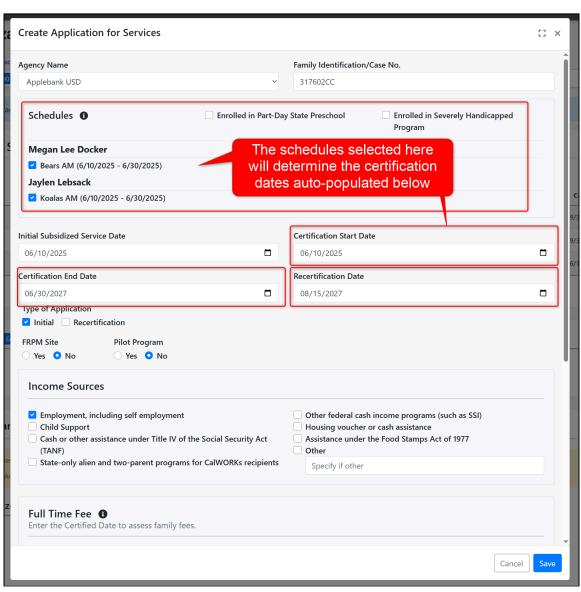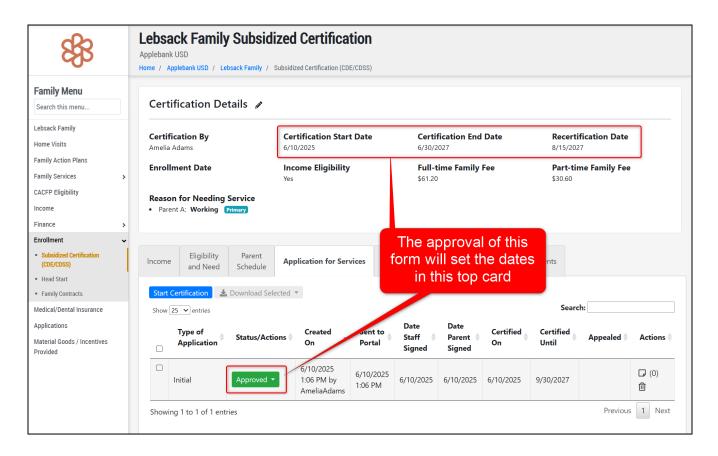# HUBBE

CSPP Certification Regulations Guideline

Families certified in a California State Preschool Program (CSPP) will have a slightly different certification timeline than the previous twenty-four-month certification period. This guide will explain the new certification timelines that the Hubbe system will automate during the certification process.

How Does Hubbe Set the Certification Dates Automatically?

The Hubbe system will automatically determine the family's Certification Start/End Dates and Recertification Date based on the student schedules selected to be in the Application for Services form.

Upon **approval** of the Application for Services Form, the family's certification dates will be set within their "Certification Details" card in the family's Subsidized Certification record. The dates set here will be displayed on the agency-level "All Subsidized Certifications" grid, so that staff can easily manage certification dates across all California state-subsidized families.
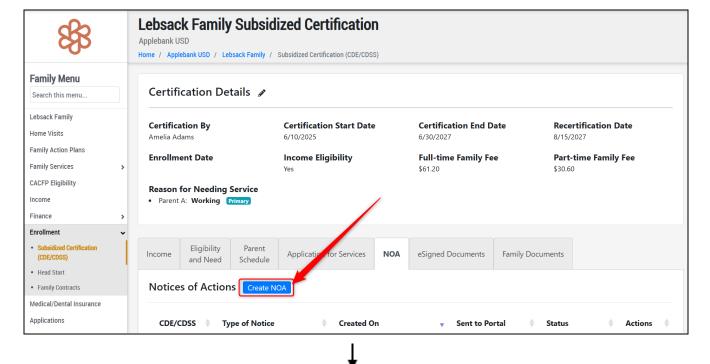

Staff can also edit these dates at any point, if needed, by clicking on the pencil icon beside "Certification Details."
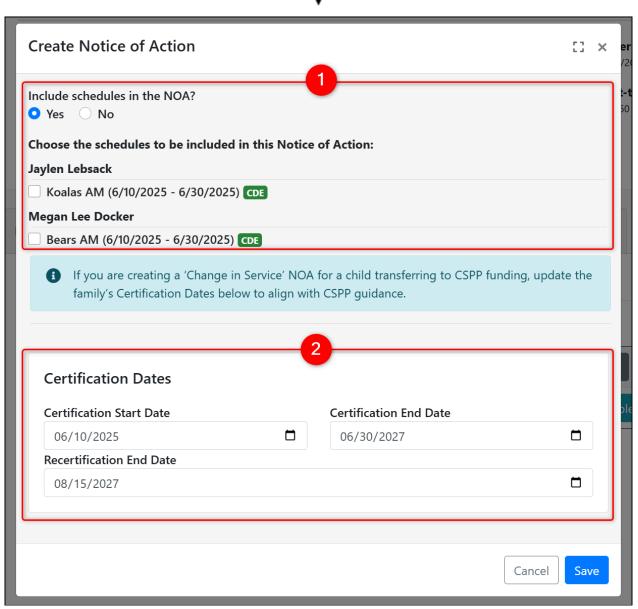

Will Staff Ever Need to Determine the Certification Dates Manually?

Yes, staff may need to manually determine a family's certification dates for a child who is transferring to CSPP from a different funding source. In this scenario, staff may not need to create a new "Application for Services" form to re-certify the family, but rather will only need to create a "Change in Service" Notice of Action (NOA) to signify the child's transition into CSPP services.

We have added the family's Certification Start Date, Certification End Date, and Recertification Date to the "Create Notice of Action" pop-up modal. This will allow staff to easily adjust and set the family's new Certification Dates as they create a "Change in Service" NOA to document the child's transition into CSPP services.

The overview of CSPP Eligibility Certification requirements, and the examples included below, will assist staff with determining the correct dates to set in this scenario.

Lebsack Family Subsidized Certification
Applebank USD

Family Menu

Search this menu...

Lebsack Family
Home Visits
Family Action Plans
Family Services ›
CACFP Eligibility
Income
Finance ›
Enrollment ⌄
• **Subsidized Certification (CDE/CDSS)**
• Head Start
• Family Contracts
Medical/Dental Insurance
Applications

Certification Details ✎

Certification By
Amelia Adams

Certification Start Date
6/10/2025

Certification End Date
6/30/2027

Recertification Date
8/15/2027

Enrollment Date

Income Eligibility
Yes

Full-time Family Fee
$61.20

Part-time Family Fee
$30.60

Reason for Needing Service
• Parent A: **Working** `Primary`

Income	Eligibility and Need	Parent Schedule	Application for Services	NOA	eSigned Documents	Family Documents

Notices of Actions [Create NOA]

CDE/CDSS	Type of Notice	Created On	Sent to Portal	Status	Actions

---

Create Notice of Action

① Include schedules in the NOA?

⦿ Yes ○ No

Choose the schedules to be included in this Notice of Action:

Jaylen Lebsack

☐ Koalas AM (6/10/2025 - 6/30/2025) `CDE`

Megan Lee Docker

☐ Bears AM (6/10/2025 - 6/30/2025) `CDE`

ℹ️ If you are creating a 'Change in Service' NOA for a child transferring to CSPP funding, update the family's Certification Dates below to align with CSPP guidance.

---

② Certification Dates

Certification Start Date
06/10/2025

Certification End Date
06/30/2027

Recertification End Date
08/15/2027

[Cancel] [Save]

What is the CSPP Certification Date Logic?

If a family is being certified in a CSPP, the following logic should be used to determine certification timelines.

1. Take the "Certification Start Date" and determine what the original 24-month "Certification End Date" would be.
2. Then take the child's birth date and determine the child's age on September 1st of the year following the fiscal year that the original "Certification End Date" is in. For example, if the original "Certification End Date" is on 5/15/2025 then you'd look at the child's age on 9/1/2025 - if the original "Certification End Date" is 9/5/2025 then you'd look at the child's age on 9/1/2026.
   a. If the child is **under 5** on September 1st, then their "Certification End Date" will be on June 30th of the fiscal year of their original two-year "Certification End Date" and their "Recertification Date" will be August 15th of the fiscal year following the new "Certification End Date" of June 30th. For this scenario, you can look to the first "Certification End Date" and "Recertification Date" in the applicable table below.
   b. If the child is **5 or older** on September 1st, then their "Certification End Date" will be on September 30th of the fiscal year following their original two-year "Certification End Date" and their "Recertification Date" will be blank (not needed for a child older than 5). For this scenario, you can look to the second "Certification End Date" and "Recertification Date" in the applicable table below.

Caveats:
- The logic above only applies to families where at least one CSPP student's schedule is selected in the "Create Application for Services" modal.
  - If no children with a CSPP schedule are selected in the "Create Application for Services" modal, then the regular 24-month certification timeline will be used to determine the "Certification End Date." The "Recertification Date" will be set to 24 months + 50 days from the "Certification Start Date."
- If there is more than one child in the family with a CSPP schedule that has been selected to be included in the Application for Services Form, then the youngest child's age will be used to determine the certification dates.

Please refer to the examples below to review this logic in action.

Examples of CSPP Certification Dates Per Month for the 25-26 FY

In the examples below, you can skip to the table of the month you are certifying within to "walk through" and determine the correct "Certification End Date" and "Recertification Date" for a CSPP family. Please note that the empty day (__) in the first two columns should be filled in with the day you are certifying the family.

For example, if you are certifying the following family on June 16, 2025 then you can utilize the examples below to determine the family's Certification Dates, as follows:

Family Name: Lopez Family
Children in Application for Services Form:
- **Annie Lopez - Age 4, CSPP contract**
- **Henry Lopez - Age 5, CSPP contract**
- Natalie Lopez - Age 2, CCTR contract

➢ Only Annie and Henry have CSPP contracts, and Annie is the youngest of the two. As such, Annie's age will be used to walk through the table below and determine the family's certification dates.

Lopez Family Certification Start Date	Original Certification End Date	Is Annie Less Than 5 on 9/1/2027?	Recertification Date	Is Annie 5 or Older on 9/1/2027?	Recertification Date
6/16/2025	6/16/2027				
		6/30/2027	8/15/2027		
				9/30/2027	BLANK

➢ Since Annie is less than 5 years old on 9/1/2027, then the family's certification dates are as follows:
  ○ Certification Start Date: 6/16/2025
  ○ Certification End Date: 6/30/2027
  ○ Recertification Date: 8/15/2027

May 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2027	Recertification Date	5 or Older on 9/1/2027	Recertification Date
5/__/2025	5/__/2027				
		6/30/2027	8/15/2027		
				9/30/2027	BLANK

June 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2027	Recertification Date	5 or Older on 9/1/2027	Recertification Date
6/__/2025	6/__/2027				
		6/30/2027	8/15/2027		
				9/30/2027	BLANK

– *new school year begins* –

July 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
7/__/2025	7/__/2027				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

August 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
8/__/2025	8/__/2027				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

September 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
9/__/2025	9/__/2027				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

October 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
10/__/2025	10/__/2027				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

November 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
11/__/2025	11/__/2027				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

December 2025

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
12/__/2025	12/__/2027				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

–new year begins, but not new <u>school</u> year –

January 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
1/__/2026	1/__/2028				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

February 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
2/__/2026	2/__/2028				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

March 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
3/__/2026	3/__/2028				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

April 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
4/__/2026	4/__/2028				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

May 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
5/__/2026	5/__/2028				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

June 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2028	Recertification Date	5 or Older on 9/1/2028	Recertification Date
6/__/2026	6/__/2028				
		6/30/2028	8/15/2028		
				9/30/2028	BLANK

– new school year begins –

July 2026

Certification Start Date	Original Certification End Date	Less Than 5 on 9/1/2029	Recertification Date	5 or Older on 9/1/2029	Recertification Date
7/__/2026	7/__/2028				
		6/30/2029	8/15/2029		
				9/30/2029	BLANK