



California Child Care Resource & Referral

N E T W O R K



Guardian: Guide to Entering Applications

Resource & Referral
Agencies, Alternative
Payment Programs and
County Welfare
Departments

Agenda



1. First steps
2. Before you start
3. Demonstration of how to enter an application on Guardian
4. Tips and items to remember
5. Q&A

Submitting An Application: First Steps

1. Give the paper application to the provider to fill out
2. Provider takes application with them to the fingerprint appointment
3. After fingerprinting, the application can be submitted to the California Department of Social Services (CDSS) in one of 3 ways:
 - i. Submit and upload the application on to Guardian
 - ii. Scan and email the application to CDSS at Trustline@dss.ca.gov
 - iii. Mail the application to CDSS at the address in Section 3 of the application

**This presentation will focus on the first option:
How to enter the application on Guardian**

Before You Start

1. Applicants themselves cannot enter the application on to Guardian
2. An applicant must have an email address in order for the application to be entered online
3. Search for the applicant first on Guardian – if you cannot find them, call TrustLine at 1-800-822-8490 before proceeding
4. If you believe the applicant has already has CCL background check clearance that can transfer – call TrustLine at 1-800-822-8490 to check
5. If an applicant has a fingerprint clearance on file, when you enter the application on Guardian, the TrustLine Registration can happen instantly!

Entering an Application

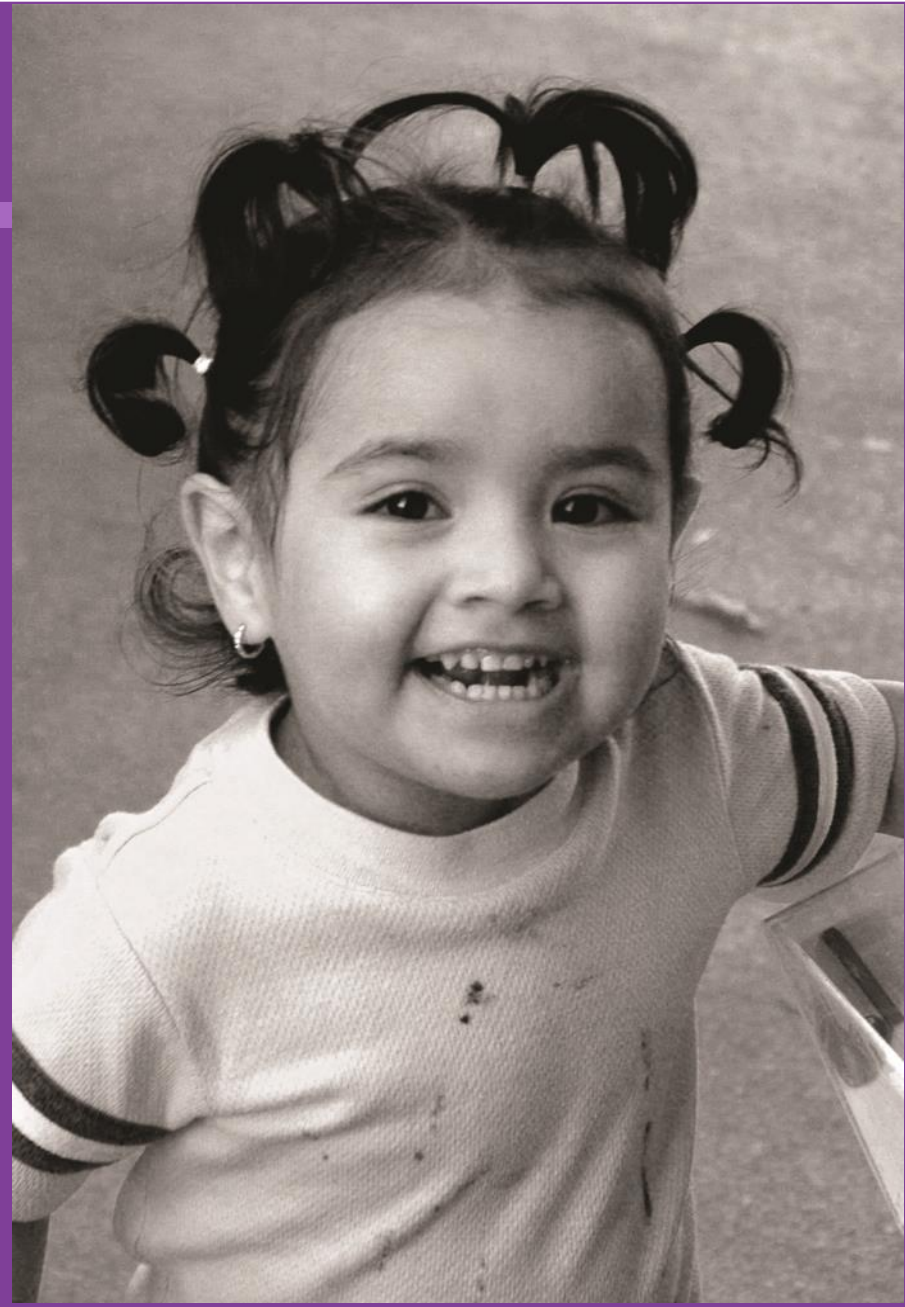
Demonstration of How to Enter an
Application on Guardian



Tips



Review of Important Sections to Remember



Tip: TCN Number/Fingerprints

Example of what it looks like when there is no TCN number. (The number associated with fingerprints).

Profile	Applications	Appeals	Association	Documents	Accreditation
Background Check #: [REDACTED] (Fingerprint Based)					
Process Started	Determination Status				Status Date
9/2/2021	In Process				9/2/2021
Applications Associated with this Background Check					
Application # - Type	Application Status	Status Date	Provider	Request Type	
[REDACTED] - Connected	Submitted	9/2/2021	CHS - Orange County - TLR0004042	TrustLine Subsidized	
[REDACTED]	Submitted	9/2/2021	Orange County DSS - TLR0000230	TrustLine Initial Registry	

Tip: TCN Number/Fingerprints

Example showing the TCN number.

Profile	Applications	Appeals	Association	Documents	Accreditation
Background Check #: [REDACTED] (Fingerprint Based / <u>TCN: B159MYJ666</u>)					
Process Started	Determination Status				Status Date
5/9/2021	Eligible - Clearance				6/10/2021
Applications Associated with this Background Check					
Application # - Type	Application Status	Status Date	Provider		Request
[REDACTED]	Determination Available	6/10/2021	4C's of Alameda County (Hayward) - TLR000225B		TrustLine Initial R Subsidized
[REDACTED] - Connected	Determination Available	6/23/2021	4C's of Alameda County (Hayward) - TLR000225B		TrustLine Subsidized

Tip: TrustLine Initial Registry

The Trustline Initial Registry application only is showing. This application is automatically entered with the fingerprints.

This means the application still needs to be submitted and uploaded on Guardian.

Profile	Applications	Appeals	Association	Documents	Accreditations	History
Background Check #: 6105210 (Fingerprint Based / TCN: I237MAA383)						
Process Started	Determination Status			Status Date		
8/26/2021	Eligible - Clearance			8/27/2021		
Applications Associated with this Background Check						
Application # - Type	Application Status	Status Date	Provider	Request Type		
6105210	Determination Available	8/27/2021	Crystal Stairs, Inc. AP - TLR0002646	TrustLine Initial Registry - Subsidized		TrustLine R APPLICANT

Tip: TrustLine Application Submitted

Both the Initial Registry Application and the second, TrustLine Subsidized Application are in, as well as the TCN number.

Profile	Applications	Appeals	Association	Documents	Accreditations	History
Background Check #: ██████████ (Fingerprint Based / TCN: G244ALL957)						
Process Started	Determination Status			Status Date		
9/2/2021	Eligible - Clearance			9/10/2021		
Applications Associated with this Background Check						
Application # - Type	Application Status	Status Date	Provider	Request Type		
██████████	Determination Available	9/10/2021	Contra Costa County Employment and Human Services - TLR0000207	TrustLine Initial Registry - Subsidized	TrustLine Initial Registry - Subsidized	
██████████ - Connected	Determination Available	9/20/2021	Contra Costa County Employment and Human Services - TLR0000207	TrustLine Subsidized	TrustLine Subsidized	

Tip: Related Agency TrustLine Number

This number is from Section 13 of the application. It is necessary only if the agency is different from the agency information in Section 6.

If the agency information is the same in both sections, it is not required to enter anything.

If there is no case number, you may enter N/A

Agency:
Sierra Nevada R&R, Nevada County - TLR0003956 ▼

Q search by typing name

* Request Type:
TrustLine Subsidized ▼

Related Agency TrustLine Number:

* Program:
TrustLine Registry ▼

* Position Category:
TrustLine Subsidized ▼

* Position:
Stage 1 ▼

* Case Number:
N/A

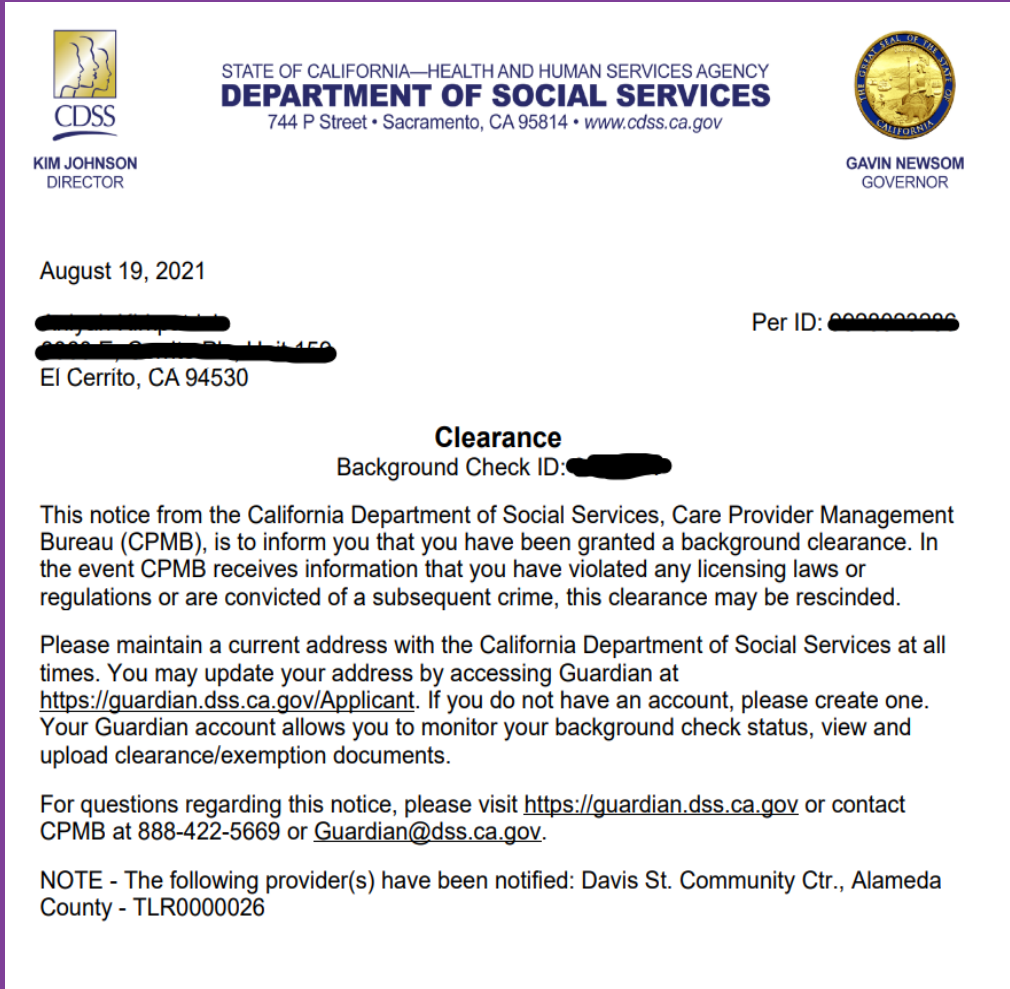
Tip: Clearance/Eligible Letter


This is **not** a TrustLine Registered letter.


This letter states an applicant has “cleared” the background check.

This refers only to the fingerprint clearance.

In order to be Registered on TrustLine, both a fingerprint clearance and a submitted TrustLine application are required.



 STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov


GAVIN NEWSOM
GOVERNOR

KIM JOHNSON
DIRECTOR

August 19, 2021

[REDACTED]
[REDACTED] 450
El Cerrito, CA 94530

Per ID: [REDACTED]

Clearance
Background Check ID: [REDACTED]

This notice from the California Department of Social Services, Care Provider Management Bureau (CPMB), is to inform you that you have been granted a background clearance. In the event CPMB receives information that you have violated any licensing laws or regulations or are convicted of a subsequent crime, this clearance may be rescinded.

Please maintain a current address with the California Department of Social Services at all times. You may update your address by accessing Guardian at <https://guardian.dss.ca.gov/Applicant>. If you do not have an account, please create one. Your Guardian account allows you to monitor your background check status, view and upload clearance/exemption documents.

For questions regarding this notice, please visit <https://guardian.dss.ca.gov> or contact CPMB at 888-422-5669 or Guardian@dss.ca.gov.

NOTE - The following provider(s) have been notified: Davis St. Community Ctr., Alameda County - TLR0000026

Questions



Please contact:

TrustLine

1-800-822-8490

Trustline@rrnetwork.org

