

Area:	Eligibility, Recruitment, Selection, Enrollment, and Attendance
Subject:	EL24 – State Enrollment Procedure
Reference:	Title 5 Sections 18081-18107, Funding Terms and Conditions
Policy:	State programs shall utilize StanWait when a vacancy occurs. Children shall be enrolled according to the admission priorities.

Procedure:

1. Coordinator of Early Childhood Programs will notify the Family Eligibility Specialist when a vacancy occurs.
2. Family Eligibility Specialist will review the enrollment binder for siblings/seamless transfers/additional need for services waiting to enroll. If there are available vacancies beyond the siblings/seamless transfers/additional need for services the Project Analyst will pull a Priority/Contact List from StanWait.
3. Project Analyst will program a voice broadcast through School Messenger and contact families by telephone through a pre-recorded voice broadcast message. Family will be instructed to call back and speak with the officer of the day to conduct a screening utilizing the Eligibility Determination Waitlist Application form.
 - Eligible-officer of the day will schedule a pre-enrollment orientation appointment with the parent/guardian.
 - Not Eligible- officer of the day informs parent/guardian they need to update their information on StanWait and/or refer to a part-day Head Start program staff member/site
4. Family Eligibility Specialist or designee will mail a map and appointment confirmation to families scheduled for orientation.
5. Pre-enrollment orientation shall include quality child care, program process and procedures, and the certification process. The enrollment packet will also be reviewed and distributed.
6. Families must submit their completed certification packet within two (2) weeks of the orientation date. When the Family Eligibility Specialist verifies a complete packet, a certification appointment will be scheduled.
7. Family Eligibility Specialist will review and verify all contents of the basic data file defined in Title 5, section 18081 to determine if the family is eligible. The family's information shall be entered into the electronic database. Family Eligibility Specialist will meet with the family to review and verify the basic data file, and acquire needed signatures. The Family Needs Request and Referral form will also be reviewed. Referrals will be given based upon the results of the Family Needs Request and Referral.
8. Family Eligibility Specialist will determine eligibility based on at least one (1) of the eligibility criteria's- Cash aid, homeless, CPS, at-risk or income eligibility. Income Eligibility will be determined as follows:

Non-Fluctuating Income

- **1 month income** – For income that does not fluctuate; only keep the past 1 month (past 30 days) of the collected income. For one month income, clearly document the frequency used to determine the month income.

Fluctuating Income

- **12 month income average** – Collect and total income from the past 12 months and divide by 12. Document or attach your calculations on the income worksheet. Complete 12 month income averages for income that contains migrant, agricultural, seasonal work, intermittent earnings, bonuses, commissions, lottery winnings, inheritance, back child support payment, or net proceeds from the sale of real property or stock.
 - **4 month income average** –Collect and total income from the past 4 consecutive months and divide by 4. Document or attach your calculations on the income worksheet. Complete 4 month income averages when there is unpredictable days and hours of employment, overtime, or self-employment. *Only update every 4 months if it is determined that parent's employment need is unpredictable and pattern cannot be established.*
9. Family Eligibility Specialist will determine the number of days and hours of approved services based on need documentation (See each need procedure).
 10. Family Eligibility Specialist will issue an approval/denial Notice of Action no later than 30 days following the date the parent signs the application for services.
 - If child care services are approved the estimated recertification date shall be the last day of the month prior to the month the parent signs the recertification documents. (Example: Certified on 8/14/16, estimated recertification date would be 7/31/17).
 - Recertification of eligibility is required at least once every three months for families receiving services because the child is at risk of or because of actual abuse, neglect, or exploitation.
 - Families with unpredictable schedules shall be recertified every four months, until their schedule becomes predictable. Note: Full recertification must be completed within the 12 month certification period.
 - All other families will be recertified at intervals not to exceed twelve months.
 11. If approved, Project Analyst will process the Certificate for Child Care Services, attach the NOA and distribute to the Supervisor for review.
 12. Supervisor will review the Certificate for Services. If accurate, the Project Analyst will enter data into the master certificate spreadsheet and distribute copies; White to claims desk along with the NOA, pink to provider and yellow to parent.
 13. Family Eligibility Specialist will update the children's status on StanWait within three (3) weeks of enrollment. All pre-enrollment activity will be recorded on Eligibility Determination Waitlist Application form and filed in the Enrollment Binder for the current fiscal year.

Supervised by: Coordinator of Early Childhood Programs & Child Care Services Supervisor

Performed by: Family Eligibility Specialist & Project Analyst

Forms needed: StanWait Contact List, Eligibility Determination Waitlist Application, CD9600, CD9600A, NOA, Income Worksheet, Family Needs Request and Referral , Employment Verification, Training Verification, Statement of Incapacity, Homeless Declaration, Child Health and Emergency Information, CPS or At Risk Written Referral, Declaration of Parent Fee Responsibility, Certificate for Child Care Services, Monitoring Form, Family Information Form

Frequency: Ongoing