



**EL DORADO COUNTY  
EARLY CARE AND EDUCATION  
PLANNING COUNCIL**

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## **EE-SAP: Early Education Staff Assistance Program**

Dear Early Care and Education Provider:

Thank you for your interest in the Early Education Staff Assistance Program (EE-SAP) substitute registry program. EE-SAP is the result of First 5 El Dorado's successful application for a federal Early Learning Opportunities Act Grant and will be collaboratively implemented by the Early Care and Education Planning Council and the County Office of Education, Human Resources Department.

**PROGRAM OVERVIEW:**

The EE-SAP Program will utilize the Sub Finder System currently used by school districts to find qualified teaching staff. The Sub Finder System is an interactive voice recording system, similar to those used by banks and airlines with easy to follow instructions. Administrators and identified staff will report absences for which a substitute is needed via a touch tone phone. The Sub Finder will call the substitute to offer the job. The substitute will then choose to accept or deny the position and report to the facility requesting their services.

**PROGRAM RESPONSIBILITIES:**

As a substitute in the program, you will be required to obtain a fingerprint clearance and complete an Eligibility Packet containing the necessary health and safety documentation required by the Department of Social Services, Community Care Licensing Division. Specifically, this information includes: TB and health clearances, copy of college transcripts, Criminal Record Statement, and a Criminal Background Clearance Transfer Request. Substitutes with fingerprint clearance and a complete Eligibility Packet can immediately enroll in the program. Those substitutes who have not had their fingerprints processed will become eligible upon clearance of the prints and completion of the Eligibility Packet. If you are a ROP student or under the age of 18, your fingerprint clearance is not required until your eighteenth birthday.

Substitutes will be required to bring their Eligibility Packet with them to each facility on the day they work. The Director or Owner will review and make copies of the information contained in your Eligibility Packet and, if necessary, contact Community Care Licensing to transfer your fingerprints. All substitutes will be required to attend a Sub Finder System training prior to their participation.

We are excited to offer you this invitation and look forward to receiving your application. Please call Kathi Walker at the Early Care and Education Planning Council, (530) 295-2312, if you have additional questions regarding the EE-SAP Program.

Again, thank you for your interest in the EE-SAP Program.

Sincerely,

Kathi Walker, Coordinator  
Early Care and Education  
Planning Council

Steven Thaxton,  
Executive Director  
First 5 El Dorado

Ginger Swigart  
School Readiness Coordinator  
First 5 El Dorado