

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL18 – State Homelessness Need
- Reference:** Title 5 Section 18091, Funding Terms and Conditions I.C and I.N
- Policy:** If the basis of need for child care is homelessness, the file must contain a written referral from an emergency shelter or other legal, medical or social service agency; or a Self Declaration of Homelessness form.

Procedure:

1. Parent/Guardian submits a written referral from an emergency shelter or other legal, medical or social service agency; or completes a Self Declaration of Homelessness form.
2. Child Care Specialist I reviews the documentation for accuracy and as needed contacts the referring agency for additional information or verification. All contacts with the referring agency shall be documented on paper and in the note section of the KinderTrack database.
3. Child Care Specialist I will work with the family to determine a reasonable number of hours per day to seek permanent housing for family stability.
4. Child Care Specialist I submits documentation to the Coordinator of Early Childhood Programs for approval.
5. Child Care Specialist I enters the homelessness information into the need section of the KinderTrack database.

- Supervised by:** Coordinator of Early Childhood Programs
- Performed by:** Child Care Specialist I
- Forms needed:** Self Declaration of Homelessness Form
- Frequency:** Ongoing