

Addendum

CDI/CDC Parent Handbook

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Eligibility

To be eligible for childcare and development services, you, as the enrolling parent, must live in the State of California while services are being received. Prior to admission into the subsidized program, you must complete a CDC Eligibility Application. Placement or “rank” is based on income and family size. Documentation to verify eligibility and need (if applicable) will be collected and reviewed prior to enrollment.

Income Eligibility

Your family’s total countable income must meet the income guidelines as established by the California Department of Education, Child Development Division.

Need Eligibility (*This requirement is waived for Part Day Preschool Programs*)

To be eligible for a childcare subsidy, you must have at least one need status, in addition to being income eligible. The California Department of Education, Child Development Division has identified the following categories of need:

- **Child Protective Services/At Risk:** Must have a written referral from the Department of Health & Human Services, Child Protective Services (CPS) unit or other person qualified to make the referral. Contact your agency representative for details.
- **Employment:** The applicant’s employment must preclude the supervision of the child.
- **Seeking Employment:** Limited to not less than 12 months (excluding Federal Holidays) per parent per fiscal year (July 1 to June 30). The 12 months begin on the first day of certification for job seeking. Care is limited to less than 30 hours per week.
- **Seeking Permanent Housing** Limited to not less than 12 months (excluding Federal Holidays) per parent per fiscal year (July 1 to June 30). The 12 months begin on the first day of certification for seeking permanent housing. Care is limited to less than 30 hours per week.
- **Vocational Training:** Training must lead to an identified vocational goal. Grades, transcripts, or a letter of completion must be submitted after each term to determine if adequate progress is being made. Training is limited to six (6) years from the initiation of services for training or 24 semester units (or its equivalent) after the attainment of a Bachelor Degree.

- **Parental Incapacity:** A Statement of Parental Incapacity, provided by a legally qualified health professional including the specific days and hours of care needed. This document must also include a statement that the parent is incapacitated, that is not capable of providing care and supervision for the child for part of the day and, if the parent is physically incapacitated, identifies the extent to which he/she is incapable of providing care and supervision. Care is limited to a maximum of 50 hours per week. Parent's Incapacity must preclude the supervision of the child.

Continued Eligibility

Once your child has been enrolled in the subsidized program, you must continue to verify your eligibility/need in the following ways:

- **Income:** You must report if your income exceeds 85% of the State Median Income (SMI).
- **Education:** You must provide documentation during initial enrollment and recertification showing adequate progress toward your vocational goal.

As the enrolling parent, it is your responsibility to notify the Agency Representative or Site Supervisor of any changes as soon as they occur.

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Enrollment & Attendance

When a Center is able to enroll children based on available funding and licensed capacity, families are contacted for enrollment. As the enrolling parent, it is your responsibility to accurately complete and sign all Enrollment and Certification (Recertification) documents prior to the child being admitted into our program. By signing the Enrollment/Certification/Recertification documents, you are also certifying that you have legal authority for the child. California law is clear that parents (married or not) who have joint legal custody have equal access to all information regarding the child, including enrolling and making changes to the enrollment information. Only orders by a court of law can change access to a child's information. The above referenced law does not include access to information regarding the enrolling parent.

Admission Priority

CDC's policy for enrolling families adheres to the California Department of Education, Child Development Division -Admission Priorities. All priorities for enrollment may vary depending on the funding source and eligibility requirements and status. Children receiving Child Protective Services or are at risk have first priority to be enrolled in the program.

Hours of Service

The childcare hours of service are determined upon certification and specified in the Parent Registration Agreement. Families may voluntarily request at any time an increase (without an increase to the family fee) or decrease service hours.

If a family voluntarily requests a change to their service level, before a contractor may make any change to the service level, a parent shall.

1. Submit a written request that includes:
 - a. Days and hours per day requested
 - b. Effective date of proposed reduction of service level; and
- (2) Acknowledge in writing that they understand that they may retain their current service level.

If the contracted hours and actual hours used are not consistent, the agency will contact you to discuss the inconsistencies. An update may be necessary to reflect the new approved hours, if the family requests a change. A Notice of Action will be sent specifying the enrollment change. Schedule changes must be approved before they become effective.

Contact your Agency Representative or Site Supervisor immediately should your schedule need to be adjusted to suit your childcare needs. Schedule changes must be approved before they become effective.

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Please note: It is important that the center maintain current and accurate records on each child. These changes include, but are not limited to home address, home telephone, cell phone numbers, contact information for at least two 18 year old persons authorized to pick up your child and emergency contact information.

It is your responsibility to notify your Agency Representative or Site Supervisor of any changes in income if it may lower your family fees or need an increase to your childcare hours.

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Please note: A child with more than ten (10) Unexcused Absences including no-calls or no-shows may have their services terminated.

Termination of Services

If your child is terminated from a CDC program and has unpaid family fees, your child will not be re-enrolled in the program until /all outstanding fees are paid in full.

Termination may result from failure to adhere to any rules established by CDC that include, but are not limited to

- Failure to provide requested documentation by the due date.
- Submission of fraudulent, false or misleading information or documentation.

- Failure to complete re-certification.
- Use of childcare hours and days that have not been approved or for which a need cannot be substantiated.
- Failure to accurately sign and maintain the sign in and out sheets on a daily basis.
- Failure to pay assessed Family Fees by the due date.
- Family's gross monthly income exceeds the State income guidelines as defined by CDE.
- Child reaches his/her 13th birthday (except those with documented exceptional needs or severely disabled).
- Failure to comply with CDC policies.
- Failure to comply with any other or any additional regulations set forth by the California Department of Education, Child Development Division.

Fraud Policy (“Fraud” is defined as a deliberate deception for unfair or unlawful gain)

Families enrolled in the State or federally funded programs must meet the Eligibility and Need criteria. All documentation supplied to CDC regarding verification of need and eligibility must be complete, accurate and true. Any fraudulent, false or misleading information provided to CDC to establish initial or on-going eligibility and/or need for childcare, including address, use of care, employment or student status, family size, income, or eligibility relating to medical incapacitation will be grounds for termination.