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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