

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL16 – State Actively Seeking Employment Need
- Reference:** Title 5 Section 18101, Funding Terms and Conditions I.C and I.K
- Policy:** If the basis of need for child care is actively seeking employment, verification of actively seeking employment must be on file. Actively seeking Employment is limited to sixty (60) working days during the fiscal year. Service is limited to an average not to exceed five (5) days per week for an average of less than 30 hours per week.

Procedure:

1. Parent/Guardian notifies Child Care Specialist I in writing of their need to actively seek employment upon enrollment or within five (5) business days of change in need for services.
2. Child Care Specialist I will schedule an appointment with the family to review the Actively Seeking Employment procedures and inform them that the Actively Seeking Employment form is due at the end of each week.
3. Parent/Guardian records their activity on an Actively Seeking Employment form.
4. Parent/Guardian submits the Actively Seeking Employment form at the end of each week.
5. Child Care Specialist I will review the Actively Seeking Employment form and verifies parent/guardian need for services.
6. If Actively Seeking Employment form is not received by the end of the following work week an incomplete file letter shall be mailed to the parent. If the parent does not comply within one (1) week, a Notice of Action to terminate services shall be issued.

- Supervised by:** Coordinator of Early Childhood Programs
- Performed by:** Child Care Specialist I
- Forms needed:** Actively Seeking Employment Form; Incomplete File Letter
- Frequency:** Ongoing