

**First 5 Annual Reporting**  
**Fiscal Year 2019–20**  
**Frequently Asked Questions (FAQs)**

(Last updated August 26, 2020)

For additional questions please send email to [annualreport@ccfc.ca.gov](mailto:annualreport@ccfc.ca.gov).

**Q1. Extending Deadline During Pandemic**

**Question:** Will the required deadline of October 30, 2020 be extended because of the coronavirus pandemic for annual reporting of FY 2019–20 data?

**Answer:**

Deadlines will remain the same during the pandemic as set by statute. However, First 5 California (F5CA) will review extension requests on a case-by-case basis and will be flexible to the extent possible under these circumstances, as it has done previously. In the past, F5CA has fielded requests for extensions and has granted extensions due to fires, changes to accounting rules, and loss of key personnel.

As further background, two deadlines are set forth in the California Children and Families Act:

- 1) *County Commission Reporting:* “On or before November 1 of each year, each county commission shall submit its audit and report to the state commission for inclusion in the state commission's consolidated report required in subdivision (b). Each commission shall submit its report in a format prescribed by the state commission if the state commission approves that format in a public meeting prior to the fiscal year during which it is to be used by the county commissions. The state commission shall develop the format in consultation with the county commissions.” (Health and Safety Code, Section 13050[a])
- 2) *F5CA’s Publication and Dissemination:* Consolidated data from county commissions are used to write F5CA’s annual report required to be shared with the Governor, Legislature, and each county commission in January of each year (Health and Safety Code, Section 13050(b)). F5CA needs time to develop its state-level annual report following submission of county commission data.

## **Q2. Race/Ethnicity Data**

**Question:** Why does the data system include race/ethnicity data in the AR-2 form? How were race/ethnicity categories selected?

**Answer:**

- 1) Race/ethnicity data helps all the First 5s document the diversity of populations served and to provide information for addressing equity in state and local programs as well as systems improvement efforts.
- 2) Race/ethnicity data are used by F5CA in its annual report narrative and has been used by the First 5 Association in its county commission fact sheets.
- 3) Race/ethnicity categories follow federal definitions (U.S. Office of Management and Budget and U.S. Census Bureau) including the tabulation format used by the California Department of Finance, the source of official state government population data.
- 4) The data system report for the AR-2 form follows the Department of Finance tabulation format for race/ethnicity.

In the Annual Report Guidelines, FY 2019–20, see page 23 for further information about race/ethnicity.

For further information about federal guidelines for race and ethnicity data collection and tabulation, see U.S. Office of Management and Budget: Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity, Federal Register, Vol. 62, No. 210, 1997. <https://www.whitehouse.gov/wp-content/uploads/2017/11/Revisions-to-the-Standards-for-the-Classification-of-Federal-Data-on-Race-and-Ethnicity-October30-1997.pdf>

### Q3. COVID-19 Emergency Supplies

**Question:** How can county commissions report COVID-19 emergency supplies supported with F5CA funding?

**Answer:**

Within the AR-3 data system form, if relevant, county commissions may describe activities related to pandemic emergency supplies in the narrative section, *Evaluation Activities Completed, Findings, and Policy Impact* or the narrative section, *County Highlights*. For *County Highlights*, see Annual Report Guidelines, FY 2019–20, page 27: “Examples may include efforts to address family resilience, health and development, quality early learning, sustainability and scale, or *handling a community crisis*.” As one example, county commissions may have distributed supplies provided by Supplybank.org.

If county commissions allocated expenditures to serve clients with emergency supplies, the AR1- data system form also may be used. County commissions may consider whether emergency supplies were provided to families and/or to early learning and care sites:

- For families, emergency supply expenditures and clients served can be reported under Improved Family Functioning, General Family Support. Select program model “Not Applicable” and describe emergency expenditures in text. The Annual Report Guidelines for FY 2019–20 includes this definition in Appendix A, Result Area, Improved Family Functioning, General Family Support (page 29): “Programs providing short-term, non-intensive instruction on general parenting topics, and/or support for basic family needs and related case management (e.g., meals, groceries, clothing, *emergency funding or household goods acquisition assistance*, and temporary or permanent housing acquisition assistance).”
- For early learning and care sites (e.g., family childcare, centers), emergency supply expenditures and clients served can be reported under Improved Child Development, Early Learning Programs. Select program model “Not Applicable” and describe emergency expenditures in text.