

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL19 – State Child Protective Services Eligibility and Need
- Reference:** Title 5 Section 18092, Management Bulletin 06-14, Funding Terms and Conditions I.B, I.C, and I.P
- Policy:** Children receiving child protective services (CPS) through the county welfare department may receive child care and development services for up to twelve (12) months if referred by a county child welfare services worker because the child is receiving family preservation services or family maintenance services and the family requires care as part of their family maintenance or family preservation case plan. After the initial twelve (12) month time period a family’s services will be terminated, unless the family’s child care services worker issues another referral authorizing child care and development services, or if the family meets other “need” and “eligibility” requirements.

Procedure:

1. Child Care Specialist I provides the parent/guardian and the county welfare department social worker a copy of the CPS Referral handout, which outlines the items needed on the referral.
2. Referring county welfare department social worker submits a written referral.
3. Child Care Specialist I reviews the documentation for accuracy and as needed contacts the referring agency for additional information or verification purposes. All contacts with the referring agency shall be documented on paper and in the note section of the KinderTrack database.
4. Child Care Specialist I reviews the written referral to see if the family will be exempt from paying a fee for up to twelve (12) months if determined to be necessary by the county welfare department, child welfare services worker.
5. Child Care Specialist I approves the hours of child care needed based upon the written referral.
6. Child Care Specialist I submits documentation to the Coordinator of Early Childhood Programs for approval.
7. Child Care Specialist I enters the child protective services eligibility and need information into the KinderTrack database.

- Supervised by:** Coordinator of Early Childhood Programs
- Performed by:** Child Care Specialist I
- Forms needed:** Child Protective Services Referral Handout
- Frequency:** Ongoing