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| **STATE PROGRAM FAMILY DATA FILE CHECKLIST (PART-DAY)** |

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

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

**Documentation:**

Family Information Form

Family Size Verification (Documentation for all children counted in the family size)

* 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

Family Needs Request and Referral form (Note: Follow-up is recorded in COPA)

**Eligibility:**

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

CD 9600-Application for Services

CD9600A- Child Care Data Collection Privacy Notice & Consent Form

Income Worksheet

Income Verification Attached (Check stubs or letter from employer)

If employed, Income Verification Release form

**Notes:**

* Child immunization record is located in the Child Health File
* Emergency Card is located in the Head Start Child & Family File
* If applicable, Court Orders are located in the Head Start Child & Family File
* If applicable, Child’s Infant & Family Service Plan (IFSP) or Individual Education Plan (IEP) is located in the Child Education Binder

8/9/17

State/CL-20