

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL17 – State Parent/Guardian Incapacity Need
- Reference:** Title 5 Section 18088, Funding Terms and Conditions I.C and I.L
- Policy:** If the basis of need for child care is parental/guardian incapacitation, the file must contain documentation of the parent's/guardian's incapacitation provided by a legally qualified licensed professional.

Procedure:

1. Parent/Guardian completes Part 1 of the Statement of Incapacitation (CD9606) form.
2. Legally qualified licensed professional completes Part 2 of the Statement of Incapacitation (CD9606) form.
3. Parent/Guardian submits the Statement of Incapacitation (CD9606) form.
4. Child Care Specialist I reviews the form for accuracy and as needed contacts the licensed professional for additional information or verification purposes. All contacts with the licensed professional shall be documented on paper and in the note section of the KinderTrack database.
5. Child Care Specialist I verifies that the nature of the incapacitation does not preclude the supervision of the family's child(ren).
6. Child Care Specialist I submits to the Coordinator of Early Childhood Programs for approval.
7. Child Care Specialist I uses the Statement of Incapacitation (CD9606) form to determine child care hours needed, not to exceed 50 hours per week.
8. Child Care Specialist I enters the incapacitation information into the need section of the KinderTrack database.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Child Care Specialist I

Forms needed: Statement of Incapacity (CD9606)

Frequency: Ongoing