

Area: Due Process

Subject: MS18 – State Use of Notice of Action-Application for Services (CD7617)

Reference: Title 5 Section 18094, 18118, Management Bulletin 01-16, Funding Terms and Conditions XV.A-C

Policy: A Notice of Action (CD7617) to approve or deny services must be given or mailed to parents/guardians within thirty (30) days of the date the parent/guardian signed an application for services (CD9600).

Procedure:

1. Child Care Specialist I must review the initial application for services (CD9600).
2. Child Care Specialist I will issue a Notice of Action (CD7617) approving or denying the application or change in service within thirty (30) days from the date the application is signed. The Notice of Action (CD7617) in KinderTrack shall be used.
3. The Notice of Action must include the applicant's name and address, Stanislaus County Office of Education's name and address, name and telephone number of the Child Care Specialist I who made the decision, the method of distribution and appeal hearing request instructions.
 - If the services are approved the notice shall contain the basis of eligibility, daily fee (if applicable), duration of the eligibility, names of approved children, hours of service approved each day, and the estimated recertification date.
 - If the services are denied the notice shall contain the basis of denial.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Child Care Specialist I

Forms needed: Notice of Action (CD7617)

Frequency: Ongoing