



February 12, 2018

Dear County Welfare Department

The *California Department of Social Services* (CDSS) and the *California Department of Education* (CDE) have jointly initiated the *California Child Care Study*. The purpose of the study is to generate statewide data about the agencies, families, and early care and education providers involved with subsidized child care programs. The CDSS and the CDE will use this data to establish a comprehensive resource of data to inform policy and program decisions for the subsidized child care system. More information about the study is provided in the attached study overview and local agency fact sheets.

*Child Trends*, supported by the *IMPAQ International*, has been contracted by the CDSS and the CDE to carry out this study, and will be collecting relevant data from local agencies, such as yours. The data to be collected include records on the providers under your oversight as well as families receiving subsidized care. The CDSS and the CDE are requesting your help with this data collection. Staff from IMPAQ may be contacting you in the coming weeks to discuss more details about this request.

Child Trends and IMPAQ staff worked with representatives from CDSS and CDE, and state early care and education stakeholders, to plan the data collection. All data collection activities are approved by the California Committee for Protection of Human Subjects Institutional Review Board. Child Trends also has a Memorandum of Understanding with each state agency to ensure all data are secure and managed appropriately.

If you have questions about the study protocol, or wish that communication about the study be directed to someone else on your staff, please contact Ann Middleton at [CCCS@impaqint.com](mailto:CCCS@impaqint.com) or 1-866-694-8199. For other questions, you can contact the Department of Social Services via email at [ChildCareStudy@dss.ca.gov](mailto:ChildCareStudy@dss.ca.gov).

Subsidized child care is one of the key programs supporting low-income families and economic stability in our state. Your agency's participation in the study is critical, and we thank you for your cooperation and assistance in the data collection.

Sincerely,

A handwritten signature in blue ink that reads "Kim Johnson".

KIM JOHNSON  
Branch Chief  
CalWORKs and Child Care Branch  
Family Engagement and Empowerment Division  
California Department of Social Services

A handwritten signature in blue ink that reads "Sarah Neville-Morgan".

SARAH NEVILLE-MORGAN  
Director  
Early Education and Support Division  
California Department of Education