

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

<b>WEDNESDAY, SEPTEMBER 20, 2023, 12:30 PM</b>
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**CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/84815934737>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 848 1593 4737 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities, and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

**1.0 CALL TO ORDER**

Ainsleigh \_\_\_\_\_ Holbrook \_\_\_\_\_

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

**3.0 PUBLIC COMMENT** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the August 23, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

**Recommendation:** Review and approve minutes.

**4.2 Approval of Legal Bills**

None.

**4.3 Amendments to Senior Facility Park Worker and Senior Facilities Maintenance Worker Job Descriptions**

Shall the Auburn Area Recreation and Park District (ARD) amend the job descriptions for Senior Park Worker and the Senior Facilities Maintenance Worker?

**4.4 Youth Assistance (Scholarship) Fund Amendments**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policy regarding the Youth Assistance (Scholarship) Fund to address inflationary impacts?

**Discussion items:**

1. Reimbursements and Restitution - Policy Review/Development

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS**

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNMENT**

AUBURN AREA RECREATION AND PARK DISTRICT  
This agenda is hereby certified to have been posted as follows:

Sept 15, 2023  
Date

10:20AM  
Time

Cathy Wayford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes of the Program, Personnel, Policy, Fee & Legal  
Review Committee Meeting  
Wednesday, August 23, 2023 at 12:30 PM  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603**

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:32 PM

**ROLL CALL**

Director Ainsleigh was present. Director Holbrook was absent.

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

The agenda was approved by Director Ainsleigh as written.

**3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.**

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the July, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

Director Ainsleigh reviewed and approved the minutes from July 19, 2023, Program, Personnel, Policy, Fee & Legal Review Committee.

**4.2 Approval of Legal Bills**

There were no Legal Bills.

**4.3 Job Description update for Youth Services Director Position**

Director Ainsleigh reviewed the Job Description update for Youth Services Director Position and forwarded this item to the Board with a negative recommendation for review.

**Discussion items:**

None.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL,  
POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS**

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 12:51 PM.

Cathy Warford  
Board Secretary

August 28, 2023  
Date

### **4.3 Cover sheet – Amendments to Senior Facility Park Worker and Senior Facilities Maintenance Worker Job Descriptions**

**Auburn Area Recreation and Park District Policy Committee meeting September, 2023**

#### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the job descriptions for Senior Park Worker and the Senior Facilities Maintenance Worker?

#### **Background**

ARD staff would like to make some minor modifications to the job descriptions for the Senior Park Worker and the Senior Facilities Maintenance Worker positions.

These modifications have been reviewed and approved by the Local 39 Union.

#### **Recommendation for the Policy Committee**

Review and send a positive recommendation to the Board of Directors to amend the Senior Park Worker and the Senior Facilities Maintenance Worker positions as proposed. Staff further recommends placing this item on the Consent Calendar.

#### **Fiscal Impact**

N/A

#### **Attachments**

Senior Park Worker job description with proposed amendments  
Senior Facilities Maintenance Worker with proposed amendments



## FACILITIES AND GROUNDS SENIOR PARK WORKER/POOL OPERATOR

**DEFINITION AND PURPOSE:** Under the general direction of a Facilities and Grounds Supervisor, the Senior Park Worker has previous experience in performing a variety of semi-skilled and non-skilled tasks in the construction, maintenance, and repair of parks, irrigation systems, recreation facilities, trees, and landscaped areas. The Senior Park Worker is responsible for the occasional supervision of a staff of Park Workers to assist with these duties.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs and/or assists in the construction, maintenance and repair of parks, park recreation structures and equipment
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Supervise Community Service and work release personnel
- Plants, waters, and assists in the care of the shrubs, flowers, trees, and lawns; examples include: cutting grass and weeds; raking and loading grass and brush; mowing lawns and cleaning grounds. Performs duties to include cultivating, pruning, spraying of trees, shrubs, plants and landscaped areas.
- Pick up and dispose of rubbish and trash around park and other equipment
- Prepares athletic fields, including watering, dragging and lining (grade, fill and shape)
- Cleans picnic facilities, lawns, athletic fields and other recreation areas
- Performs minor maintenance of District vehicles such as changing tires, oil and filters
- Cleans and maintains public rest rooms and recreation facilities
- Performs minor electrical repairs
- Performs minor plumbing repairs
- Performs maintenance of District swimming pools including pump maintenance, water testing and balancing; assists with pool supply and equipment ordering
- Operates, repairs and maintains a variety of power equipment such as tractors, lawn mowers, saws and miscellaneous hand tools
- Cleans, repairs, and maintains fences, pathways, landscaped areas, and playgrounds
- Makes and places forms: mixes, pours and finishes concrete used in park and recreation facilities
- Installs and maintains water lines and associated facilities, such as drinking fountains, irrigation and sprinkler systems; has knowledge of irrigation systems
- Purchase supplies and materials needed for proper maintenance following the District's purchasing policy
- Responds quickly to all safety related issues
- Occasional Supervision of full and part-time staff including training, reviewing work, maintaining standards and coordinating activities.
- Tracking and recording credit card purchases
- Operates, inspects and maintains a variety of equipment such as mowers, trimmers, weed eaters, table saws, miscellaneous hand-tools, District vehicles and trailers. Keeps an accurate record of maintenance and safety inspections on this equipment
- Performs and assists in aerating and fertilizing all turf areas
- Assists department employees with daily timekeeping to ensure all entries are correct

### NON-ESSENTIAL JOB FUNCTIONS:

- Other duties as assigned
- Conducts periodic inventories of tools and equipment



## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of common methods, equipment and tools used in park, building, garden, tree and turf maintenance; possess knowledge and skills in small engine repairs as well as vehicle maintenance; basic understanding of electrical systems and components; experience with trailer towing; must be able to work independently; maintain records and prepare reports; communicate effectively both orally and in writing; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

## **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

High School diploma or equivalent.

Minimum two years experience with park or building maintenance.

## **LICENSES AND CERTIFICATES**

License for pesticide/herbicide spraying recommended.

First Aid, CPR, Certified Pool Operator/Aquatic Facility Operator certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift; must have the basic knowledge of auto mechanics; the ability to perform heavy physical labor, such as digging ditches, lifting and carrying heavy objects up to 100 lbs. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen, cleaning and pool chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required. This position requires you to carry out your duties on-site.

**COMPENSATION:** Full-time union position.

Wage rate range

\$23.00 - \$30.78

**The Auburn Area Recreation and Park District is an Equal Opportunity Employer.**



## SENIOR FACILITIES MAINTENANCE WORKER

**DEFINITION AND PURPOSE:** Under the general direction of the Facilities Coordinator, the Senior Facilities Maintenance Worker performs a variety of skilled and semi-skilled tasks in the construction, repair, and maintenance of recreation facilities and District buildings. The Senior Facilities Maintenance Worker is responsible for the occasional supervision of Facilities Maintenance Workers and Facility Attendants/Custodians.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs construction, maintenance and repair of District buildings and structures including concrete, wood, fiberglass, sheet rock, etc.
- Performs electrical repairs and maintenance to electrical panels, receptacles, lighting fixtures, illuminated signs, low voltage wiring, etc.
- Performs plumbing maintenance and repairs on toilet fixtures, sinks, drains, cleanouts, water fountains, etc.
- Performs duties in maintaining gymnasium facilities and equipment
- Cleans, repairs, and maintains pathways and landscaped areas around District buildings
- Operates and maintains a variety of custodial equipment including auto scrubbers, burnishers, carpet extractors, pressure washers and wet/dry vacuums
- Pick up and dispose of rubbish and trash in and around District facilities and buildings
- Maintains a variety of power tools, hand tools, equipment and supplies in proper condition
- Maintains an inventory of construction, maintenance and repair supplies
- Purchases supplies and materials needed for proper maintenance following the District's purchasing policy
- Occasional Supervision of full and part-time staff including training, reviewing work, maintaining standards and coordinating activities
- Tracking and recording credit card purchases
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Responds quickly to all safety related issues

### NON-ESSENTIAL JOB FUNCTIONS:

- Performs duties in cleaning and maintaining District buildings and offices
- Performs duties in cleaning and maintaining public restrooms and recreation facilities
- Activity set-up and takedown, including tables, chairs, and recreation equipment
- Taking reports of accidents and incidents, as well as communicating these situations to staff
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in commercial building maintenance; experimental knowledge of electrical systems and components; experimental knowledge of plumbing systems and components; must be able to work independently; communicate effectively both orally and in writing; maintain records and prepare work orders; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees,





contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

High School diploma or equivalent.

Minimum one year experience with park or building maintenance desired.

### **LICENSES AND CERTIFICATES**

First Aid and CPR certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

### **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, and operating a computer. The need to climb stairs and lift; the ability to perform physical labor, lifting and carrying heavy objects up to 100 lbs. The position requires working in both an indoor, temperature-controlled building environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required. This position requires you to carry out your duties on-site.

### **COMPENSATION:**

#### **Full-time Union position.**

Wage rate range

\$21.01 - \$29.60

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

## **4.4 Cover sheet – Youth Assistance (Scholarship) Fund Amendments**

**Auburn Area Recreation and Park District Policy Committee September, 2023**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policy regarding the Youth Assistance (Scholarship) Fund to address inflationary impacts?

### **Background**

ARD's current policy on the Youth Assistance Fund reads as follows:

### **XIII. Fundraising and Donations**

#### **B. Auburn Area Recreation & Park District Youth Assistance Fund (Scholarship)**

The Auburn Area Recreation & Park District wants every child to have an opportunity to participate in its various recreational programs. In an effort to provide affordable programming, the District has established by the State Department of Education to assist lower income individuals and families. All requests for the Youth Assistance Fund Scholarship need to be accompanied by proof of income. This information will be kept confidential. The Youth Assistance Fund Scholarship is designed for participation in District recreation programs only; it cannot be used for your services programs such as Discovery Club or Day Camp. All donations are put in a single account wherein District applicants may receive up to \$150 per activity per child and out of District applicants may receive up to 70% of aide. Requests for aide will be awarded based on the availability of funds. The maximum use for the scholarship is up to three scholarships per child per year (once per child per activity guide). Foster children may receive funds once their status as a foster child has been established.

The money received from vending machine profits from the Recreation Park vending machine will be used to fund the Youth Assistance Fund.

The Recreation Services Manager will determine exceptional needs for the youth assistance funding and bring it to the attention of the District Administrator and Administrative Services Manager for consideration.

Staff is recommending that the Board review this policy, current income guidelines and approve appropriate amendments.

Information about current ARD income guidelines, Placer County guidelines and State of California income guidelines are attached.

**Recommendation for the Policy Committee**

Review and provide direction. Send a recommendation to the Board.

Staff recommends using 75% of the PCOE numbers as a jumping off point. There is some concern that using the PCOE numbers as they stand could quickly deplete the fund.

Using 75%, the income guidelines for the Youth Assistance Fund would look as follows:

<b><u>Family size</u></b>	<b><u>Yearly Gross Income</u></b>
1 – 2	\$55,152
3	\$62,379
4	\$72,225
5	\$83,781
6	\$95,337
7	\$97,506
8	\$99,666
9	\$101,835
10	\$104,004

**Alternatives Available to the Board**

1. Adopt the Placer County Office of Education income guidelines and incorporate that language into District policy.
  - a. Adopt \_\_\_\_\_% of the Placer County Office of Education income guidelines and incorporate that language into District policy.
  
2. Adopt the State of California CSPP income guidelines and incorporate that language into District policy.
  - a. Adopt \_\_\_\_\_% the State of California CSPP income guidelines and incorporate that language into District policy.

**Fiscal Impact**

As of 6/30/23, the ARD Youth Assistance Fund has \$49,126.

The following is a 6 year review of the Youth Assistance Fund:

<b><u>Year</u></b>	<b><u>Revenue (donations)</u></b>	<b><u>Expenses (scholarships provided)</u></b>
17/18	\$19,083	\$18,512
18/19	\$26,607	\$16,191
19/20	\$16,802	\$15,594
20/21	\$8,923	\$361
21/22	\$29,759	\$10,085
22/23	\$23,368	\$12,913

**Attachments**

Proposed amendments to the ARD Youth Assistance Fund policy

ARD application and information for the Youth Assistance Fund (current)

Placer County Office of Education income guidelines for child care and development programs

State of California income guidelines for California State Preschool

State of California income guidelines for free/reduced lunch

## Proposed changes to the Youth Assistance Fund policy

### Proposed language in Red

#### B. Auburn Area Recreation & Park District Youth Assistance Fund (Scholarship)

The Auburn Area Recreation ~~&~~ and Park District wants every child to have an opportunity to participate in its various recreational programs. In an effort to provide affordable programming, the District ~~has established a Youth Assistance Fund to provide scholarships by the State Department of Education~~ to assist lower income individuals and families. ~~Income qualifications will be based on 75% of the Placer County Office of Education (PCOE) Schedule of Income Ceilings for Child Care and Development Programs.~~ All requests for the Youth Assistance Fund Scholarship need to be accompanied by proof of income. This information will be kept confidential. The Youth Assistance Fund Scholarship is designed for participation in District recreation programs only; it cannot be used for ~~your services~~ Youth Services programs such as Discovery Club or Day Camp. All donations ~~are will be~~ put in a single account wherein District applicants may receive up to \$150 per activity per child and ~~out of~~ Out-of-District applicants may receive up to 70% of ~~aid aid~~. Requests for ~~aid aid~~ will be awarded based on the availability of funds. The maximum use for the scholarship is up to three scholarships per child, per year (once per child per activity guide). Foster children may receive funds once their status as a foster child has been established.

The money received from vending machine profits from the Recreation Park vending machine will be used to fund the Youth Assistance Fund.

The Recreation Services Manager will determine exceptional needs for ~~the~~ Youth Assistance funding and bring it to the attention of the District Administrator and Administrative Services Manager for consideration.

**AUBURN AREA RECREATION AND PARK DISTRICT**  
123 Recreation Drive  
Auburn, CA 95603

**APPLICANT INFORMATION FOR YOUTH ASSISTANCE FUND**

Who Qualifies?

Any child who meets the age requirements of the specific program, who would not otherwise be able to pay for the program, or for whom payment would result in the family applying money which should be used for other pressing needs is eligible. The family income must be under a certain amount. This amount changes depending on the number of people in the family. These eligibility amounts are patterned after the formula established by the State Department of Education for subsidized programs as reflected in the table below:

Family Eligibility for Subsidized Programs

Family Size	1 or 2	3	4	5	6	7	8	9	10
Family Income Limit	3,515	3,769	4,188	4,858	5,528	5,653	5,779	5,684	5,805

(monthly gross)

The parent or legal guardian of a candidate must complete the attached Youth Assistance Fund application **and submit proof of income.** Once the application is received, it is reviewed for eligibility requirements. Applicants will be notified of their qualification status prior to registration deadlines. Full or partial assistance may be approved.

The funds are secured through the generosity of local businesses, community groups, and individuals. There may not be enough funds to provide for all the families who meet the eligibility requirements.

***At all times, the dignity and privacy of applicants and their families will be respected throughout the process.***

***PLEASE NOTE: This assistance fund is not intended for ARD's Discovery Club or Day Camp.***

*Current application + eligibility*

**AUBURN AREA RECREATION AND PARK DISTRICT  
APPLICATION FOR YOUTH ASSISTANCE FUND**

Directions: Please provide the information asked for on this application. Attach proof of income (copy of most recent pay stub, etc). **Proof of income is required every time.** All information will remain confidential and will only be reviewed by the Youth Assistance Fund Coordinator.

All youth (17 and younger) are eligible for youth assistance three (3) times per year. Each child is eligible to take one class, program, league or lesson during the winter/spring season (January – April), the summer season (May – August) and fall (September – December). The Youth Assistance Fund can not be used for any ARD Discovery Club or Day Camp.

Return this form, proof of income and class registration form to the Recreation Park customer service office, 123 Recreation Dr., Auburn, CA 95603.

Participant Information

Name of Child: \_\_\_\_\_

Full Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Parent/Legal Guardian Information

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ # of family members in household: \_\_\_\_\_

Total Gross (before taxes) monthly income: \_\_\_\_\_

If unemployed, any source of income: \_\_\_\_\_

Program desiring assistance for: \_\_\_\_\_

If there is any additional information you would like to provide (extenuating circumstances, etc.) that would assist us in determining need, please use this space to explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I verify that the information provided in this application is true and complete. I understand that any false statements on this application shall be cause for disqualification from funding assistance.

Parent/Legal Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proof of income must accompany all Youth Assistance Fund applications.**

*Current*

**Schedule of Income Ceilings for Child Care and Development Programs**

<u>Family Size</u>	<u>Monthly Gross Income</u>	<u>Yearly Gross Income</u>
1 - 2	\$6,128	\$73,536
3	\$6,931	\$83,172
4	\$8,025	\$96,300
5	\$9,309	\$111,708
6	\$10,593	\$127,116
7	\$10,834	\$130,008
8	\$11,074	\$132,888
9	\$11,315	\$135,780
10	\$11,556	\$138,672
11	\$11,797	\$141,564
12	\$12,037	\$144,444

If your family's adjusted monthly ongoing income exceeds this a month, you must notify our agency within thirty (30) calendars days.

**CHILD CARE BULLETIN (CCB) NO. 23-16**

*Placer County*



# DO YOU NEED HELP PAYING FOR QUALITY CHILDCARE?

## Centralized Eligibility List (CEL)

### WHAT IS THE CENTRALIZED ELIGIBILITY LIST (CEL)?

The cost of childcare is a major concern for many families. The CEL makes it possible for families to have access to many programs for which they qualify, expanding their opportunity for access to subsidized care.

PCOE receives funding to provide financial assistance to families needing care who are working, seeking employment, and/or attending school or training.

- Funding is limited
- There are income eligibility requirements
- All families need to complete the CEL Form for placement of the Placer County Childcare Eligibility List (CEL)
- The CEL, gives families access to multiple subsidized childcare programs through a single application. The CEL helps income-eligible families with children birth through 12 years old find childcare programs that cover part or all of their childcare cost.



### PROGRAMS AND SERVICES THAT USE THE CEL:

- CalWORKs Childcare
- Alternative Payment Program
- State Preschool
- Family Child Care Home Educational Network
- Placer Community Action Council
- City of Roseville Adventure Club
- Resource & Referral Program

### ONCE I COMPLETE A CEL APPLICATION, HOW LONG WILL I WAIT ON THE LIST?

Families are contacted when funds become available and the family is next on the list. There is no set time when new funding becomes available to allow families to be added to programs.

### WILL I NEED TO PAY ANYTHING FOR CHILDCARE?

You may incur an out of pocket expense if the child care provider you choose charges more than the State reimburses. You may still choose to use these providers, but you will be required to pay the difference directly to the provider. Some families may be required to pay a family fee to PCOE. The fee is established by the State of California and is based on the client's gross monthly income and family size.

### Frequently asked questions:



### IS ELIGIBILITY BASED ON FAMILY SIZE AND INCOME, OR FIRST COME, FIRST SERVE?

Families are ranked based on family size and income. There must be a need, such as looking for work, working, attending school or training, an incapacity that makes you unable to care for your child, or a referral from Child Protective Services (CPS).

### WHAT IF MY INFORMATION CHANGES?

If your family situation changes, you need to notify PCOE Early Childhood Education immediately to update your CEL application.

Changes include:

- Increase or decrease in income
- Change of address or telephone number
- Change in the number of adults or children in the household

### WHAT INFORMATION DO I NEED TO PROVIDE?

If there is an opening in a program, you will be notified what to bring for that program. Documentation will include ALL of your gross monthly income sources (salary, self-employment, child support, and/or cash assistance), proof of residency, and birth certificates for all children in the household.

**When asked for updated information, please respond. If you do not reply to a request for an update, your family will be removed from the list.**

**To Apply: Contact the Placer County Office of Education, Early Childhood Education Applications can be obtained and returned via mail, fax, or in person:**



1229 Pleasant Grove,  
Roseville, CA 95678



childcare@placercoe.org

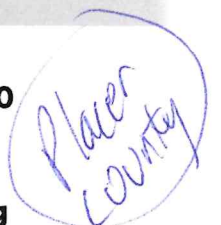


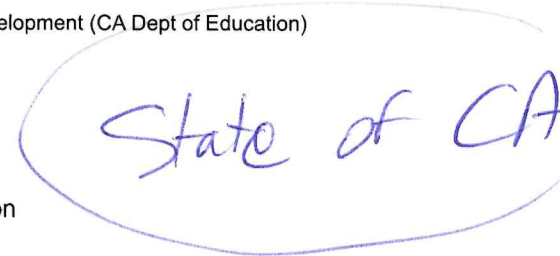
Phone: (530) 745-1380

Fax: (888) 293-1613



www.placercoe.org





Home / Specialized Programs / Early Education / Contractor Information

## Management Bulletin 22-05

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### Early Education Division

**Subject:** Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2022–23

**Number:** 22-05

**Date:** September 2022

**Expires:** Until Rescinded

**Authority:** California *Education Code*, Sections 8208, 8210, 8211, and 8213; Assembly Bill (AB) 210 (Chapter 62, Statutes of 2022)

**Attention:** Executive Directors and Program Directors of All California State Preschool Programs (CSPP)

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### Purpose

The purpose of this Management Bulletin (MB) is to notify California State Preschool Program (CSPP) contractors of:

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for CSPP for Fiscal Year (FY) 2022–23
- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for CSPP based on income for FY 2022–23

This MB rescinds and replaces MB 21-09.

### Policy

Effective July 1, 2022, CSPP contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families in part- and full-day CSPP. As part of California's implementation of Universal PreKindergarten, it is important for contractors to note that income eligibility for CSPP has been increased to 100 percent of the State Median Income (SMI), effective July 1, 2022. Contractors must use the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

### Directive

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2022. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

### State Fiscal Year 2022–23 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100% of SMI)	Family Monthly Income Ceiling (100% of SMI)	Maximum Monthly Income for 15% above Income Eligibility Threshold
1-2	\$84,818	\$7,068	\$8,128
3	\$96,590	\$8,049	\$9,257
4	\$112,105	\$9,342	\$10,743
5	\$130,042	\$10,837	\$12,462
6	\$147,988	\$12,332	\$14,182
7	\$151,342	\$12,612	\$14,504
8	\$154,705	\$12,892	\$14,826
9	\$158,068	\$13,172	\$15,148
10	\$161,431	\$13,453	\$15,470
11	\$164,794	\$13,733	\$15,793
12	\$168,158	\$14,013	\$16,115

Source: 2020 American Community Survey (ACS) Public Use Microdata Sample File

**Note:** Pursuant to the California *Education Code (EC)*, Section 8213(c), the SMI for families of five (5) or more persons is calculated by multiplying the SMI for a family of four by the ratio for the appropriate family size used in the federal Low-Income Home Energy Assistance Program, and specified in federal regulations at paragraphs five (5), six (6), and seven (7) of subdivision (b) of Section 96.85 of Title 45 of the *Code of Federal Regulations*.

Effective July 1, 2022, contractors must use the revised Income Ranking Table located at <http://www.cde.ca.gov/sp/cd/ci/documents/incomerankingtable2022.xlsx> when determining enrollment priorities for families. The revised Income Ranking Table is not provided for purposes of determining eligibility for CSPP. Please note that this Income Ranking table goes to 100 percent of SMI (rank 100), and includes income up to 15 percent above the income threshold as well (rank 115), because there are some cases where families are served whose income exceeds 100 percent of SMI in CSPP, and contractors serving these families need to know how to prioritize them. As a result, please pay careful attention to the income and family size of the family and those indicators on the chart, along with the applicable statute, regulations, and Management Bulletin guidance that apply to enrolling children in those families.

## Changes to the Child Development Management Information System (CDMIS)

The updated SMI boundary for FY 2022–23 will take effect in the CDMIS, beginning in the July 2022 CDD-801A Monthly Child Care Population report (CDD-801A) reporting period. The updated income boundaries will be reflected in the CDD-801A reporting fields for “Family Size” and “Monthly Family Income.” Families that have been certified under a previous fiscal year’s income rankings will continue to be able to be saved within the CDMIS.

## Background

The *Education Code (EC)* Section 8213(c) requires the California Department of Finance to annually recalculate the SMI based on the most recent census data and pursuant to the formula set forth in *EC* Section 8213, and provide the calculations to the California Department of Education (CDE). The updated SMI calculations are used to revise the income ceilings used to determine a family's initial and ongoing eligibility for services, as part of the certification and recertification process, and to update the Income Ranking Table used for determining priority for enrollment.

In accordance with *EC* Section 8213(a) and (b) and pursuant to Assembly Bill (AB) 210 (Chapter 62, Statutes of 2022), for families to be eligible for CSPP services based on income, a family's adjusted monthly income must be at or below 100 percent of the SMI adjusted for family size. Notwithstanding any other law, *EC* Section 8208 provides that a part-day and full-day CSPP may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold.

In addition, *EC* sections 8210 and 8211 require contractors to enroll families in priority order. The State Superintendent of Public Instruction adopts an Income Ranking Table, for purposes of determining enrollment priorities when the priority is related to a family's income level.

The *EC* sections 8210(a) and 8211(a) specify that the first priority for CSPP enrollment must be families with children who are receiving child protective services, or children who are at risk of abuse, neglect, or exploitation. Second priority for services is for children with exceptional needs whose family's income is below the income eligibility threshold. After the first two priorities, families must be enrolled following *EC* sections 8210 and 8211 and use the Income Ranking Table when enrollment priority is based on income ranking.

If you have any questions regarding the information in this MB, please contact your assigned Early Education Program Quality Implementation Regional Consultant via the CDE Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233. For questions related to the CDD-801A income data fields in the CDMIS, please email [CDMIS@cde.ca.gov](mailto:CDMIS@cde.ca.gov).

**This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California *EC* Section 33308.5.**

**Questions: Early Education Division | 916-322-6233**

Last Reviewed: Tuesday, March 28, 2023

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Home / Learning Support / Nutrition / Rates, Eligibility Scales, & Funding

State of CA

## Income Eligibility Scales for School Year 2022–23

Income Eligibility Guidelines for Free and Reduced-price Meals or Free Milk in Child Nutrition Programs.

### Income Eligibility Guidelines for Free and Reduced-price Meals or Free Milk in Child Nutrition Programs

Household is synonymous with family and means a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit sharing housing and all significant income and expenses. This scale does not apply to households that receive Supplemental Nutrition Assistance Program (SNAP) benefits—known as CalFresh in California, Food Distribution Program on Indian Reservations (FDPIR) benefits, or children who are recipients of Temporary Assistance for Needy Families—known as CalWORKs in California. Those children are automatically eligible for free meal benefits.

In the Adult Care Component of the Child and Adult Care Food Program, a household includes the adult participant and, if residing with the participant, the spouse as well as any persons who are economically dependent on the adult participant. This scale does not apply to members of SNAP households, or recipients of Supplemental Security Income, Medicaid (known as Medi-Cal in California), or FDPIR benefits. Those participants are automatically eligible for free meals.

**Effective July 1, 2022, through June 30, 2023**, participants from households with incomes at or below the following levels may be eligible for free or reduced-price meals or free milk.

**Note:** The new income calculations are based on annual figures and the following formulas: Monthly = annual income divided by 12; Twice Per Month = annual income divided by 24; Every Two Weeks = annual income divided by 26; and Weekly = annual income divided by 52. All dollar amounts are rounded up to the next whole dollar.

#### Free Eligibility Scale Meals, Snacks, and Milk

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$ 17,667	\$ 1,473	\$ 737	\$ 680	\$ 340
2	\$ 23,803	\$ 1,984	\$ 992	\$ 916	\$ 458
3	\$ 29,939	\$ 2,495	\$ 1,248	\$ 1,152	\$ 576

<b>4</b>	\$ 36,075	\$ 3,007	\$ 1,504	\$ 1,388	\$ 694
<b>5</b>	\$ 42,211	\$ 3,518	\$ 1,759	\$ 1,624	\$ 812
<b>6</b>	\$ 48,347	\$ 4,029	\$ 2,015	\$ 1,860	\$ 930
<b>7</b>	\$ 54,483	\$ 4,541	\$ 2,271	\$ 2,096	\$ 1,048
<b>8</b>	\$ 60,619	\$ 5,052	\$ 2,526	\$ 2,332	\$ 1,166
<b>For each additional family member, add:</b>	\$ 6,136	\$ 512	\$ 256	\$ 236	\$ 118

### Reduced-price Eligibility Scale Meals and Snacks

<b>Household Size</b>	<b>Annual</b>	<b>Monthly</b>	<b>Twice Per Month</b>	<b>Every Two Weeks</b>	<b>Weekly</b>
<b>1</b>	\$ 25,142	\$ 2,096	\$ 1,048	\$ 967	\$ 484
<b>2</b>	\$ 33,874	\$ 2,823	\$ 1,412	\$ 1,303	\$ 652
<b>3</b>	\$ 42,606	\$ 3,551	\$ 1,776	\$ 1,639	\$ 820
<b>4</b>	\$ 51,338	\$ 4,279	\$ 2,140	\$ 1,975	\$ 988
<b>5</b>	\$ 60,070	\$ 5,006	\$ 2,503	\$ 2,311	\$ 1,156
<b>6</b>	\$ 68,802	\$ 5,734	\$ 2,867	\$ 2,647	\$ 1,324
<b>7</b>	\$ 77,534	\$ 6,462	\$ 3,231	\$ 2,983	\$ 1,492
<b>8</b>	\$ 86,266	\$ 7,189	\$ 3,595	\$ 3,318	\$ 1,659

<b>For each additional family member, add:</b>	\$ 8,732	\$ 728	\$ 364	\$ 336	\$ 168
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**Questions: Nutrition Services Division | 800-952-5609**

Last Reviewed: Wednesday, May 3, 2023

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# **Discussion Item #1: Cover sheet – Reimbursements and Restitution - Policy Review/Development**

**Auburn Recreation District Policy Committee meeting September, 2023**

## **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) review policies regarding reimbursement and restitution from park users and/or create new policies? Director Holbrook requested that this item be considered.

## **Background**

During the summer of 2023, ARD was informed by the Gold Country Wildlife Rescue (GCWR) organization that ducks (and some geese) from Regional Park were getting sick. These waterfowl were being brought into GCWR by a concerned person that lived near the park. Botulism was suspected. ARD was unable to find a company that could test for botulism, however it found a company that could test for cyanobacteria, a bacteria that acts the same way as botulism and was a more likely cause. A test for cyanobacteria was completed for \$500. The test came back negative.

A few weeks later, GCWR sent an email stating that the person who was turning in the sick waterfowl admitted to them that he was not from the area, and was indeed from Nevada. There is no agency like GCWR in Nevada so he was taking them to Auburn and (falsely) claiming the waterfowl came from Regional Park. GCWR apologized for this behavior. ARD staff asked for the person's name so that restitution on the \$500 could be sought. By law, GCWR is not allowed to release that individual's name, however they did tell the person that ARD would like to speak to them. As of the writing of this report, no one has contacted ARD.

The only current ARD policy that may apply in this situation reads as follows:

### **XXXIX. Criminal Acts and Violations of District Ordinance and Policy**

The District takes seriously criminal acts committed in District parks and facilities, as well as violations of ARD Ordinance #1 and District Policies. The District will advocate that criminal acts and violations of ordinances and policies be prosecuted to the full extent of the law. The District will endeavor to work with local law enforcement in this process.

## **Recommendation for the Policy Committee**

Review and discuss

## **Fiscal Impact**

\$500 cost for the water test



**Attachments**

None