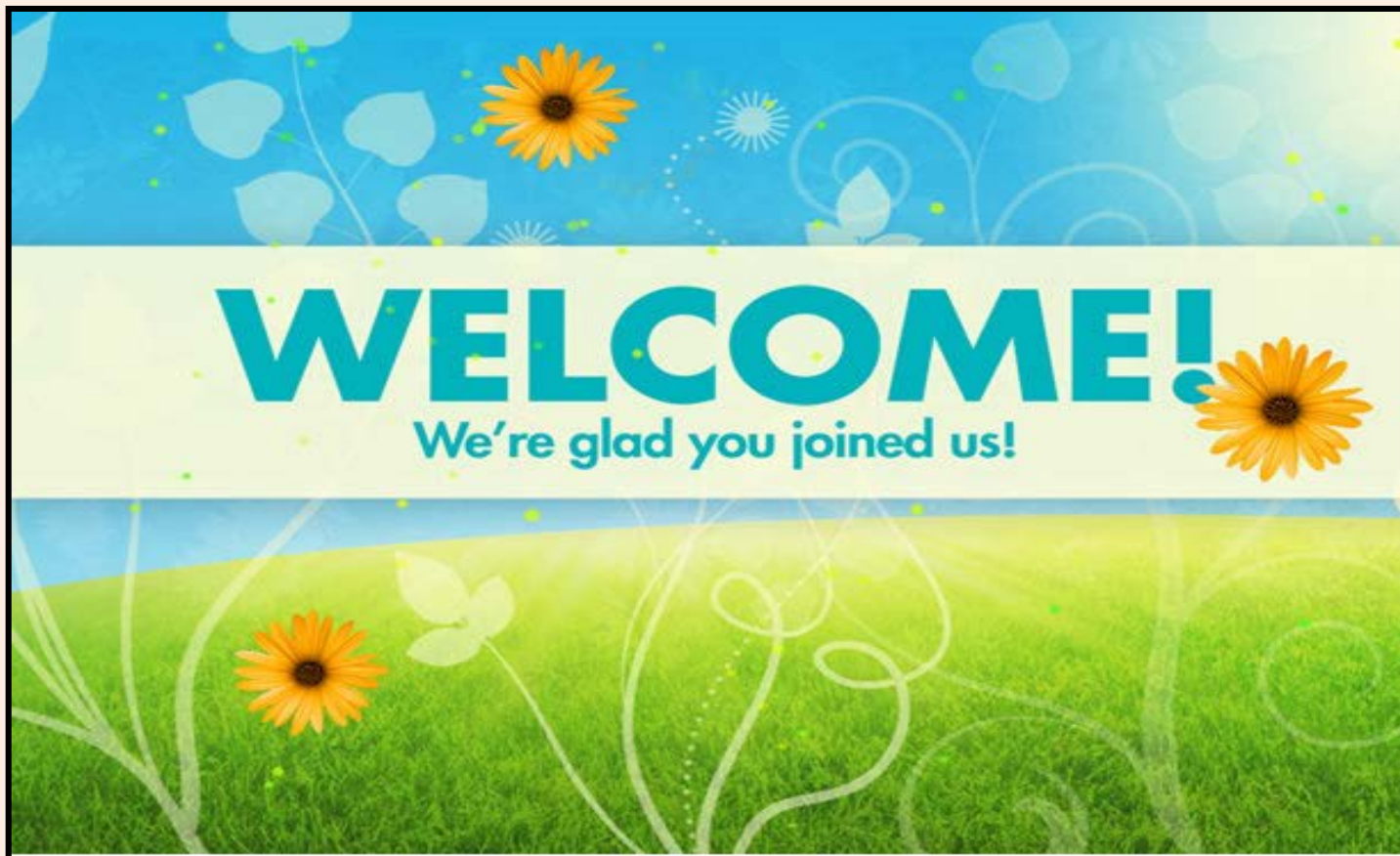




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Early Education and Support Division Field Services Office

Eligibility, Certification, Recertification, and Notice of Action



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Agenda

- Introductions
- Early Education and Support Division (EESD) Updates
- Purpose and Goals
- Eligibility
 - Family Size
 - Income Calculation
 - CalWORKs Stage 2 (C2AP)
 - CalWORKs Stage 3 (C3AP)
- Certification and Notice of Action (NOA)
- Recertification
- Next Steps
- Questions



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Purpose/Goals

- Reinforce participants' skills and knowledge on the:
 - Criteria for Eligibility Requirements
 - Criteria for Required Documentation for Eligibility
 - Certification and Recertification of Families
 - Calculation of Families' Adjusted Monthly Income
 - Criteria for Notice of Action
 - Criteria for C2AP Eligibility Requirements
 - Criteria for C3AP Eligibility Requirements
- Reduce errors in documenting and certifying families for eligibility
- Support program integrity and continuous improvement



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Fiscal Year (FY) 2017–18 Program Requirements Training Based on Current Law

The California Department of Education (CDE) is currently updating the *California Code of Regulations, Title 5 (5 CCR)*



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Management Bulletin 17-14 **12-Month Eligibility**

California *Education Code (EC)* Section 8263(h), as amended by Assembly Bill 99, Chapter 15, Statutes of 2017 provides that families, in all need categories, shall receive services as follows:

- Initial certification: The family is eligible to receive services for no less than 12 months
- Recertification: The family is eligible to receive services for no less than 12 months from recertification



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Management Bulletin 17-09 **Graduated Phase Out and Reporting Requirements**

When the family's basis of eligibility is income, contractors must inform parents, at the time of initial certification and at recertification, of the requirement to report when their income exceeds 85% of SMI. Specifically, contractors must inform the parent **in writing** of the maximum adjusted monthly income the family could earn, based on the family size most recently certified, before the family is no longer income eligible for services:

- Provide the family with a copy of the most recent Schedule of Income Ceilings (85 percent of the SMI) for Recertification, with the maximum adjusted monthly income the family may earn clearly identified on the table
- Include the requirement to report when income exceeds 85% SMI in parent handbook
- Include the requirement to report on the NOA that is issued to the parent at certification, or recertification



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ELIGIBILITY

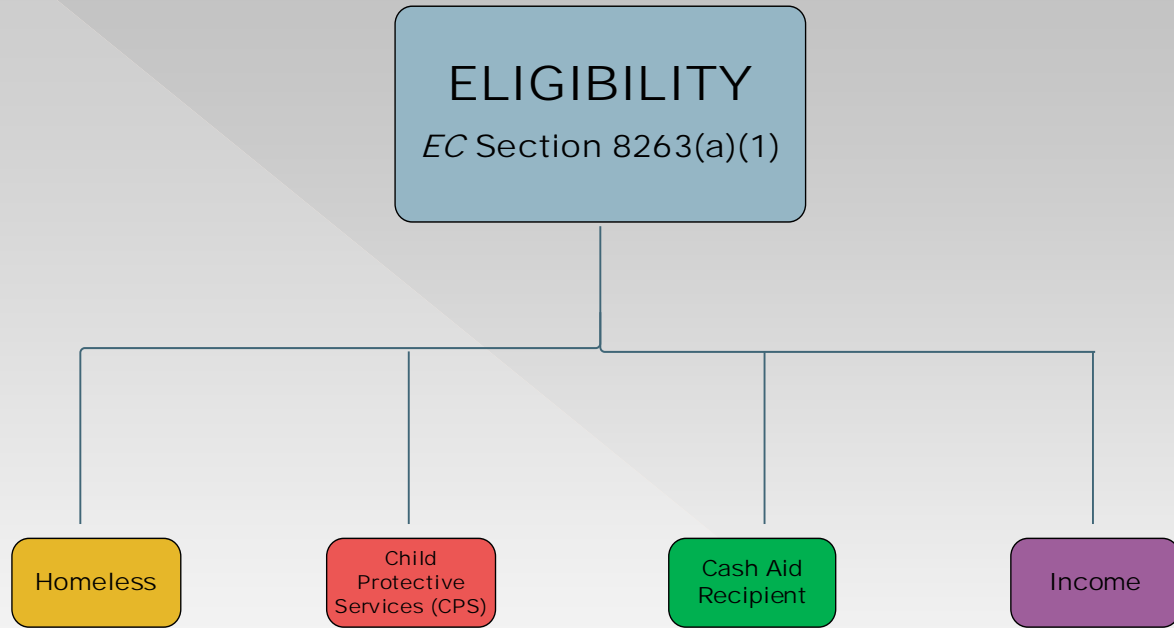
Education Code (EC) Section 8263(a)(1)

- Eligibility is based on **documentation** and **verification** of at least one of the following:
 1. Homeless
 2. Recipient of child protective services or at risk of neglect, abuse, or exploitation
 3. A current cash aid recipient
 - *Are categorically eligibility for CalWORKs Stage 2 (C2AP)*
 4. Income eligible

The **parent** provides the required documentation and the **contractor** verifies



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Definition: Homeless

Homeless means individuals who lack a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- Are living in emergency or transitional shelters;
- Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Migratory children who qualify as homeless



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Documentation of Eligibility: Homeless

5 CCR Section 18090

The basic data file shall include one of the following:

- a) A written referral from an emergency shelter, other legal, medical, or social service agency; *or*
- b) A written parental declaration that the family is homeless and a statement describing the family's current living situation

Documentation of Eligibility Written Declaration

5 CCR Section 18090(b)



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- The parent statement must include:
 1. That the family is homeless *and*
 2. A description of the family's current living situation
 3. A written statement signed by the parent "under penalty of perjury attesting that the contents of the statement are true and correct to the best of his or her knowledge"



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Definition: At-Risk and Child Protective Services (CPS)

5 CCR Section 18078(c)

- “**At-Risk**” means children identified by a legal, medical, social service agency or emergency shelter as abused, neglected or exploited or at-risk of abuse, neglect or exploitation
- “**Child Protective Services**” means children receiving protective services through the local county welfare department.

Documentation of At-Risk



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The basic data file shall contain:

- A **written referral**, dated within the six (6) months immediately preceding the date of application for services, from a legal, medical, social services agency, a local educational agency liaison for homeless children and youths, a Head Start program, or an emergency or transitional shelter

The referral must include six elements:

1. A statement by a legally qualified professional that the child is at risk of abuse, neglect, or exploitation and that child care and development services are needed to reduce or eliminate that risk
2. Probable duration of the at-risk situation
3. Name of the person making the referral
4. Address of the person making the referral
5. Phone number of the person making the referral
6. Signature of the person making the referral

***Legally qualified professional** means a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health or social services for the general public. 5 CCR Section 18078 (I)

Documentation of Eligibility: Child Protective Services

5 CCR Section 18092 and EC Section 8263



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The basic data file shall contain:

- A **written referral**, dated within the six (6) months immediately preceding the date of application for services, from a county welfare department, child welfare services worker

The referral must include six elements:

1. A statement that the child is receiving child protective services and that child care and development services are a necessary component of the child protective services plan
2. Probable duration of the child protective plan
3. Name of the person making the referral
4. Address of the person making the referral
5. Phone number of the person making the referral
6. Signature of the person making the referral



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Documentation of Income: CPS and At-Risk

If the written referral specifies to exempt the family from paying fees, then the parent is not required to provide documentation of income.



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Definition: Cash Aid Recipient

5 CCR Section 18400 (a)

“CalWORKs Cash Aid Recipient” means minor teen parent or adult who receives cash aid from the county welfare department for the CalWORKs or Cal-Learn Program.



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Documentation of Eligibility: Current Cash Aid Recipient

5 CCR Section 18085

The basic data file shall include **one** of the following documentation:

- Receipt of Cash Aid
- Contractor may use other means of obtaining verification such as Passport to Services, GEARS, CalWin, etc.



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Documentation of Eligibility: Income

- Family Size
- Countable & Non countable Income (Handout)
- Documentation for Employed Parents
- Documentation Self-Employed Parents
- Calculation of Income
- Income Calculation Worksheet Required (Handout)



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Documentation of Eligibility: Income (2)

5 CCR Section 18084(a)

- The parent is responsible for providing documentation of the family's **total countable income**, and the contractor is required to verify the information
- At initial certification, the family income can be at or below 70% of the State Median Income (SMI)
- The parent shall document total countable income for all the individuals counted in the family size



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Definition: Parent

5 CCR Section 18078

“Parent” means a biological parent, adoptive parent, stepparent, foster parent, caretaker relative, legal guardian, domestic partner of the parent, or any other adult living with a child who has responsibility for the care & welfare of the child.



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Definition: Family

5 CCR Section 18078

“**Family**” means the *parents* and the *children* for whom the parents are responsible and who comprise the household in which the child receiving services is living;

- When a child and his or her siblings are living in a family that does not include their biological or adoptive parent, “**family**” shall be considered the child and related siblings



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Family Size

5 CCR Section 18100

- A parent shall provide the names of the parents, along with the names, gender and birth dates of all children identified in the family
- This information shall be documented on a confidential application for child care and development services and used to determine family size



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Family Size (2)

5 CCR Section 18100

- MB 16-14 allows for single parent self-certification documentation of the presence or absence of a parent:

<http://www.cde.ca.gov/sp/cd/ci/mb1614.asp>

Family Size

Supporting Documentation



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- The parent shall provide *supporting documentation* regarding the number of children and parents in the family
- Supporting documentation for the number of children shall be **at least one** of the following:
 - a) Birth certificate
 - b) Child custody court order
 - c) Adoption documents
 - d) Foster Care placement records
 - e) School or medical records
 - f) County welfare department records
 - g) Other reliable documentation **indicating the relationship of the child to the parent**



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Single Family Self-Certification

Section I. Family Identification. If you are a single parent/caretaker, check this box: <input type="checkbox"/> See Instructions, Section I.				
Name of parent/caretaker (full name, including middle initial) A.	_____	Phone no. (cell or home)	Phone no. (work/school)	
Name of parent/caretaker (full name, including middle initial) B.	_____	Phone no. (cell or home)	Phone no. (work/school)	
Street address	City	State	Zip	FIPS code
Section II. Family Eligibility and Reason for Needing Service				

Section V. Certification and Signature of Parent/Caretaker.	
<p>1. I understand that I am self-certifying single parent status under penalty of perjury in Section 1 of this document when the single parent/caretaker box has been checked. Parent Initials: _____</p> <p>2. I understand that the information about my eligibility may be reviewed by representatives of the State of California, the federal government, independent auditors, or others as necessary for the administration of the program.</p> <p>3. I understand that if the agency denies this application for services, I have the right to appeal.</p> <p>4. I understand that I will receive a notice of approval or disapproval of my application within 30 days from the date I sign this form.</p>	<p>5. I understand that this certification is not complete until all documentation is submitted and this form has been signed and dated by me and reviewed, signed, and dated by an agency representative.</p> <p>6. I certify that my family assets do not exceed \$1,000,000; Child Care and Development Block Grant Act Section 658 p (4)(B).</p> <p>7. I understand that I must renew my eligibility at least once a year further understand that if I do not renew my eligibility, I will no longer be eligible for subsidized child care services for my child.</p>
I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	
Signature _____	Date _____
Relationship to Child: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: Please describe _____	
Signature _____	Date _____
Relationship to Child: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: Please describe _____	
Section VI. Family Fee (Refer to the current CDE Family Fee Schedule).	

SAMPLE



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Definitions

5 CCR sections 18078(a) and 18078(s)

“Adjusted Monthly Income” Means the total countable income minus verified child support payments paid by the parent whose child is receiving child development services

“Total Countable Income” means all income of the individuals counted in the family size



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ADJUSTED MONTHLY INCOME

Adjusted monthly income means the total countable income, listed in the left column, minus verified child support, verified child support payments, financial assistance for housing costs, or car payments provided in addition to, or in lieu of, child support paid by the parent whose child is receiving child development services, excluding the non-countable income listed in the right column.

<p align="center">5 CCR Section 18078 (s)(1) – (20)</p> <p align="center">Countable Income Sources</p> <p><small>Countable Income is all income of the individuals counted in the family size that shall be included when calculating the adjusted monthly income for the purposes of determining income eligibility and family fees</small></p>	<p align="center">5 CCR Section 18078 (a)</p> <p align="center">Non-countable Income Sources</p> <p><small>Non-countable income is income of individuals counted in the family size that shall be excluded when calculating the adjusted monthly income for purposes of determining income eligibility and family fees</small></p>
<ol style="list-style-type: none"> 1. Gross wages, salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings 2. Wages for migrant, agricultural, or seasonal work 3. Public cash assistance (CalWORKs or TANF) 4. Gross income from self-employment less business expenses with the exception of wage draws 5. Disability or unemployment compensation 6. Worker's compensation 7. Spousal support and/or child support from the former spouse or absent parent, or (documented) financial assistance for housing costs, car payments paid as part of or in addition to spousal or child support 8. Survivor (i.e. SSA) and retirement benefits 9. Rent for room within the family's residence 10. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties 11. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent 12. Veteran's pension 13. Pension or annuities 14. Inheritance 15. Allowances for housing or automobiles provided as part of compensation 16. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies 17. Insurance or court settlements for lost wages and/or punitive damages 18. Net proceeds from the sale of real property, stocks or inherited property 19. Other enterprise for gain (Rent for room within family's residence) 	<ol style="list-style-type: none"> 1. Earnings of child under eighteen (18) years 2. Loans 3. Grants or scholarships to students for educational purposes other than any portion used for living costs 4. Food stamps or other food assistance 5. Earned Income Tax Credit or tax refund 6. GI Bill entitlements, hardship or hazardous duty, hostile fire or immediate danger pay 7. Foster grants, payments or clothing allowance for children placed through child welfare services 8. Adoption assistance payments received pursuant to Welfare and Institution Code section 16115 et. seq. 9. Non-cash assistance or gifts 10. Insurance or court settlements for pain and suffering 11. Reimbursements for work-required expenses that include uniforms, mileage, or per diem expenses for food and lodging 12. Business expenses for self-employed family members 13. Non-cash or in-kind assistance 14. All income of any individual counted in the family size who is collecting federal supplemental security income benefits (SSI) or state supplemental program benefits (SSP) 15. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115et seq. 16. Disaster relief grants or payments, except any portion for rental assistance or unemployment 17. When there is no cash value to the employee, portion of medical and/or dental insurance documented as paid by the employer 18. Spousal support and/or child support paid to a former spouse or absent parent or documented financial assistance for housing costs, car payments, health insurance etc... 19. Federal Government stimulus income



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Documentation of Eligibility: Income

5 CCR sections 18084 and 18096

- Income documentation is for the **month preceding certification, or recertification**

Or

- **Current and on-going income**



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Documentation of Eligibility: Employed Parents

5 CCR Section 18084

When the parent is employed, the parent shall provide:

- Release authorization and payroll check stub;
or
- Release authorization and letter from employer;
or
- Other record of wages issued by the employer

Documentation of Eligibility Employed Parents (cont.)

5 CCR Section 18084(a)(1)(B)



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- What is a Release Authorization?
 - A release authorizing the contractor's designated staff to contact the employer(s), to the extent known, that includes:
 - Employer's name
 - Address
 - Telephone number
 - Usual business hours
 - May be a **form** created by the agency that includes all of the elements above, including a place for the parent's signature and date

Contractor Verification of Income

5 CCR Section 18084(b)



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- The contractor shall retain copies of the documentation of total countable income
- When the parent is employed, the contractor shall, *as applicable*, verify the income



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Contractor Verification of Income: Employed Parents

5 CCR Section 18084(b)(2)

As applicable, the Contractor shall verify the parent's:

- Salary/wages
- Rate(s) of pay
- Potential for overtime
- Tips or additional compensation
- Hours and days of work
- Pay periods & rate of pay
- Start date for the employee, etc.



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Income Verification Form for Employed Parents

Release of Authorization

I hereby authorize my employer to release information regarding my employment. I also give permission to the (agency name) authorized representative to contact my employer for any clarification regarding the information on this form.

Parent Signature

Date

To be completed by the parent

Name of Employee: _____

Employer: _____

Address: _____

Telephone Number: _____ Usual Business Hours: _____

To be completed by the employer

First day of employment: _____

Employment Schedule: regular work hours varied work hours

Please specify **ALL** possible hours that the employee may work

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rate(s) of Pay: _____ per hour week pay period month tips and other compensation _____

Potential for overtime: Yes No

Pay Period: Daily Weekly Every 2 Weeks Monthly Other

I affirm that to the best of my knowledge, the above information is true and correct.

Employer Signature

Date

Office Use Only:

The above information was verified via phone by _____ (print name)

Agency Staff Signature

Date

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Contractor Verification of Income: Employed Parents (cont.)

5 CCR Section 18084

- When an employer refuses or fails to provide the requested information, *or*
- When the requested information would adversely affect parent's employment, verification may include
 - A list of the parent's clients and amounts paid
 - The most recently signed and completed tax returns
 - Quarterly tax statements, or records of income to support the reported income

The above items must be submitted with a
Self-Certification of Income



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Documentation of Eligibility: Self-Employed Parents

5 CCR Section 18084

The parent shall provide a combination of documentation necessary to establish current income for at least the month preceding certification or recertification. The documentation shall consist of as many of the following types of documentation as necessary to determine income:

- Letter from source of income
- Copy of the most recently signed and completed tax return with a statement of current estimated income for tax purpose, *or*
- Other business records, such as ledgers, receipts, or business logs



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Contractor Verification of Income: Self-Employed Parents

5 CCR Section 18084

When **self-employed**, the contractor shall make a record of independent verification of the cost for services provided by the parent by:

- Contacting the parent's clients
- Reviewing bank statements
- Confirming the information in the parent's advertisements or website



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No Income Documentation?

5 CCR Section 18078

Self-Certification of income – if documentation is not possible

“Self-certification of income” means a declaration (written statement) that is signed by the parent, under penalty of perjury, identifying:

- a) To the extent known, the employer, the date of hire, the rate and frequency of pay, the total amount of income received for the preceding month(s), the type of work performed, and the hours and days worked

Or

- b) The amount and frequency of sources of income for which no documentation is possible



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Contractor Verification of Income

5 CCR Section 18084

- If the income cannot be independently verified, assess whether the reported income is reasonable or consistent with the community practice for the employment
- The Contractor may request additional documentation to verify total countable income to the extent that the information provided by the parent or the employer is insufficient to make a reasonable assessment of income eligibility

Contractor Certification of Income

5 CCR Section 18084



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The signed Application for Services means the income documentation provided supports the reported income and, if applicable, the self-certification is:

- Reliable
- Consistent with all other family information, and
- Consistent with the contractor's knowledge of the employer or type of employment in the community



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Calculation of Income

5 CCR sections 18078 and 18096

- Income Calculation Worksheet – required
 - Worksheet that specifies the frequency and amount of all sources of income
- Fluctuating/Intermittent income (e.g., bonuses, back child support, commissions, lottery winnings)
 - Average of 12 months preceding certification
- Unpredictable income (e.g. overtime, self-employment, unpredictable employment)
 - Average at least three consecutive months but no more than 12 months preceding certification



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SAMPLE

INCOME CALCULATION WORKSHEET – CASH, WAGES or SALARY

Twice-monthly pay cycles are usually 15 days or longer from the 1st - 15th and the 16th - 30/31st

Twice-monthly salaried wage stubs will often show 86.66 or 86.67 under the "hours" section

Every-2-weeks pay cycles are usually 14 days and begin on the same day of the week and end on the same day of the week per pay cycle

For migrant workers, monthly gross income is computed by averaging the total gross income received during the previous 12 months and is **NOT** recalculated until the next **annual** recertification

Select Appropriate Income Pay Cycle for Wage Calculations

Weekly: (52 pay periods annually):

A. \$ _____ + \$ _____ + \$ _____ + \$ _____ = \$ _____ /4 =
\$ _____ (weekly average)

Weekly average \$ _____ X 52 weeks /12months = \$ _____ gross
monthly income

B. \$ _____ + \$ _____ + \$ _____ + \$ _____ = \$ _____ /4 =
\$ _____ (weekly average)

Weekly average \$ _____ X 52 weeks /12months = \$ _____ gross
monthly income

Every two weeks (26 pay periods annually):

A. \$ _____ + \$ _____ = \$ _____ /2 = \$ _____ (Two week average)

Two week average \$ _____ X 26 pay periods /12 months = \$ _____
gross monthly income

B. \$ _____ + \$ _____ = \$ _____ /2 = \$ _____ (Two week average)

Two week average \$ _____ X 26 pay periods /12 months = \$ _____
gross monthly income

Twice monthly (24 pay periods annually):

A. \$ _____ + \$ _____ = \$ _____ gross monthly income

B. \$ _____ + \$ _____ = \$ _____ gross monthly income

Monthly: (12 pay periods annually):

A. \$ _____ gross monthly income B. \$ _____ gross monthly
income

Fluctuating: use for seasonal, migrant, agricultural, fluctuating

A. \$ _____ 12 months* worth of income / 12 = \$ _____ gross monthly
income

B. \$ _____ 12 months* worth of income / 12 = \$ _____ gross monthly
income

Other Sources of Income:

- _____ Public assistance
- _____ Disability/Unemployment
- _____ Workers Compensation
- _____ Spousal Support
- _____ Child Support
- _____ Survivor benefits
- _____ Retirement benefits
- _____ Dividends/Interest
- _____ Rental Income
- _____ Foster care grant
- _____ Financial assistance for child
- _____ Veterans pension
- _____ Annuity/Pension
- _____ Inheritance
- _____ Housing included in pay
- _____ Auto included in pay
- _____ Student loan living expenses
- _____ Insurance settlements
- _____ Net gain from property
- _____ Other income
- _____ *Subtotal*
- _____ GMI from column 1
- _____ **Total Countable Income**

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Schedule of Income Ceilings for Initial Certification (MB 17-08)

Family Size	Family Monthly Income	Family Yearly Income
1-2	\$4,030	\$48,361
3	\$4,340	\$52,076
4	\$4,877	\$58,524
5	\$5,656	\$67,888
6	\$6,438	\$77,252
7	\$6,584	\$79,008
8	\$6,730	\$80,763
9	\$6,877	\$82,519
10	\$7,023	\$84,275
11	\$7,169	\$86,031
12	\$7,316	\$87,786



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Exceptions to the 70% SMI at Initial Certification

Part – Day CSPP

- Up to 10% of enrolled children may be from families whose income is no more than 15% above income eligibility threshold for the family size
- Children with exceptional needs whose families are over the income eligibility threshold, after all otherwise eligible children have been enrolled
 - Children with exceptional needs are children who have an individualized family service plan (IFSP) or an individualized education plan (IEP)



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Schedule of 15% over Income Ceilings for Part-Day CSPP Income

Family Size	Family Monthly Income	Family Yearly Income
1-2	\$4,894	\$58,724
3	\$5,270	\$63,235
4	\$5,922	\$71,065
5	\$6,870	\$82,436
6	\$7,817	\$93,806
7	\$7,995	\$95,938
8	\$8,172	\$98,070
9	\$8,350	\$100,202
10	\$8,528	\$102,334
11	\$8,705	\$104,466
12	\$8,883	\$106,598



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Certification of Eligibility

Required Forms:

- **Application for Service** (Form EESD 9600 or elected enrollment form) must be completed and signed by the parent, and an agency representative before the child enters the child development program
- **Notice of Action:** Issued after certification



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Management Bulletin 17-14: 12-Month Eligibility

Certification for services shall be for
no less than 12 months



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Certification

5 CCR Section 18082

- Designate authorized staff person(s) to certify family/child
 - The authorized staff person:
 - ✓ Reviews the completed application and documentation, **and**
 - ✓ **Certifies** families for services
- **Certify means** the formal process of collecting information and documentation to determine if the family and/or child meets the criteria for receipt of subsidized services. The signature of the designee on the application attests that the criteria have been met. 5 CCR Section 18078(b)

A Look at the Application for Service



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Confidential Application for Child Development Services and Certification of Eligibility
Form 5550 (06/06), Page 1, (REV. 5/07)

Agency Name: _____
Family Identification/Case No.: _____
Initial Subsidized Service Date: _____
Type of Application: (Check one) Initial Recertification

Note: State regulations require a formal application and certification for child development services. You will receive written notice of your eligibility no later than 30 days from the date of your signature on this form. This form must be completed by an agency representative in consultation with the family. The agency must verify and certify family eligibility prior to beginning services. Refer to the attached instructions for the completion of this form.

Section I. Family Identification. If you are a single parent/caretaker, check this box: See instructions, Section I.

Name of parent/caretaker (full name, including middle initial) & S.	Phone no. (cell or home)	Phone no. (work/school)
Name of parent/caretaker (full name, including middle initial) & S.	Phone no. (cell or home)	Phone no. (work/school)
Street address	City	State Zip PPS code

Section II. Family Eligibility and Reason for Needing Service

A. Family Eligibility Status (Check as many as apply.)

Protective Services	Current Aid Recipient	Income Eligible	Homeless	Programs for the severely handicapped
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B. Reason for Needing Service. Indicate all the reasons for needing care for each adult listed above. Enter 'A' or 'B' referring to parent/caretaker listed above. Attach documentation. (This section does not apply to part-day state preschool programs or programs for severely handicapped.)

Parent/Caretaker	Reason for Needing Service	Parent/Caretaker	Reason for Needing Service	Parent/Caretaker	Stage 1, 2, and 4 CalWORKs recipients only
	Homeless		Education or training		CalWORKs activities Date parent became eligible for aid: _____
	Working		Actively seeking employment		Division Date: _____
	Child referred for protective services because of neglect, abuse, exploitation, or in/Out-of-home		Seeking permanent housing		Record date of entry into each stage: Stage 1: _____ Stage 2: _____ Stage 3: _____
	Parent/caretaker hospitalized because of medical or psychiatric special needs				

C. Employment/Training Information. Must be completed for each adult listed in Section I above to document need on the basis of employment or training. (Attach documentation.)

Parent/Caretaker	Employer/School	Street Address	City	Zip				
A								
A								
Days and working/training hours:	Per- hr	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
Parent/Caretaker	Employer/School	Street Address	City	Zip				
B								
B								
Days and working/training hours:	Per- hr	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.

Section III. Family Adjusted Gross Monthly Income and Size

A. Family monthly income. The (gross) adjusted monthly income from all sources (Attach verification and documentation): \$ _____

B. Family income sources (Check all that apply. Do not count the gray shaded areas in Section III. & above.) Black shaded boxes for CalWORKs recipients only.
NOTE: Section III B is for federal data collection purposes only.

Employment, including self-employment	Other federal cash income programs (such as 881)
Child support	Housing voucher or cash assistance
Cash or other assistance under Title IV of the Social Security Act (TANF)	Assistance under the Food Stamp Act of 1977
State-only alien and two-parent programs for CalWORKs recipients	Other

C. Family size (See "Funding Terms and Conditions" for instructions on calculating family size.) _____

D. Parent(s) currently on active duty (i.e. serving full-time) in the U.S. Military? YES ___ NO ___

E. Parent(s) a current member of a National Guard or Military Reserve Unit? YES ___ NO ___

Application for Service (cont.)



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Confidential Application for Child Development Services and Certification of Eligibility

Form 9550 9/00 Page 2 (REV. 9/17)

Section IV. Data on Children. List ALL children residing in the home and counted in the family size.																						
Complete for all children residing in the home					Complete only for children served by your agency					For children enrolled in more than one program or site, use additional lines as needed.												
(1) Full Name of Child Including Middle Initial	(2) Gender	(3) Birth Date	(4) Adjustment Factor Code	(5) Ethnicity	(6) Race	(7) Native Language		(8) Program Code	(9) Type of Care Code	(10) Hours of Care per Day												
						Language Base	Child is English Learner? (See page 5 of ICF)			M	T	W	T	F	S	S						
Section V. Certification and Signature of Parent/Caretaker.																						
1. I understand that I am self-certifying single parent status under penalty of perjury in Section I of this document when the single parent/caretaker box has been checked. Parent Initials: _____ 2. I understand that the information about my eligibility may be reviewed by representatives of the State of California, the federal government, independent auditors, or others as necessary for the administration of the program. 3. I understand that if the agency denies this application for services, I have the right to appeal. 4. I understand that I will receive a notice of approval or disapproval of my application within 30 days from the date I sign this form.											5. I understand that this certification is not complete until all documentation is submitted and this form has been signed and dated by me and reviewed, signed, and dated by an agency representative. 6. I certify that my family assets do not exceed \$1,000,000; Child Care and Development Block Grant Act Section 655 p (4)(B). 7. I understand that I must renew my eligibility at least once a year. I further understand that if I do not renew my eligibility, I will no longer be eligible for subsidized child care services for my child.											
I CERTIFY THE VERACITY OF ALL INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.																						
Signature _____ Date _____											Relationship to Child: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: Please describe _____											
Signature _____ Date _____											Relationship to Child: <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other: Please describe _____											
Section VI. Family Fee (Refer to the current CDD Family Fee Schedule).																						
Type of Fee		Flat Monthly Fee Rate (See the instructions for Section VI.)																				
<input type="checkbox"/> Full-time 150 hours or more per month		Flat Monthly Rate: \$ _____										Specifics:										
<input type="checkbox"/> Part-time Under 150 hours per month		Flat Monthly Rate: \$ _____										Specifics:										
Section VII. For Office Use Only. (Certification is not complete until eligibility is reviewed, signed, and dated by an agency representative.)																						
Eligibility Status: <input type="checkbox"/> Accepted <input type="checkbox"/> Denied		Date Notice of Action Sent (if any req.)					Date Notice of Action Given (if any req.)					First date of subsidized service			Last date of enrollment							
Signature of Authorized Agency Representative											Title					Telephone number			Date			
Signature of Supervisor (Optional)											Title					Telephone number			Date			



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State Superintendent
of Public Instruction

Notice of Action (NOA)

California Department of Education
Early Education and Support Division
NOTICE OF ACTION
Form CO-7817, (Rev 6/14)

I. Notice of Action (Complete Either 1.A. or 1.B.)

1.A. Application for Services
 Services Approved to Begin: _____ Date _____
 Services Denied
 If appealed, appeal is due by: _____ Date _____
(Note: Appeal Instructions are on reverse side.)

1.B. Recipient of Services
 Change in Service
 Termination of Service
 Termination of Service for Delinquent Fees
 Effective Date of Action: _____
 If appealed, date appeal is due by: _____

2. Distribution of Notice
 Notice Given to Parent/Caretaker
 Recipient's Initials: _____
 Notice Mailed:
 First Class
 Other: _____
 Date Notice Given or Mailed: _____
 Tracking No. _____

3. Parent/Caretaker Information
 Parent/Caretaker A _____ Address _____
 Parent/Caretaker B _____ City _____ Zip _____ Telephone _____

4. Approved Child Care Services (Complete all information for each child approved for services.)

Name(s) of Child(ren) Receiving Services	Program Code	Enter Approved Hours of Enrollment						
		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
	School							
	Vacation							
	School							
	Vacation							
	School							
	Vacation							
	School							
	Vacation							

Monthly Family Fee Part-time \$ _____ Full-time \$ _____

5. Basis for Family Eligibility for Services
 Recipient of Child Protective Services
 Current Aid Recipient
 Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited
 Income Eligible (Reference Family Fee Schedule or Income Ceiling for Admission to State Preschool Programs.)
 Homeless

6. Basis for Family Need for Services
(This section does not apply to State Preschool Programs [CSPP])
 Recipient of Child Protective Services
 Child(ren) Identified as At Risk of Being Abused, Neglected, or Exploited
 Seeking Permanent Housing
 Engaged in Vocational Training/Education
 Employed or Seeking Employment
 Incapacitated Parent(s)

7. Reason for Action: State the specific reason(s) services were denied, changed, or terminated.

8. Agency Name _____

9. Name/Title of Agency Representative _____

10. Signature of Agency Representative _____

The agency must complete the information on the reverse side before the Notice of Action is issued.

NOTICE OF ACTION
CO-7817 (Rev 6/14) (REV 1/2022)

Appeal Information: If you do not agree with the agency's action as stated in the Notice of Action, you may appeal the intended action. To protect your appeal rights, you must follow the instructions described in each step listed below. If you do not respond by the required due dates or fail to submit the required appeal information with your appeal request, your appeal may be considered abandoned.

STEP 1: Complete the following appeal information to request a local hearing:

Name of Parent/Caretaker _____		Telephone No. _____
Address _____	City _____	Zip _____
In this section, please explain why you disagree with the agency's action.		
Check Box if an Interpreter is Needed at the Local Hearing: <input type="checkbox"/>	Signature of Person Requesting a Local Hearing _____	Date _____

STEP 2: Mail or deliver your local hearing request within 14 days of receipt of this notice to:

This section must be completed by the agency before the notice is served

A. Agency Name _____

B. Agency Address _____

C. City/State/Zip _____

D. Name of Agency Contact _____

E. Agency Telephone Number _____

STEP 3: Within ten (10) calendar days following the agency's receipt of your appeal request, the agency will notify you of the time and place of the hearing. You or your authorized representative are required to attend the hearing. If you or your representative do not attend the hearing, you abandon your rights to an appeal, and the action of the agency will be implemented.

STEP 4: Within ten (10) calendar days following the hearing, the agency shall mail or deliver to you a written decision.

STEP 5: If you disagree with the written decision of the agency, you have 14 calendar days in which to appeal to the Early Education and Support Division (EESD). Your appeal to the EESD must include the following documents and information: (1) a written statement specifying the reasons you believe the agency's decision was incorrect, (2) a copy of the agency's decision letter, and (3) a copy of both sides of this notice. You may either fax your appeal to 916-323-6853, or mail your appeal to the following address:

California Department of Education
Early Education and Support Division
1430 N Street, Suite 3410
Sacramento, CA 95814-5901
Attn: Appeals Coordinator
Phone: 916-322-6233

STEP 6: Within 30 calendar days after the receipt of your appeal, the EESD will issue a written decision to you and the agency. If your appeal is denied, the agency will stop providing child care and development services immediately upon receipt of GDE's decision letter.



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State Superintendent
of Public Instruction

Quick Reminder

When a child's residence alternates between the homes of separated or divorced parents, eligibility, need and fees should be determined separately for each household in which the child is residing during the time child development services are needed (i.e., separate family data files with separate applications and supporting documents)



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Recertification

- Recertification means the formal process for completing an application for services and collecting information and documentation to determine that the family and/or child meets the legal requirements for ongoing receipt of subsidized child development services
- Recertification occurs no sooner than 12 months from when they were last certified
- The family is eligible to receive services for no less than 12 months from recertification
- A graduated phase-out of the income ceilings for eligibility is applied at recertification
- At recertification, the family income can be at or below 85% of the SMI



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Schedule of Income Ceilings for Recertification (MB 17-09)

Family Size	Family Monthly Income	Family Yearly Income
1-2	\$4,894	\$58,724
3	\$5,270	\$63,235
4	\$5,922	\$71,065
5	\$6,870	\$82,436
6	\$7,817	\$93,806
7	\$7,995	\$95,938
8	\$8,172	\$98,070
9	\$8,350	\$100,202
10	\$8,528	\$102,334
11	\$8,705	\$104,466
12	\$8,883	\$106,598



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Wait List/Priorities

- Maintain priority list, and enroll accordingly
- CPS/At-Risk first, and then
- Lowest rank
 - CSPP (CPS/At-Risk 4 year-old first and then lowest rank 4 year-old)



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CalWORKs Stage 2 Eligibility Requirements



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CalWORKs Stage 2

5 CCR Section 18405

CalWORKs Stage 2 (C2AP) Child Care Services may begin when child care is available through a local Stage 2 program, and one of the following occurs:

- The county welfare department determines that the adult's work or approved work activity is stable
- The adult is transitioning off CalWORKs cash aid
- A family is found eligible for C2AP services



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Definition

“Stage 2” means the Second Stage of CalWORKs Child Care services. Stage 2 child care services are administered by the CDE through contracts with alternative payment program providers. Stage 2 child care begins when the county welfare department determines that a CalWORKs family is stable and transfers the family to a Stage 2 child care services, or a family applies and is found eligible for Stage 2 services.



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ELIGIBILITY

5 CCR Section 18406

A Family is eligible to receive C2AP child care services if all of the following conditions are met:

- The family is and remains income eligible
 - When income fluctuations occur, income is computed by averaging the total adjusted income received during the previous 12 months
 - Applying families, the 12 month period is the 12 months immediately preceding the month in which the application is signed
 - Families transferring from Stage 1 or another Stage 2 contractor, the 12 month period is the 12 months immediately preceding the transfer
 - All other families, the 12 month period is the 12 months immediately preceding the month of recertification



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Non-Countable Income

Total countable income does not include the following:

- Earnings of a child under the age of 18 years
- Loans, grants and scholarships obtained under conditions that preclude their use for current living costs
- Grants or loans to students for educational purposes made or insured by a state or federal agency
- Allowances received for uniforms or other work required clothing, food, or shelter
- Income that is used for business expenses for self-employed family members
- Income of a recipient of federal supplemental security income and state supplemental program (SSI/SSP) benefits
- **Foster Care Payments**



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Who is Eligible?

The adult or minor teen parent who is responsible for the care of the child needing child care services, and who is:

- A CalWORKS cash aid recipient
- A Former CalWORKS cash aid recipient who received cash aid within the last 24 months
- Determined eligible for diversion services by the county welfare department

Current CalWORKS cash aid recipients must be participating in a county welfare department CalWORKS approved welfare-to-work activity or be employed.



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Child Eligibility

5 CCR Section 18407

- **A child living in a household of the eligible family may receive C2AP child care service if he/she is:**
 - A son or daughter of an eligible family
 - Receiving foster care benefits, federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits
 - The responsibility of the adult to support and for whom the lack of child care would result in the adult not being able to work or participating in a work activity



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Child Eligibility (cont.)

5 CCR Section 18407

- **The Child must be:**
 - Under **13** years of age
 - A child with exceptional needs – children with active
 - Individualized Family Service Plans (IFSP)
 - Individualized Education Program (IEP)
- When a child's residence alternates between the homes of separated or divorced parents, eligibility, need and fees should be determined separately for each household in which the child is residing during the time child development services are needed (i.e., separate family data files with separate applications and supporting documents, 5 CCR Section 18407)



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Duration of Eligibility

5 CCR Section 18408

Families receiving CalWORKs cash aid are *categoryally eligible* to receive C2AP child care when:

- The family continues to meet the need eligibility criteria
- The contractor's policies regarding family eligibility shall not supersede the categorical eligibility of a family receiving CalWORKs cash aid



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Enrollment into C2AP

A family is transferred into Stage 2 from a county welfare department's Stage 1 program, or another contractor's Stage 2 program when the following information is obtained by the receiving contractor from the transferring agency:

- **Nine Data Elements – Six months allowed to complete certification**
 1. The parent(s) full name(s), address(es), and telephone number(s)
 2. The names and birth dates of **all** children under the age of eighteen (18) living with the family, whether or not they are served in the CalWORKs program
 3. The number of hours child care is needed each day for each child
 4. The names of other family members in the household related by blood, marriage, or adoption
 5. The reason for needing child care services
 6. Family size and adjusted monthly income if not a current cash aid recipient
 7. Employment or training information for parent(s), including name and address of employer(s) or training institution(s), and days and hours of employment or training
 8. Provider reimbursement rate; **and**
 9. The name, address, and telephone number of the child care provider and the type of eligible provider

MB 17-06 <http://www.cde.ca.gov/sp/cd/ci/mb1706.asp>



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Disenrollment of Families

When such a categorically eligible family would have their child care terminated due to family's violation of a child care provider's policy

- Contractor notifies the county welfare department of the action of the family to determine what action(s) may be taken

Contractor may take additional steps to remedy the situation

- Develop jointly agreed upon plan with the county welfare department
- Jointly determine with the county welfare department whether the family would be better served in CalWORKs Stage 1



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CalWORKs Stage 3 Eligibility Requirements



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CalWORKs Stage 3

5 CCR Section 18420

- **Definition: Stage 3**” means the third stage of CalWORKs child care services. Stage 3 child care services are administered by the CDE through contracts with alternative payment program providers
- **CalWORKs Stage 3 (C3AP) child care services may begin when a funded space is available and recipients are eligible for the third stage of child care (EC 8354)**
- Persons who received a lump-sum diversion payment or diversion services and former CalWORKs participants are eligible if they have an income that does not exceed 70 percent (70%) of the state median income pursuant to *EC 8263.1*



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Eligibility

5 CCR Section 18421

A family is eligible to receive C3AP child care services if all of the following conditions are met:

- The family is and remains income eligible. Adjusted monthly income is the total countable income received by members of the family included in the family size determination minus verified child support payments paid by the parent whose child is receiving child care services. Except for child support payments paid by the parent, monthly income shall not be adjusted because of voluntary or involuntary deductions. 5 CCR Section 18421(a)(1)
- When income fluctuations occur, the adjusted monthly income shall be computed by averaging the total adjusted monthly income received during the previous twelve (12) months



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Eligibility (cont.)

5 CCR Section 18421

- **For families** that transfer from either Stage 1 or another Stage 2 contractor, the twelve (12) month period shall be the twelve (12) months immediately preceding the transfer
- For all other families, the twelve (12) month period shall be the twelve (12) months immediately preceding the month of recertification
- Total countable income does not include the following:
 - Earnings of a child under the age of eighteen (18) years
 - Loans, grants, and scholarships obtained under conditions that preclude their use for current living costs
 - Grants or loans to students for educational purposes made or insured by a state or federal agency
 - Allowances received for uniforms or other work required clothing, food, or shelter
 - Income that is used for business expenses for self-employed family members; or
 - The income of a recipient of federal supplemental security income and state supplemental program (SSI/SSP) benefits



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Who is Eligible?

5 CCR Section 18421

The adult or minor teen parent responsible for the care of the child needing child care and the adult or minor teen parent is:

- A former CalWORKs cash aid recipient and is in the twenty-fourth (24th) month of eligibility for CalWORKs Stage 1 and/or Stage 2 after leaving CalWORKs cash aid

Or

- A diversion services recipient in the twenty-fourth (24th) month of eligibility for CalWORKs Stage 1 and/or Stage 2 child care



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Child Eligibility

5 CCR Section 18422

A child living in the household of the eligible family may receive C3AP child care services if he/she is:

- A son or daughter of the eligible family
- Receiving foster care benefits, federal Supplemental S Security Income (SSI), or State Supplemental Program (SSP) benefits; or
- The responsibility of the adult to support and for whom the lack of child care would result in the adult not being able to work or participate in a work activity
- **The Child Must Be:**
 - Under thirteen (13) years of age; or
 - A child with exceptional needs -children with active
 - Individualized Family Service Plans (IFSP)
 - Individualized Education Program (IEP)
 - When a child's residence alternates between the homes of separated or divorced parents, eligibility, need, and fees should be determined separately for each household in which the child is residing during the time child care services are needed



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Duration of Eligibility

5 CCR Section 18423

- Unlike Stages 1 and 2, after initial enrollment into a Stage 3 program, child care services will be continued as long as the child meets the requirements of 5 CCR Section 18422; and
- The family continues to meet eligibility requirements of 5 CCR Section 18421
- The contractor has received a referral for child protective services 5 CCR Section 18423(b); or
- If being reimbursed by state funds, the family is income eligible and the child has a medical or psychiatric special need that cannot be met without the provision of child care services as documented by the family data file 5 CCR Section 18089 (Child's Exceptional Needs)



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Service Coordination

5 CCR sections 18405 and 18423

Contractors administering Stages 2 and/or 3 programs in counties where there are multiple contractors shall coordinate services and cooperate to ensure all eligible families receive, and continue to receive services. May coordinate across counties so that eligible families living in, employed in, or receiving child care services in the county continue to receive services



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Next Steps

- Reflect on your current policies, procedures, and practices
- Change or modify policies and procedures to ensure alignment with applicable statutes and regulations. Distribute updated materials to concerned parties i.e. parents, general public
- Ensure that you have all active management bulletins
- Contact your FSO Consultant for technical assistance
- FSO will continue to support continuous improvement by providing trainings via webinars, in-person and in clusters as needed, and requested
- Work toward standardization of policies, procedures, and practices



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Questions?





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Thank You for Your Participation!