

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL19 – Child Protective Services Eligibility and Need
- Reference:** Title 5 Section 18092, Management Bulletin 06-14, Funding Terms and Conditions I.B, I.C, and I.P
Head Start Performance Standard 1306.32 (d)(1) and 3
- Policy:** If the basis of need and eligibility for child care is Child Protective Services, the file must contain a written referral from the county welfare department. The child may receive child care and development services for up to twelve (12) months if referred by a county child welfare services worker because the child is receiving child protective services, has a child protective services case and the child's case record documents that child care and development services are a necessary component of the child protective services case plan to maintain the child with his or her biological, foster, or adoptive parent. After the initial twelve (12) month time period a family's services will be terminated, unless the family's child care services worker issues another referral authorizing child care and development services, or the family meets other "need" and "eligibility" requirements. (see note below for HS)

Procedure:

1. Agency Representative provides the parent/guardian and the county welfare department social worker a copy of the CPS Referral handout, which outlines the items needed on the referral.
2. Referring county welfare department social worker submits a written referral. (Local county welfare department agency completes agency established referral letter containing all required components.)
3. Agency Representative reviews the documentation for accuracy and as needed contacts the referring agency for additional information or verification purposes. All contacts with the referring agency shall be documented on a blank piece of paper and attached to the referral letter.
4. Family Eligibility Specialist reviews the written referral to see if the family will be exempt from paying a family fee for up to twelve (12) months if determined to be necessary by the county welfare department, child welfare services worker (State Only).
5. For State programs, Family Eligibility Specialist enters the child protective services eligibility and need information into the electronic database.
6. Family Eligibility Specialist approves the days and hours of child care needed based upon the written referral.

Note: For HS programs – In the event that the family does not meet other need requirements after the 12 month time period, the Family Service Worker will discuss family options with the Master Teacher and Director II.

Supervised by: Coordinator of Early Childhood Programs, Director II, Child Care Services Supervisor

Performed by: Family Eligibility Specialist, Family Service Worker

Forms needed: Child Protective Services Referral Letter

Frequency: Ongoing