



# Riverside County Child Care & Development LOCAL PLANNING COUNCIL (LPC)



## MISSION STATEMENT:

The Riverside County Child Care and Development Local Planning Council (LPC) is a forum to identify the local priorities for child care and the development of policies to meet the needs identified within those priorities for Riverside County.

## COUNCIL DESCRIPTION:

In 1991, the State of California appointed the County Board of Supervisors (BOS) and County Superintendent of Schools (CSS) as designated authorities to establish the LPC. Half of the LPC membership is appointed by the Riverside County BOS and half of the LPC membership is appointed by the Riverside County Superintendent of Schools. As appointees to the LPC, the Council positions are of advocacy and advising, with limited roles of oversight.

## The primary responsibilities of the LPC are to:

- By May 30 of each year, upon approval by the Riverside County BOS and CSS, submit the results of the needs assessment and the local priorities identified that reflect child care needs in the county to the California Department of Social Services, Child Care and Development Division (CDSS/CCDD) and the California Department of Education.
- Conduct an assessment of child care needs in the county no less frequently than once every five years.
- Identify local funding priority areas for any new State and Federal funds available for preschool, infant, toddler, and school-age services.
- Prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs.

## The LPC is composed of a council of up to 20 voting members who represent these required categories:

1. 20 percent (20%) **consumers**, defined as a parent or person who receives, or who has received within the past 36 months, child care services.
2. 20 percent (20%) **child care providers**, defined as a person who provides child care services or represents persons who provide child care services.
3. 20 percent (20%) **public agency representatives**, defined as a person who represents a city, county, city and county, or local education agency.
4. 20 percent (20%) **community representatives**, defined as a person who represents an agency or business that provides private funding for child care services, or who advocates for child care services through participation in civic or community-based organizations but is not a child care provider and does not represent an agency that contracts with the DSS to provide child care and development services.
5. 20 percent (20%) shall be appointed at the discretion of the appointing agencies.

## Council Member's Role and Responsibilities:

- Demonstrate a personal commitment and responsibility to improve child care in Riverside County.
- Represent the mission of the Council in committees and to the community.
- To understand and abide by the Brown Act, Robert's Rules of Order, 12<sup>th</sup> Edition, and all Council Bylaws.
- Cannot have been convicted of a felony or any crimes against a child. If charges are filed during term of membership, membership will be suspended until the issue is resolved.
- Provide objective input to the Council based on the needs of all children in the county to ensure a neutral voice regarding the children and families of Riverside County.
- From January 1st, 2026 onwards, the term for Council members will be two years. Council members may serve no more than two consecutive two-year terms.
- To attend and participate in regularly scheduled Council meetings at a minimum of 50% of the council meetings each year.
- Contact the LPC office should the need arise to miss a meeting.
- Notify the LPC office when you have a change of address, phone, email, employer or representation of another organization.

## APPLICATION PROCESS:

Applicants must complete and submit a Riverside County Child Care and Development Local Planning Council membership application.

**Send completed application by email to [lpc@rcoe.us](mailto:lpc@rcoe.us) or to:**

Riverside County Office of Education  
Jill Johnson  
PO Box 868  
Riverside CA 92502-0868

Riverside County Child Care & Development  
LOCAL PLANNING COUNCIL (LPC)

MEMBERSHIP APPLICATION

**Applicants for the Riverside County Child Care Planning Council (Council) must live or work in Riverside County and exhibit:**

- A strong commitment to advocating for increased quality child care services
- An ability to make information-based decisions;
- Excellent leadership skills.

Name

Home Address, City, and Zip

Phone Number and Email

Agency and Title (if applicable)

Business Address, City, and Zip

**A. Categories for Appointment**

Appointments for the Council are made available to individuals, not organizations. Based on the definitions provided, please indicate which appointment category or categories you wish to apply for and provide the requested information.

1. ☐ Consumer of Child Care Services- must be currently using child care or have used in the past 36 months.

Are you currently receiving child care? ☐ Yes ☐ No

If No, date last used:

\_\_\_\_\_

Name of Provider:

\_\_\_\_\_

Provider Address:

\_\_\_\_\_

2. ☐ Child Care Provider- please check the type of care you provide:

☐ Licensed Family Child Care Home

License Number: \_\_\_\_\_

☐ Licensed or License Exempt Child Care Center

License Number: \_\_\_\_\_

☐ License-exempt child care provider (Family, Friend, or Neighbor)

3. ☐ Community Representative- excluding agencies that contract with the California Department of Education or California Department of Social Services to provide child care and development services.

Organization

---

Location of Agency

---

Service Areas

---

4. ☐ Public Agency Representative- including city, county, and local education agencies.

Agency Name and Address

---

5. ☐ Discretionary Category- Please describe your experience in working with children and families in Riverside County:

---

---

---

---

## B. References

Please provide two professional references that you feel comfortable with being contacted:

Name, Title, Phone Number, and Email Address

---

Name, Title, Phone Number, and Email Address

---

---

## C. Geographic, Ethnic, and Cultural Diversity Representation

AB 1542 (Welfare and Institutions Code 10485 (d)) states, "Every effort shall be made to ensure that the ethnic, racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county". Please answer the following:

In what city do you reside?

---

In what city do you work?

---

Ethnicity:

☐ Hispanic or Latino ☐ Not Hispanic or Latino ☐ Decline to state

Race:

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☐ Caucasian (inclusive of Hispanic or Latino)

☐ Other \_\_\_\_\_

☐ Decline to state

---

#### D. Membership Responsibilities

Regular meetings shall be convened a minimum of four times annually. Additionally, members are expected to participate in Ad Hoc committees and attend trainings for Council business. Are you able to commit to regular participation in meetings, not to exceed eight per calendar year? ☐ Yes ☐ No

If needed, do you have the support of your agency/employer to be an active member of the Council? ☐ Yes ☐ No

---

#### E. Involvement

Please list other volunteer/board/Committee/employment commitments. Please attach an additional sheet to complete this application if necessary.

Name of Organization	Your Relationship	Potential Conflict of Interest if appointed to the LPC? Yes/No. If yes, explain.

---

#### F. Applicant Interests

Please describe your interest in the Child Care Planning Council and the skills/experience that you would bring to the Council.

---

---

---

---

---

#### G. Criminal Background

Every Council member or prospective member must be of good moral character to continue to be a member or be considered to be a member of the Council. Possessing good moral character means that a member or prospective member cannot have been convicted of any crime involving harm, neglect, or danger to children or the exploitation of children.

Have you ever been convicted of a crime in California or any other state, federal court, military or jurisdiction outside of U.S.?

☐ Yes ☐ No

If you answer YES, please provide details indicating the nature and circumstances of each crime and the date and location in which each crime occurred. Checking YES does not prevent you from being appointed to the Local Planning Council of Riverside County.

---

---

---

---

I declare under penalty of perjury that the foregoing information is true and correct to the best of my knowledge. Upon approval, your signature serves that you are agree to follow all requirements of LPC Council membership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Send completed application by email to [lpc@rcoe.us](mailto:lpc@rcoe.us) or to:  
Riverside County Office of Education  
Jill Johnson  
PO Box 868  
Riverside CA 92502-0868



Funding for the Riverside County Child Care & Development Local Planning Council is provided by the California Department of Social Services, Child Care and Development Division.

For more information, contact  
[LPC@rcoe.us](mailto:LPC@rcoe.us)



## FOR INTERNAL USE ONLY

Recommendation to County Board of Supervisors and County Superintendent of Schools

- ☐ Candidate meets the requirements for consideration  
☐ Candidate does not meet the requirements for consideration

Comments:

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

### Action Taken by Board of Supervisors:

- ☐ Recommended/Appointed  
Date \_\_\_\_\_
- ☐ Declined Appointment  
Date \_\_\_\_\_

### Action Taken by County Superintendent of Schools:

- ☐ Recommended/Appointed  
Date \_\_\_\_\_
- ☐ Declined Appointment  
Date \_\_\_\_\_