

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL17 – Parent/Guardian Incapacity Need
Reference:	Title 5 Section 18088, Funding Terms and Conditions I.C and I.L Head Start Performance Standard 1306.32 (d)(1) and 3
Policy:	If the basis of need for child care is parental/guardian incapacitation, the file must contain documentation of the parent's/guardian's incapacitation provided by a legally qualified licensed professional.

Procedure:

1. Family Eligibility Specialist completes the Agency Information in Part I and identifies themselves as the Authorized Agency Representative.
2. Parent/Guardian completes Part 1 of the Statement of Parental Incapacity form.
3. Legally qualified licensed professional completes Part 2 of the Statement of Incapacitation (CD9606) form.
4. Parent/Guardian submits the Statement of Parental Incapacity (CD9606) form.
5. Agency Representative reviews the form for accuracy and as needed contacts the licensed professional for additional information or verification purposes. All contacts with the licensed professional shall be documented on the Statement of Incapacitation form and in the note section of the electronic database (State only).
Note: If the parent/guardian is incapacitated due to a physical condition, the licensed professional must identify the extent to which the parent is incapable of providing care and supervision of the child(ren). This is not required if the incapacity is due to a mental health condition.
6. Agency Representative verifies that the nature of the incapacity does not preclude the supervision of the family's child(ren).
7. Agency Representative uses the Statement of Parental Incapacity (CD9606) form to determine child care hours needed, not to exceed 50 hours per week.
8. For State Programs only, Family Eligibility Specialist enters the incapacity information into the need section of the electronic database.

Supervised by:	Child Care Services Supervisor, Master Teacher
Performed by:	Family Eligibility Specialist, Family Service Worker
Forms needed:	Statement of Parental Incapacity (CD-9606)
Frequency:	Ongoing