

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** E12 - State Recertification
- Reference:** Title 5 Section 18103, Funding Terms and Conditions I
- Policy:** 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. All other families will be recertified at intervals not to exceed twelve months.

Procedure:

1. Child Care Specialist I will mail a recertification packet to families by the 14th working day of the month prior to the date of estimated recertification.
2. Two recertification orientations shall be held by the 8th of each month. The orientation shall include the following topics: quality child care, update of program process and procedures, and the recertification process. The recertification packet will also be reviewed during orientation.
3. If families do not respond or fail to appear, a Child Care Specialist I will issue a Notice of Action (NOA) to terminate services effective in two (2) weeks. NOA's shall be issued the following day after the 2nd orientation.
4. If recertification packets are incomplete, a Child Care Specialist I will issue an Incomplete Packet Notice listing the missing items. Items should be received within 2 business days. If items are not received, issue a NOA to terminate services effective in 2 weeks.
5. A one-to-one appointment for recertification will be scheduled after the Child Care Specialist I verifies the packet is complete.
6. Child Care Specialist I will review and verify all contents of the basic data file as defined in Title IV, section 18081 to determine the family's eligibility for the next certification period. The family's information shall be updated in KinderTrack. Non-school age children's immunizations shall be updated in the RIDE system.
7. Child Care Specialist I will meet with the family to review and verify the basic data file, and acquire needed signatures. The Family Needs Questionnaire will also be completed and/ or update previous Family Needs Questionnaire. Referrals will be given based upon the results of the Family Needs Questionnaire.
8. Child Care Specialist I will approve or deny the family/child's eligibility for child care and development services.
 - If child care services are approved the estimated recertification date shall be the last day prior to the month the parent signs the recertification documents. (Example: Certified on 8/14/06. Estimated recertification date would be 7/31/07).
 - If child care services are approved and a family member is incapacitated, the estimated recertification date shall be the incapacitation end date. Note: The incapacitation end date may not exceed 12 months from date of application.
9. Child Care Specialist I will issue an approval/denial NOA no later than 30 days following the parent signature on the application for services.
10. Child Care Specialist I will submit a copy of the NOA to the Data Technician processing the Agreement for Services.
11. If a family has a family fee, Child Care Specialist I will submit the original Declaration of

Family Fee Responsibility form and a copy of the NOA to the Data Technician processing family fees.

12. All files shall be reviewed by co-worker using the Monitoring Form.

13. Monitoring Forms are due to the Coordinator of Early Childhood Programs by the last business day of each month.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Child Care Specialist I

Forms needed: CD9600, CD9600A, NOA, Income Worksheet, Family Needs Questionnaire, Employment Verification, Training Verification, Statement of Incapacity, Incomplete Packet Notice, Homeless Declaration, Declaration of Family Fee Responsibility, Identification and Emergency Information form, Health Questionnaire, Declaration of Income, Monitoring Form

Frequency: Ongoing