

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL16 – Actively Seeking Employment Need
Reference:	Title 5 Section 18101, Funding Terms and Conditions I.C and I.K Head Start Performance Standard 1306.32 (d)(1) and 3
Policy:	If the basis of need for child care is actively seeking employment, a request to actively seek employment must be on file. Actively seeking employment is limited to sixty (60) working days during the fiscal year. Service is limited to an average not to exceed five (5) days per week for an average of less than 30 hours per week.

Center-Based Full Day Program Procedure:

1. Parent/Guardian submits a Request to Actively Seek Employment form within five (5) calendar days of change in need for services.
2. Family Eligibility Specialist reviews the request, and updates the need for services and enters need end date in database, child care schedule and issues a Notice of Action (State only).
3. Family Service Worker will schedule an appointment with the family to review the Actively Seeking Employment procedures and inform them that the Actively Seeking Employment Verification form is due at the end of each week.
4. Parent/Guardian records their activity on an Actively Seeking Employment Verification form.
5. Parent/Guardian submits the Actively Seeking Employment Verification form at the end of each week.
6. Family Service Worker will review the Actively Seeking Employment Verification form and verifies parent/guardian need for services.
7. If Family Service Worker does not receive Actively Seeking Employment Verification form by the end of the following work week, the Family Service Worker will remind the parent/guardian of the requirement. If the parent/guardian does not comply, then the Family Service Worker will review part-day/home based options with them will notify Family Eligibility Specialist to issue an incomplete file notice. If parent/guardian fails to submit missing Actively Seeking Employment Verification Forms, the Family Eligibility Specialist shall issue a termination of services notice.
8. Actively seeking employment is limited to sixty (60) working days during the fiscal year. An additional twenty (20) days may be given if the parent/guardian has concurrently received services based on employment or vocational training for at least 20 days while receiving services for seeking employment. Upon expiration of the 60 days, the Family Service Worker will review part-day/home based options with the parent/guardian. Note: For State programs, an Incomplete File Notice will be issued fifteen (15) days prior to the expiration of the need. If parent/guardian's need expires, a Notice of Action to terminate services shall be issued.

CAPP and CCTR FCCH Program Procedure:

1. Parent/Guardian submits a Request to Actively Seek Employment form within five (5) calendar days of change in need for services.
2. Family Eligibility Specialist reviews the request, and updates the need for services and enters need end date in database, child care schedule and issues a Notice of Action.

3. Actively seeking employment is limited to sixty (60) working days during the fiscal year. An additional twenty (20) days may be given if the parent/guardian has concurrently received services based on employment or vocational training for at least 20 days while receiving services for seeking employment. An Incomplete File Notice will be issued fifteen (15) days prior to the expiration of the need. If parent/guardian's need expires, a Notice of Action to terminate services shall be issued.

Supervised by: Child Care Services Supervisor, Child Development Supervisor

Performed by: Family Eligibility Specialist, Family Service Worker

Forms needed: Actively Seeking Employment Verification; Incomplete File Notice; Request to Actively Seek Employment

Frequency: Ongoing