need.

I have read and understand this Information Notice.

_____ _____
Client Signature Date

_____ _____
Provider Signature Date