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| **STATE PROGRAM FAMILY ELIGIBILITY CHECKLIST** |

**Parent A Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent  Guardian

**Parent B Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parent  Guardian

**Certification Period:**  **through**

**Predictable Schedule:** Set or variable schedule with a pattern

**Unpredictable Schedule:** Unpredictable and/or unable to verify days/hours of employment.

Planned Updates: \_\_\_\_\_\_\_­­\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

(4 month) (8 month)

**Documentation:**

Family Information Form

Family Size Verification

* Birth Certificate
* Passport for Services from the county welfare department
* Adoption documents
* Records of Foster Care placement
* Court orders regarding child custody or guardianship

Proof of Residency in California

**Eligibility:**

Notice of Action Form– (most current on top/support documentation attached)

CD 9600

CD9600A- Child Care Data Collection Privacy Notice & Consent Form

Declaration of Parent Fee Responsibility (if applicable)

Income Worksheet

Income Verification Attached (check stub or letter from employer)

**Need:**

Employment Verification(s) (wage stubs generally sufficient; may need a letter from

employer with days and hours worked)

Training Verification(s)

* Class Schedule(s)
* Grade Report(s)

Request to Actively Seek Employment

Statement of Incapacity

CPS Referral Letter

At Risk Referral Letter

Self-Declaration of Homelessness

**Support:**

Parent/Guardian Authorization and Receipt

Family Needs Request and Referral

Revised 2/22/17

State/CL-2

**RIGHT SIDE OF FILE**