

- Area:** Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Subject:** EL20 – State At Risk Eligibility and Need
- Reference:** Title 5 Section 18092.5, Management Bulletin 06-14, Funding Terms and Conditions I.B, I.C and I.Q
- Policy:** Children at-risk of abuse, neglect, or exploitation, and referred from a legally qualified professional in a legal, medical, or social services agency, or an emergency shelter may receive child care and development services for up to a maximum of three (3) months. A second referral will not extend child care and development services beyond the initial three (3) months. After the three (3) month time period a family’s services will be terminated, unless the family meets other “need” and “eligibility” requirements.

Procedure:

1. Child Care Specialist I provides the parent/guardian and the legally qualified professional a copy of the At Risk Referral handout, which outlines the items needed on the referral.
2. Referring agency submits a written referral that contains the items listed on the At Risk Referral handout.
3. Child Care Specialist I reviews the documentation for accuracy and as needed contacts the referring legal professional 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 three (3) months if determined to be necessary by the legally qualified professional.
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 “At Risk” eligibility and need information into the KinderTrack database.
8. Child Care Specialist I mails the At Risk Letter located in the generic family letters in the KinderTrack database along with the Notice of Action approving child care services for a maximum of three (3) months.

Supervised by: Coordinator of Early Childhood Programs

Performed by: Child Care Specialist I

Forms needed: At Risk Referral Handout; At Risk Letter

Frequency: Ongoing