

### Instructions for the LPC Priority Submittal

Please submit your Local Child Care Planning Council Priorities using the following specifications:

- One Excel spreadsheet for General Child Care and Development Programs.
  - One Excel spreadsheet for State Preschool Programs.
  - All zip codes in a county **cannot** be listed as Priority 1.
  - Only one LPC Priority per zip code.
  - Use Microsoft Excel 2000 or newer version.
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There are only three columns of information necessary on each excel spreadsheet.

1. **County Code:** Please enter the two digit code for the county in question. For instance, Butte County is 04, Alameda is 01, and Fresno is 10. **(text format)** Please note that for county code numbers below 10 (i.e. Alameda, Butte, Contra Costa, etc.) you may not be able to type in both "0" and the "number" if the format is set to "Number". You may need to change the format for that column to "Text."
2. **Zip Code:** Please include only one zip code per LPC priority number. For example, 95661 is LPC priority 1 ONLY... Not both LPC priorities 1 and 2. **(use text format)**.
3. **LPC Priority Ranking:** Please enter the corresponding LPC priority ranking next to the appropriate zip code. Remember, only one LPC priority per zip code.

Your county must choose one of three methods to submit priorities and it must be the same choice on both spreadsheets. The three methods are listed below:

1. All zip codes for the county are listed and given a corresponding LPC priority ranking of 1, 2, or 3.
2. Most zip codes for the county are listed and given a corresponding LPC priority ranking of 1 or all remaining (non-listed) zip codes are designated as LPC Priority 3.
3. Most zip codes for the county are listed and given a corresponding LPC priority ranking of 1, 2, or 3. All remaining (non-listed) zip codes are given **no priority** and will not be funded.

Please check the box that corresponds with the methodology you selected for your county.

Your county must submit this form electronically as an attachment to Linda Parfitt's e-mail at [LParfitt@cde.ca.gov](mailto:LParfitt@cde.ca.gov) by May 30 of every year. A hard copy must also be mailed to:

Linda Parfitt, Consultant  
Child Development Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814



An example of the LPC Priority Submittal is included below.

**Alameda County General Child Care and Development LPCs County Priorities  
FY 2009-2010**

County Number	Zip Code	LPC
01	92210	1
01	92211	1
01	92212	1
01	92213	1
01	92214	2
01	92215	1
01	92216	2
01	92217	3
01	92218	1

**X** All zip codes for the county are listed and given a corresponding LPC priority ranking of 1, 2, or 3.

☐ Most zip codes for the county are listed and given a corresponding LPC priority ranking of 1 or 2. All remaining (non-listed) zip codes are designated as LPC Priority 3.

☐ Most zip codes for the county are listed and given a corresponding LPC priority ranking of 1, 2, or 3. All remaining (non-listed) zip codes are given NO PRIORITY and **will not be funded**.

**Signatures:**

LPC

Chairperson

Board of

Supervisors

Representative

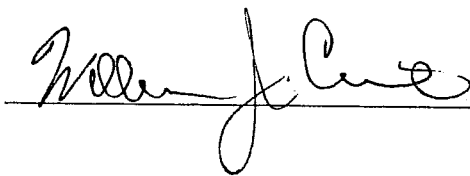
County

Superintendent

of Schools

Date

Submitted





Local Planning Council (LPC) County Priorities Report Form

**Return To:**

Local Planning Council Consultant  
Child Development Division  
1430 N Street, Suite 3410  
Sacramento, CA 95814  
**Due Date: May 31, 2010**

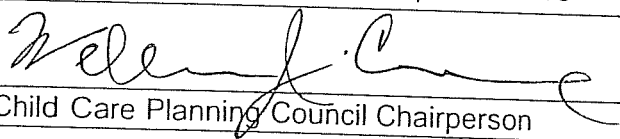
Please complete all the information requested below:

County Name: Santa Barbara County	LPC Coordinator Name and Telephone Number: Valerie Kolstad (805) 964-4710 ext. 4473
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The LPC hereby certifies that the priorities as indicated below have been prepared and reviewed in accordance with Education Code requirements. Please check off all boxes that apply.

- ☐ The priorities submitted to CDD in 2009 are still valid, no change is needed, and spreadsheet(s) are attached for both CCTR and CSPP
- ☒ The priorities have been revised for 2010 and spreadsheet(s) are attached for both CCTR and CSPP.
- ☒ The LPC used Option 1 to establish priorities 1, 2, and 3.
- ☐ The LPC used Option 2 to establish priorities 1, 2, and 3.
- ☒ The LPC used Option 3 for Priority 3.
- ☐ The LPC used Option 4 for Priority 3.

**SIGNATURES\***

County Board of Supervisors Representative	Telephone Number	Date
County Superintendent of Schools Representative	Telephone Number	Date
	805 964-4711	4/26/10
Local Child Care Planning Council Chairperson	Telephone Number	Date



**\*Instructions for Signatures:**

If the priorities previously submitted are still valid, only the LPC Chairperson signature is required. If revised priorities are being submitted, it is a local decision whether the changes are significant enough to require approval by the authorized representatives of the County Board of Supervisors and the County Superintendent of Schools or whether they may be approved solely by the LPC Chairperson.