

## Participation Requirements- Homelessness

Parents must adhere to the following requirements when the basis of the need for child care is homelessness. A parent whose documented need for child care is homelessness 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. A parent whose need or eligibility is homelessness who is pending the submittal of eligibility and/or need enrollment documentation is eligible for child care for thirty (30) days from their signature date on the application for services. During this time, the parent must submit the outstanding documentation in order for child care to continue beyond the thirty (30) day period.

### Required Documentation

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

1. Either (a) or (b), below:
  - a. a written referral identifying the child as experiencing homelessness dated within three (3) months indicating the name of the identifying agency, physical address, telephone number, and title and signature of the person identifying the family as experiencing homelessness from a legal, medical or social service agency, a local educational agency liaison for homeless children and youth, a Head Start Program, or an emergency or a transitional shelter; **or**
  - b. a written parental declaration, signed under penalty of perjury, of homelessness **and** documentation of at least one of the following need requirements: seeking permanent housing for family stability, seeking employment, engaging in vocational training, employment, or engaging in an educational program for English Language Learners, English as a Second Language, to attain a high school diploma, or general educational development (GED) certificate.
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.
3. Declaration of intent to reside in California.

CHS may contact the referring agency as needed to verify eligibility and need information. CHS may request additional documentation to verify days and hours of need for services to the extent that the information provided by the parent is insufficient to make a reasonable assessment of income eligibility or need for child care. Incomplete documents will be returned to the parent and considered outstanding. Failure to submit required documentation within thirty (30) days of the parent's signature on the application for services will be cause for denial or dis-enrollment from 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 acknowledgment that you understand that you may retain your current service level.

### Child Care

- Child care will only be approved based on the written referral [as defined in(1)(a) above] or documentation of need.
- Child care will be approved for a maximum of five (5) days per week and for less than 30 hours per week.
- 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: \_\_\_\_\_