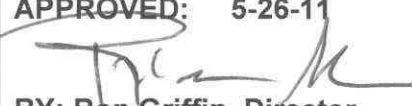




**COUNTY OF SAN BERNARDINO
PRESCHOOL SERVICES DEPARTMENT
POLICY**

NO. 01 ISSUE 1
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EFFECTIVE: 03-23-11
Updated

SUBJECT:
**Notice to Families of Their Responsibility to Notify
Contractor of Changes to Family Circumstances**

APPROVED: 5-26-11

BY: Ron Griffin, Director

PURPOSE

(For CSPP Part Time/Full Time and Head Start Full Day Programs)
To establish family reporting policies and procedures pertaining to the family's responsibility to report changes in family circumstances to Preschool Services Department in a timely manner.

POLICY

At the time PSD certifies or recertifies eligibility of a family/child for child care and development services, Generalists shall inform the family of the family's responsibility to notify PSD within five calendar days of any changes in family income, family size, or the need for services.

The application shall be updated within thirty days of the family notifying the PSD of changes whenever there is a change in family size, income, public assistance status or need.

The requirement for updating the application does not apply to families receiving services because the child is abused, neglected, or exploited or at risk of abuse, neglect, or exploitation.

A 60 day grace period will be given to the parent to re-establish eligibility prior to the child being dropped from receiving full day services and offered part day services.

CSPP Part time/Full Time Programs

The application shall be updated within 30 days (recertification) of the family notifying the PSD of any changes in family income, family size, or the need for services.

For "CSPP-Part Day" programs; the policy is applicable only in cases where the initial intake application and supporting documentation has been intentionally falsified by a parent or caregiver.

Head Start Full Day Programs

Head Start full-day program participants must notify Preschool Services Department within 5 days of any changes to the primary caregiver's requirements for need. A 60 day grace period will be given to the parent to re-establish eligibility prior to the child being dropped from receiving full day services and offered part day services.

REFERENCE

State of California Department of Education Code 8263(a)(2)

State of California Department of Education, Title V, Chapter 19, Article 3, Section 18083(e)

State of California Department of Education, Title V, Chapter 19, Article 3, Section 18102-18103

County of San Bernardino Preschool Services Department Head Start / State Preschool Parent Handbook – Enrollment Procedures Section

County of San Bernardino Preschool Services Department Head Start Full Day Selection Criteria Policy And Procedures

PROCEDURE

During the application intake process; the primary caregiver is notified by the center-based Generalist of his or her responsibility to notify the PSD within five calendar days of any changes in family income, family size, or the need for services as specified in Education Code 8263(a)(2).

Families who fail to report these changes in a timely manner or falsify any information will be terminated from the program.

The County of San Bernardino Preschool Services Department Parent Handbook states:

“Changes in the above information are to be reported to the Center within 5 days; such as, birth of a child, marriage or separation, change of job schedule or pay, employer, change in class schedule, or change of income from any source. Failure to report these changes in a timely manner or falsification of any information will result in termination”.

1. Generalists will contact his or her immediate supervisor upon discovery of a family who has failed to report changes to family circumstances in a timely manner or has falsified initial intake information.
2. Program Supervisors will conduct an inquiry to establish whether parent or care giver did report changes to family circumstances in a timely manner or has falsified initial intake information. Program Supervisors will make a recommendation regarding the appropriate course of action to be taken.
3. All terminations from the program in cases where a primary caregiver did not report changes to family circumstances in a timely manner or has falsified initial intake information, must be reviewed and approved by management.