

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL20 – At Risk Eligibility and Need
Reference:	Title 5 Section 18092.5, Management Bulletin 06-14, Funding Terms and Conditions I.B, I.C and I.Q Head Start Performance Standard 1306.32 (d)(1) and 3
Policy:	If the basis of need and eligibility for child care is child at-risk of abuse, neglect, or exploitation, the file must contain a written referral from a child welfare service worker or a legally qualified professional in a legal, medical, social services agency, or an emergency shelter may receive child care and development services for up to a maximum of three (3) months. A second referral will not extend child care and development services beyond the initial three (3) months. After the three (3) month time period a family's services will be terminated, unless the family meets other "need" and "eligibility" requirements (see note below for HS)

Procedure:

1. Agency Representative provides the parent/guardian and the legally qualified professional a copy of the At Risk Referral handout, which outlines the items needed in the referral.
2. Referring agency submits a written referral that contains the items listed on the At Risk Referral handout.
3. Agency Representative reviews the documentation for accuracy and as needed contacts the referring legal professional for additional information for 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 three (3) months if determined to be necessary by the legally qualified professional (State Only)
5. Family Eligibility Specialist certifies care for the days and hours of child care needed based upon the written referral.
6. For State programs, Family Eligibility Specialist enters the "At Risk" eligibility and need information into the electronic database.
7. For State programs, Family Eligibility Specialist mails the Notice of Action approving child care services for a maximum of three (3) months.

Note: For HS programs – In the event that the family does not meet other need requirements after the 3 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 of Early Childhood Programs, Child Care Services Supervisor

Performed by: Family Eligibility Specialist, Family Service Worker

Forms needed: At Risk Referral Letter Handout; At Risk Letter

Frequency: Ongoing