



COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY

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 PAGE 1 of 9
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 Updated

SUBJECT:
CSPP Program Eligibility, Selection, and Enrollment

APPROVED: 06-16-14
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PURPOSE

To ensure compliance with California State Preschool Programs (CSPP) funding requirements, the Preschool Services Department (PSD) has established a formal system for selecting and enrolling eligible children in Full and Part Day programs.

POLICY

PSD adheres to California Department of Education Title 5 when determining eligibility, selecting, and enrolling children for the CSPP programs.

REFERENCE

California Department of Education Title 5 § 18094, 18096, 18095, 18131, 18132; CSPP Funding Terms and Conditions; Child Development Attendance & Fiscal Reporting & Reimbursement Procedures (Greenbook); CDE Management Bulletin 11-10

PROCEDURE

The Program Generalist will complete the intake process by placing all the necessary information from the completed application and supporting documentation into the Child Outcomes Planning and Assessment (COPA) system. COPA will assign eligibility points based on the enrollment priorities specific to CSPP programs.

Every CSPP application must be certified by the Program Generalist and Signed Off/Approved by the Program Supervisor. This also applies to recertification applications for children who are entering the CSPP full day program for the 2nd year.

Note: Children co-enrolled in the Head Start program must also be made eligible in accordance with Head Start requirements.

Family Size

The **Family** is defined as the **parents** and the children for whom the parents are responsible, who comprise the household in which the child receiving services is living. For purposes of income eligibility and family fee determination, when a child and his or her siblings are living in a family that does not include their biological or adoptive parent, "family" shall be considered the child and related siblings.

A **parent** is defined as a biological parent, stepparent, adoptive parent, foster parent, caretaker relative, legal guardian, domestic partner of the parent as defined in Family Code Section 297, or any other adult living with a child who has responsibility for the care and welfare of the child.

Required Documentation: Family Size

1. The number of children shall be documented by providing one of the following documents, as applicable:
 - a. Birth certificates;
 - b. Court orders regarding child custody;
 - c. Adoption documents;
 - d. Records of Foster Care placements;
 - e. School or medical records;
 - f. County welfare department records; or
 - g. Other reliable documentation indicating the relationship of the child to the parent.
2. When only one parent has signed the application and the information provided above indicates the child(ren) in the family has another parent whose name does not appear on the application, then the presence or absence of that parent shall be documented by providing any one of the following documents, as applicable:
 - a. Records of marriage, divorce, domestic partnership or legal separation;
 - b. Court-ordered child custody arrangements;
 - c. Evidence that the parent signing the application is receiving child support payments from that person, has filed for child support with the appropriate local agency, or has executed documents with that agency declining to file for child support;
 - d. Rental receipts or agreements, contracts, utility bills or other documents for the residence of the family indicating that the parent is the responsible party; or
 - e. Any other documentation, excluding a self-declaration except as provided in Section 3 below, to confirm the presence or absence of a parent of a child in the family.
3. If, due to the recent departure of a parent from the family, the remaining applicant parent cannot provide any documentation pursuant to Section 2 above, the applicant parent may submit a self-declaration signed under penalty of perjury explaining the absence of that parent from the family. Within six months of applying or reporting this change in family size, the parent must provide documentation pursuant to Section 2 above.
4. If the information provided by the parent is insufficient, the Program Generalist shall request any additional documentation necessary from Section 1 above to verify the family composition and family size.
5. For income eligibility and family fee purposes, when a child and his or her siblings are living in a family that does not include their biological or adoptive parent, only the child and related siblings shall be counted to determine family size. In these cases, the adult(s) must meet a need for full day services.

Income Eligibility

A family is **income eligible** for the CSPP program if the family's adjusted monthly income is at or below seventy percent (70%) of the state median income (as determined by the State Department of Finance), adjusted for family size.

Adjusted monthly income = **Total countable income** minus (-) verified child support payments paid by the parent whose child is receiving child development services

Total countable income is all income of the individuals counted in the family size that includes, but is not limited to, the following:

1. Gross wages or salary, advances, commissions, overtime, tips, bonuses, gambling or lottery winnings;
2. Wages for migrant, agricultural, or seasonal work;

3. Public cash assistance;
4. Gross income from self-employment less business expenses with the exception of wage draws;
5. Disability or unemployment compensation;
6. Workers compensation;
7. Spousal support, child support received from the former spouse or absent parent, or financial assistance for housing costs or car payments paid as part of or in addition to spousal or child support;
8. Survivor and retirement benefits;
9. Dividends, interest on bonds, income from estates or trusts, net rental income or royalties;
10. Rent for room within the family's residence;
11. Foster care grants, payments or clothing allowance for children placed through child welfare services;
12. Financial assistance received for the care of a child living with an adult who is not the child's biological or adoptive parent;
13. Veterans pensions;
14. Pensions or annuities;
15. Inheritance;
16. Allowances for housing or automobiles provided as part of compensation;
17. Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies;
18. Insurance or court settlements for lost wages or punitive damages;
19. Net proceeds from the sale of real property, stocks, or inherited property; or
20. Other enterprise for gain.

Non-countable income is listed below and is to be excluded from income:

1. Earnings of a child under age 18 years;
2. Loans;
3. Grants or scholarships to students for educational purposes other than any balance available for living costs;
4. Food stamps or other food assistance;
5. Earned Income Tax Credit or tax refund;
6. GI Bill entitlements, hardship duty pay, hazardous duty pay, hostile fire pay, or imminent danger pay;
7. Adoption assistance payments received pursuant to Welfare and Institutions Code section 16115 et seq.;
8. Non-cash assistance or gifts;
9. All income of any individual counted in the family size who is collecting federal Supplemental Security Income (SSI) or State Supplemental Program (SSP) benefits;
10. Insurance or court settlements including pain and suffering and excluding lost wages and punitive damages;
11. Reimbursements for work-required expenses such as uniforms, mileage, or per diem expenses for food and lodging;
12. Business expenses for self-employed family members;
13. When there is no cash value to the employee, the portion of medical and/or dental insurance documented as paid by the employer and included in gross pay; and
14. Disaster relief grants or payments, except any portion for rental assistance or unemployment.

Required Documentation: Income Eligibility

Employed (not self-employed), the parent must provide:

1. A release authorizing the contractor to contact the employer(s), to the extent known, that includes the employer's name, address, telephone number, and usual business hours, and

2. All payroll check stubs, a letter from the employer, or other record of wages issued by the employer for the month preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services.

The Program Generalist shall, as applicable, verify the parent's:

1. Salary/wage;
2. Rate(s) of pay;
3. Potential for overtime, tips or additional compensation;
4. Hours and days of work;
5. Variability of hours and days of work;
6. Pay periods and frequency of pay, and
7. Start date of employment

When the employer refuses or fails to provide requested documentation or when a request for documentation would adversely affect the parent's employment, provide other means of verification that may include:

1. A list of clients and amounts paid,
2. The most recently signed and completed tax returns,
3. Quarterly estimated tax statements, or
4. Other records of income to support the reported income, along with a self-certification of income.

If the information provided is inconsistent with the Program Generalist's knowledge or community practice, the Program Generalist shall request clarification in the self-declaration of income, additional income information or a reasonable basis for concluding that the employer exists.

Self-employed, the parent must provide a combination of documentation necessary to establish current income eligibility for at least the month preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services. Documentation shall consist of as many of the following types of documentation as necessary to determine income:

1. A letter from the source of the income;
2. A copy of the most recently signed and completed tax returns with a statement of current estimated income for tax purposes, or
3. Other business records, such as ledgers, receipts, or business logs.
4. Provide copies of the documentation of all non-wage income that is to be included in the "total countable income".
5. Provide self-declaration of any income for which no documentation is possible,
6. Provide verification of child support payments that are to be deducted from total countable income.

The Program Generalist shall obtain and make a record of independent verification regarding the cost for services provided by the parent that may be obtained by contacting clients, reviewing bank statements, or confirming the information in the parent's advertisements or Web site. If the income cannot be independently verified, the contractor shall assess whether the reported income is reasonable or consistent with the community practice for this employment.

Income will be calculated using an income calculation worksheet that specifies the frequency and amount of the payroll check stubs provided by the parent and all other sources of income referenced in the definition of "total countable income."

When income fluctuates because of:

- a. Agricultural work as referenced in referenced in the definition of "income fluctuation" by averaging income from the 12 months preceding the initial certification, an update of the

application, or the recertification that establishes eligibility for services.

- b. Intermittent income as referenced in definition of the “income fluctuation” by averaging the intermittent income from the preceding 12 months by dividing by 12 and add this amount to the other countable income.
- c. Unpredictable income as referenced in the definition of “income fluctuation” by averaging the income from at least three consecutive months and no more than 12 months preceding the initial certification, an update of the application, or the recertification that establishes eligibility for services.

See “Family Fee” Policy for required enrollment documents related to Family Fees.

Automatic Eligibility

CSPP Automatic Eligibility shall be established by one of the following:

1. **Family is public assistance recipient**
2. **Family is homeless**
 - a. a person or family that lacks a fixed, regular, and adequate night-time residence and has a primary night time residence that is:
 - i. A supervised publicly or privately operated shelter, transitional housing, or homeless support program designed to provide temporary living accommodations; or
 - ii. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
3. Family has a **child who is at risk** of abuse, neglect, or exploitation, **or receiving child protective services** through the county welfare department

Required Documentation: Automatic Eligibility

Public Assistance Recipient

1. Notice of Action or other official documentation provided by the County Transitional Assistance Department (TAD) for cash aid.

Homelessness

1. A written referral from an emergency shelter or other legal, medical or social service agency; or
2. A written parental declaration that the family is homeless and a statement describing the family’s current living situation.

Recipient of Child Protective Services

1. a written referral, dated within the six (6) months immediately preceding the date of application for services, from a county welfare department, child welfare services worker certifying:
 - a. The child is receiving child protective services and that child care and development services are a necessary component of the child protective services plan; and
 - b. The probable duration of the child protective services plan; and
 - c. The name, address, telephone number, and signature of the child welfare services worker who is making the referral

CSPP Age Eligibility

For the 2013-2014 Program Year and until new guidance is released by the California Department of Education, age eligible children will turn 3 or 4 years old on or before October 1st.

CSPP Special Criteria Adjustment Factors for Reimbursement

PSD receives additional reimbursement for serving children meeting special criteria. The appropriate documentation must be included in the child's file and the appropriate adjustment factor code must be selected in section IV of the child application.

Limited-English-proficient (code 25) means children who are unable to benefit fully from an English-only child care and development program as a result of either of the following:

1. Having used a language other than English when they first began to speak; or
2. Having a language other than English predominantly or exclusively spoken at home.

Exceptional Needs (code 22) are children that have been determined to be eligible for special education and related services as evidenced by an Individualized Education Program (IEP)

Severely Disabled (code 24) are children with exceptional needs (IEP) who require intensive instruction and training in programs serving pupils with the following profound disabilities:

- Autism,
- Blindness,
- Deafness,
- Severe orthopedic impairments,
- Serious emotional disturbance or
- Severe developmental disability.

Child Protective Services (code 23) requires documentation from county Child Protective Services

Recertification Application

For full day recertification is a process to collect information and documentation to determine that the family continues to meet the eligibility and need criteria for child care. Recertification must be completed within 12 months of the initial certification.

Updating the Application

Program Generalists shall update the family's application to document continued need and eligibility and to determine any change to fee assessment. An applicable 801A will be completed and submitted to PSD finance.

Selection Priorities for State Preschool

1. 4 year-old and 3 year-old neglected or abused children who are recipients of child protective services or recipients who are at risk of being neglected or abused, upon written referral from a legal, medical, or social service agency, without regard to income.
2. 4 year- olds in the following priority:
 - a. Children who were enrolled in the State Preschool Program as a 3 year old, without regard to income ranking.
 - b. Children whose families have the lowest income ranking* based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction at the time of enrollment.
 - c. When two or more families have the same income ranking*, the child with an Individualized Education Plan (IEP) will be enrolled.

NOTE: Head Start requires that not less than 10% of the children actually enrolled to be children with disabilities. As such, children with disabilities will be enrolled into Head Start slots. If a State Preschool slot is the only available vacancy to enroll a child with an IEP, the child will be enrolled into the State Preschool slot temporarily

until a Head Start vacancy occurs. The Program Generalist will consult with their Program Supervisor prior to enrollment to coordinate this effort.

- d. Children who are identified as limited English or non-English proficiency
 - e. Children whose special circumstances may diminish the child's opportunity for normal development.
3. 3 year olds in the following priority:
- a. Children whose families have the lowest income ranking* based on the most recent income ranking schedule adopted by the State Superintendent of Public Instruction at the time of enrollment.
 - b. When two or more families have the same income ranking*, the child with an Individualized Education Plan (IEP) will be enrolled.
 - c. Children who are identified as limited English or non-English proficiency
 - d. Children whose special circumstances may diminish the child's opportunity for normal development.

***Utilize the Income Ranking table in accordance with CDE Management Bulletin 11-10 that sets priorities for child care and development services to enroll income eligible children.**

State Preschool Full Day Need Criteria

1. Child protective services or at risk of abuse, neglect, or exploitation as defined in the Definitions Section
2. The parent(s) and any other adult counted in the family size are any of the following:
 - a. Employed
 - i. Minimum of 6.5 hours daily (including travel **OR** sleep time if applicable)
 - ii. Travel time between site and work location are not to exceed ½ of the daily work hours (4 hours maximum)
 - iii. Sleep time can only be included in contract hours if the parent is employed anytime between 10:00PM and 6:00AM, but not to exceed the number of hours authorized for work and travel during those hours.
 - b. Seeking employment
 - c. Participating in vocational training leading directly to a recognized trade, paraprofession, or profession (apprenticeship program is acceptable)
 - d. Homeless and seeking permanent housing for family stability
 - i. The definition of Homeless utilized by State Preschool is as follows:
 1. a person or family that lacks a fixed, regular, and adequate night-time residence and has a primary night time residence that is:
 - a. A supervised publicly or privately operated shelter, transitional housing, or homeless support program designed to provide temporary living accommodations; or
 - b. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
 - e. Incapacitated
3. Full-day, full year services shall only be available to the extent to which:
 - a. The parent meets a need criterion as specified above that precludes the provision of care and supervision of the family's child for some of the day;
 - b. There is no parent in the family capable of providing care for the family's child during the time services are requested; and
 - c. Supervision of the family's child is not otherwise being provided by school or another

person or entity.

Enrollment

All children enrolling into CSPP programs are required, at a minimum to have the following completed and in the file at the time the Program Generalist certifies eligibility:

- CSPP Application – CD9600
- SSN Disclosure – CD9600A (N/A for foster children)
- Birth Certificate of enrolling child and siblings included in the household
- Proof of Income
- Income Worksheet
- Authorization to Contact Employer (if applicable)
- Declaration of Non-Working Parent (if applicable)
- Proof of Absent Parent (if applicable)
- Proof of Residency
- Eligibility Regulations Worksheet
- IEP (if applicable)
- Fee Pay Letter (if applicable)
- Proof of Hours (Full Day Only)
- Proof of Incapacitation (Full Day Only)
- Proof of Homelessness (Full Day Only)

The Program Supervisor approves the application by completing and signing the COPA checklist with all CSPP applicable boxes checked.

After certification, but prior to the child starting school, the following should be completed and in the child's file:

- Notice of Action (NOA) to start services
- Notice of Action (NOA) for scheduled termination of services
- COPA Eligible/Accepted List with child as highest priority
- Physical
- TB Skin Test
- Emergency Card
- 801A to add the child (copy to finance)

Due Process

The decision to approve or deny services shall be communicated to the applicant by mailing or delivering a **Notice of Action, Application for Services** within thirty (30) calendar days from the date the application is signed by the parent(s).

A Notice of Action, Recipient of Services when changes are made to the service agreement. Such changes may include, but are not limited to:

- An increase in parent fees
- A decrease in parent fees
- An increase in the amount of services
- A decrease in the amount of services,
- Termination of services.

The Notice of Action will be mailed or delivered to the parents **at least** fourteen (14) calendar days before the effective date of the intended action. (If the Notice of Action is mailed, the fourteen (14) calendar day period is extended by five (5) calendar days, which establishes a presumption that the parent received the Notice of Action.)

Prior to enrollment, PSD will deliver a Notice of Action to start services.
Prior to termination of services, including ending services at the end of the program year, PSD will deliver a Notice of Action to terminate services.

An 801A is to be placed in the file and submitted to finance, when one of the following **actually** occurs:

- NOA is issued **and** action occurs
 - Does not apply if action does not occur (i.e. NOA issued to terminate services, but services are not terminated)
 - Change in parent information
- Correction of information