

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL13 – Employment Need
Reference:	Title 5 Section 18086, Funding Terms and Conditions I.C and I.J Head Start Performance Standard 1306.32 (d)(1) and 3
Policy:	If the basis of need for child care is employment, each parent/guardian in the home must provide a signed release to enable SCOE to obtain the information it deems necessary to support the parents employment days and hours.

Procedure:

1. Employment Verification form is distributed to parents/guardians via the enrollment/recertification packets or when a parent/guardian changes employment or need for services. Parent/guardian in the home must sign Section A of the Employment Verification specific to the employer enabling SCOE to obtain verification.
2. Agency Representative reviews the Employment Verification form for accuracy and verifies employment. All contacts with the employer shall be documented on the Employment Telephone Verification form or Section C of the Employment Verification form. Verification of employment may be made by telephone, fax directly received from the employer, employer issued wage stubs, or alternate source such as The Work Number. If using The Work Number, have parent/guardian complete section A of the Employment Verification and include social security number to request verification through www.theworknumber.com.
3. Agency Representative will verify that the nature of the work does not preclude the supervision of the family's child(ren).
4. State program – At the time of certification and recertification collect past 120 days of income to determine if employment need hours are predictable or unpredictable. Documentation must consist of one of the following:
 - Pay stubs/payroll summary provided indicates the days and hours of employment;
 - Independent written statement from the employer, such as the Employment Verification form;
 - Telephone the employer and maintain a record;
 - If parent/guardian is an assistant at a large licensed family day care home, you must include the following:
 - a) Copy of "large" family daycare license
 - b) Signed owner statement that the parent is an assistant
 - c) Proof that the parent's fingerprints are associated with licensed Family Child Care home (agency may contact licensing)
 - d) Paystub or other proof of payroll deductions for assistant by licensee

Note: An additional thirty minutes before and thirty minutes after work hours shall be added to the approved work schedule for transportation. Additional transportation time shall be granted on a case by case basis when the parent/guardian transportation need exceeds the allowed thirty minutes. Additional travel time beyond the 30 minutes is not automatic and must be requested in writing. Travel time request cannot exceed half of the total need hours per day not to exceed 4 hours per day. Sleep time may be approved when

a parent works between 10pm and 6am. One hour of sleep time may be approved for every hour of work time during this time period. Sleep time is not automatic. The request in writing must include specific sleep time.

5. State program – Family Eligibility Specialist approves care based on analysis as follows:
 - **Predictable: Set Schedule.** Specify on the application for services and Notice of Action the specific schedule.
 - **Predictable: Variable schedule with a pattern.** Specify on the application for services and Notice of Action the variable schedule pattern the parent is certified to use, such as *Days and hours may vary Monday through Friday with a maximum of 5 days per week or 4 days on 3 days off.*
 - **Unpredictable: Variable schedule with no pattern.** If the variability of the parent's employment is unpredictable and precludes you from verifying specific days and hours of employment or work week cycles, specify on the application for services and Notice of Action that the parent is authorized for a variable schedule for the actual hours worked, identifying the maximum number of hours of need based on the week with the greatest number of hours within the preceding four (4) weeks and the verification. Until such time as the employment pattern becomes predictable, need for services shall be updated at least every four (4) months, as documented on the Parent/Guardian File Checklist.
6. Head Start program – Parent must have a 32 hour need per week (during center hours of operation). If parent's need is less than 32 hours per week, supervisor approval is required.
7. For State Programs only - Family Eligibility Specialist will enter the employment information into the need section of the electronic database.

Supervised by: Coordinator of Early Childhood Programs, Child Care Services Supervisor, Master Teacher

Performed by: Family Eligibility Specialist, Family Service Worker

Forms needed: Employment Verification, Employment Telephone Verification, Parent/Guardian File Checklist

Frequency: Ongoing