

## Participation Requirements- At-Risk

Parents must adhere to the following requirements when the basis of the need for child care is because a child is At Risk of Abuse, Neglect, or Exploitation. A parent is eligible for child care services for not less than twelve (12) or twenty-four (24) months, depending on which program they are enrolled in.

### Required Documentation

The following documentation must be submitted for initial certification, at recertification, or when there is a voluntary report of a change:

1. A *referral* on the family's behalf from a legally qualified professional. A legally qualified professional is a person licensed under applicable laws and regulations of the State of California to perform legal, medical, health, or social services for the general public. The referral must meet the following requirements:
  - a. At the time of enrollment or recertification, the letter must be dated within the past six (6) months;
  - b. The letter must be written on the referring agency's letterhead including the agency name, address, and telephone number;
  - c. The letter must include all of the following information:
    - i. The name and signature of the legally qualified professional making the referral and the date the referral was written;
    - ii. A statement from the legally qualified professional specifically indicating that the child is at risk of abuse, neglect, or exploitation and that child care and development services are necessary to reduce that risk;
    - iii. The probable duration of the at risk situation;
2. Documentation of *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification or recertification of eligibility for services or timeframe to report voluntary change/update, as applicable to verify eligibility and family fees, or a statement from the legally qualified professional making the referral, requesting that the family be exempt from family fees (the total duration of exemption for any family may not exceed twelve (12) months.)

CHS will contact individuals, including but not limited to the legally qualified professional making the referral or source(s) of total countable income if applicable, as needed to verify need and eligibility documentation from the parent. CHS may request additional documentation to verify information to the extent that the information provided by the parent is insufficient to make a reasonable assessment of eligibility or need for child care. Incomplete documents will be returned to the parent and considered outstanding. Failure to submit required documentation will be cause for denial or termination of services.

### Reporting Changes

If the family eligibility is based on income, the parent is responsible for reporting income that exceeds the 85% income threshold for their family size as identified in the *Schedule of Income Ceilings (85 percent of SMI)*. This document is distributed to parents at certification, recertification, or upon request. Program Specialists identify the maximum adjusted monthly income that a family may earn to remain eligible for services. Parents may at any time voluntarily report changes to reduce their family fee, increase the family's services, or extend the period of eligibility. Parents may also voluntarily request a reduction to their service level with a written request that includes: days and hours per day requested, effective date of proposed reduction of service level, and acknowledgement that you understand that you may retain your current service level.

### Child Care

- Child care hours will be approved during hours that are consistent with the referral, if provided.
- If CHS is unable to make a reasonable assessment of need or eligibility based upon the documentation submitted, child care services may be denied or terminated.

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By signing below, I certify that I have reviewed, understand, and agree to the requirements listed within this document.

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_