



**Pajaro Valley Unified School District  
Child Development Department**

**Qualifying for  
State Subsidized  
Early Care  
and Education Services**



## **Our Purpose**

The Pajáro Valley Unified School District Child Development Program is designed to support local children in their learning and growth during the vital early childhood years. We offer a well-rounded play and activity-based program that encourages learning and supports readiness for kindergarten.

The classroom is bilingual with emphasis on primary language development. It is our goal to provide a continuum of enriched developmentally appropriate educational experiences as young children move from preschool settings to kindergarten classrooms and to align desired early childhood exit outcomes with kindergarten entry expectations to promote a preparation for all children.

## **Our Programs**

Pajáro Valley Unified School District Child Development offers Part Day and Full Day California State Preschool Programs, Full Day Migrant Childcare and Full Day Family Child Care Services.

## **California State Preschool Programs**

California State Preschool Programs (CSPP) are comprehensive child developmental programs that provide high quality early care and education services in safe and nurturing environments. The programs emphasize parent education and kindergarten readiness. PVUSD operate both Part Day and Full Day State Preschools.

California State Preschool Programs are for children that meet the following age guidelines:

County (where services are provided)	4 year olds	3 year olds
Santa Cruz County	4 <sup>th</sup> birthday on or before December 2 <sup>nd</sup> of fiscal year being served	3 <sup>rd</sup> birthday on or before December 2 <sup>nd</sup> of fiscal year being served
Monterey County	4 <sup>th</sup> birthday on or before December 1 <sup>st</sup> of fiscal year being served	3 <sup>rd</sup> birthday on or before December 1 <sup>st</sup> of fiscal year being served

Part Day State Preschool are 3-hour programs that are open Monday-Friday through the PVUSD School year and are currently being offered at the following school sites: Bradley, Calabasas, Landmark, Linscott, Rolling Hills, Salsipuedes, and Watsonville Children's Center. Families must meet **Eligibility** criteria set forth by the California Department of Education (as specified below) to qualify for Part Day State Preschool. Families who do not meet eligibility criteria may still receive services by paying the full tuition if spaces are available.

Full Day State Preschool center-based programs are open 8:00 a.m. to 5:00 p.m. Monday-Friday year round and are located at Watsonville and Freedom Children's Centers. Full Day State Preschool is also available in some eligible family childcare programs. Families must meet both ***Eligibility and Need*** criteria as specified below to qualify for subsidized Full Day State Preschool. Children's schedules will be based off the families documented need for services. Families who do not meet Eligibility and Need criteria may still receive services in our Part Day Preschools and Full Day Children's Centers by paying the full tuition if spaces are available.

### **Full Day Migrant Childcare and Development Program**

Migrant Childcare and Development (CMIG) is an extended comprehensive child developmental program for infants, toddlers, preschool and kindergarten age children. PVUSD Migrant Childcare is available at Buena Vista Children's Center which is open from 6:00 a.m. to 6:00 p.m. Monday-Friday from April-November. To receive Migrant program services, families must have earned at least fifty percent (50%) of their total gross income from employment in fishing, agriculture or agriculturally related work during the twelve (12) month period immediately preceding the date of application for child care and development services. Families shall also meet ***Eligibility and Need*** criteria as specified below.

### **General Childcare and Development Services in Family Child Care**

General Childcare and Development (CCTR) services are delivered through our network of quality Family Child Care Provider homes. All Family Child Care providers that participate in our network must be licensed and have completed at least 12 units in Early Childhood Education. Family Child Care Programs offer

services Monday-Friday year round. Families must meet ***Eligibility and Need*** criteria as specified below to qualify for Family Child Care services.

## **Admission Procedures**

PVUSD Child Development accepts and enrolls children in accordance with priority guidelines set by the California Department of Education Early Learning and Care Division. After families complete the Eligibility questionnaire available in our office and on our website @ [www.childdevelopmentonline.org](http://www.childdevelopmentonline.org) they are given a ranking based on admission priorities below. Eligible families will be placed on the agency waiting list and notified according to ranking as spaces become available.

### ***Admission Priorities for State Preschool are:***

1. Three -or Four- year- old children who are recipients of CPS services or who are identified at being at risk of being neglected or abused
2. Eligible 4 year- old children who are not enrolled in transitional kindergarten (lowest income ranking first)
3. Eligible 3-year-old children (lowest income ranking first)

### ***Admission Priorities for General Childcare and Development are:***

1. Families whose children who are recipients of CPS services or who are identified at being at risk of being neglected or abused
2. Eligible children in accordance with family income (lowest income ranking first)

When two or more families have the same income ranking, the family that has a child with exceptional needs shall be admitted first. If none of the families with the same income ranking has a child with exceptional needs, the family that has been on the waiting list the longest shall be admitted first.

***Admission priorities for Migrant Childcare and Development are:***

1. Families who has moved from place to place, either within California or from another state, within the twelve (12) month period immediately preceding the child's enrollment, in order for the parents to secure employment in agricultural work or fishing activity.
2. Families that have qualified for childcare and development services under the first priority within the past five years, is currently dependent upon seasonal agricultural work, but has not moved in the preceding twelve (12) month period.
3. Families that reside in a rural agricultural area and are dependent upon seasonal agricultural work.

**Enrollment Process**

Prior to the enrollment appointment, PVUSD staff will inform parent/guardian(s) of what documents to bring (e.g. check stubs and birth records) on the appointment day. During certification, parent/guardian(s) will complete the Confidential Application for Child Development Services (CD 9600) and submit all necessary documents. A Notice of Action (NOA) approving or denying services will be issued after the certification paperwork is complete, signed by the parent

and a staff person. The NOA will include instructions on how to request a hearing if the parent/guardian(s) do not agree with the contractor's decision.

**\* All required documentation must be brought to the enrollment appointment to determine eligibility.**

### **Eligibility Period and Criteria**

A family's initial certification or re-certification period for full day services shall be for no less than 12 months. Families receiving full day services in Santa Cruz County are part of the Subsidized Child Care Pilot Plan and certification will be for no less than 24 months except for families in training or seeking employment. When a family's need is seeking employment or training, services shall be approved for no less than 12 months. Once enrolled in Part Day State Preschool children will be eligible for two school years without the need to re-enroll. Families will be asked to update children's medical and emergency information each year.

Eligibility is based on documentation and verification of family size and at least one of the following:

- Family is income eligible
- Family is Homeless
- Family has children who are recipients of Child Protective Services
- Family has children who are at Risk of Abuse, Neglect, and/or Exploitation

### ***Total Countable Income***

A family's adjusted gross income must be at or below 85% of the State Median Income (SMI) to establish eligibility based on income. Total countable income means all income of the individuals counted in the family size, for example:

- Gross wages or salaries
- Overtime
- Tips
- Cash aid
- Child support payment received
- Portion of student grants or scholarships not identified for educational purposes as tuition, books, or supplies.

Income documentation is for the month preceding certification or recertification. Current and ongoing income documentation may be requested.

If eligibility is based on the parent/guardian's employment, PVUSD Child Development requires:

- Release authorization permitting PVUSD to contact the parent/guardian's employer and 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 or recertification

If eligibility is based on the parent/guardian's self-employment, PVUSD Child Development requires as many of the following types of documentation as necessary to determine your income:

- Letter from source of income



- Copy of the most recently signed and completed tax return with a statement of current estimated income for tax purposes: or
- Other business records, such as ledgers, receipts, or business logs

***We reserve the right to ask for additional documentation to verify income.***

### ***Homelessness***

If eligibility is based on the parent/guardian being homeless, PVUSD Child Development requires a written referral from an emergency shelter or other legal, medical or social service agency or a written parental declaration that the family is homeless and a statement describing the living situation.

### ***Child Protective Services***

If eligibility is based on the child receiving protective services, PVUSD Child Development needs a written referral dated within six months of your application for services that includes:

- A statement from the local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services (CPS) and that childcare and development services are a necessary component of the CPS service plan.
- Probable duration of the CPS service plan.
- Name, address, phone number and signature of the county child welfare staff.

### ***At Risk***

If eligibility is based on, the child is *at risk*, PVUSD Child Development needs a written referral dated within six months of the application for services, including:

- A statement by a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public) that the child is at risk of abuse and neglect and that child care and development services are needed to reduce or eliminate that risk.
- Probable duration of the at risk situation.
- Name, address, phone number and signature of the legally qualified professional.

### ***Documentation of Public Assistance***

If eligibility is based on the parent being a cash aid recipient, the parent/guardian shall provide documentation of public cash assistance.

### ***Documentation of Family Size***

Parents must provide supporting documentation regarding the number of children and parents in the family.

Supporting documentation for the number of children shall be at least **one** of the following:

- Birth certificate
- Child custody court order
- Adoption documents

- Foster Care placement records
- School or medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

### ***Absent Parent***

When two parents are listed on the child's birth certificate or other documents provided for proof of family size, and one parent does not live in the home, the parent applying for services must self-certify single parent status under penalty of perjury on the Application for Child Development Services.

### **Need Criteria (Full Day Services Only)**

Need for service is based on documentation and verification that the child is identified as:

- Child Protective Services recipient
- Abused, neglected, exploited or is at-risk of being abused, neglected, or exploited
- Homeless

**And/or** the parent/guardian(s) are identified as:

- Incapacitated
- Employed

- Training toward a recognized profession or in an English Language Learning program or to attain a high school diploma or general education certificate
- Seeking Employment
- Seeking Permanent Housing

***Child and Protective Services and at Risk Documentation***

If the need for childcare is due to the child being under protective services or “At Risk”, the documentation provided to meet eligibility criteria also meets need criteria. No additional documentation is needed.

***Documentation of Homelessness***

If the need for childcare is due to the child being homeless, the child must be identified as homeless by one of the following entities:

- A legal, medical or social services agency
- A local educational agency liaison for homeless children
- A Head Start Program
- Emergency or transitional shelter

***Incapacitation***

If the need for childcare is because the parent/guardian(s) is incapacitated services shall not exceed 50 hours per week, Parent/guardians that are incapacitated must provide PVUSD:

- A signed release statement\* authorizing a legally qualified health professional to disclose information necessary to establish that the parent meet the definition of incapacity and

– A statement of Incapacity (form CD 3906) from a legally qualified health professional that includes the following:

- That the parent is incapacitated, that the parent is incapable of providing care and supervision for the child for part of the day, **and**
- The extent to which the parent is incapable of providing care and supervision.
- The days and hours per week that services are recommended.
- Probable duration of incapacitation.
- Name, business address, telephone number, professional license number, and signature of the health professional.

### ***Employment***

If the need for childcare is due to the parent/guardian(s) employment, PVUSD Child Development needs to:

- Receive copies of pay stubs that specify the days and hours of employment
- Secure an independent written statement from the employer
- Telephone the employer and verify the days and hours worked

### ***Training***

If the need for childcare is due to the parent/guardian(s) being in training leading to a recognized trade, Para profession, or profession, PVUSD needs:

- A statement of the vocational goal and
- The name of the training institution that is providing the vocational training and
- The dates that the current quarter, semester or training period will begin and end and the anticipated completion date of all required training activities to meet the vocational goal and
- A current class schedule
- A class syllabus or other class documentation for on-line or televised classes

At recertification a report card, transcripts or other documents verifying that the parent is making adequate progress toward the attainment of the vocational goal upon completion of the quarter, semester or training period will be required. To make adequate progress a parent shall earn at least a 2.0 grade point average or in a non-graded program meet the training institutions standard for making adequate progress.

If the need for childcare is due to the parent/guardian(s) being in an English Language Learner program or a program to attain a high school diploma or equivalency or general education development certificate Parent/guardian(s) must provide written documentation.

### ***Seeking Employment***

If the need for childcare is due to the parent seeking employment, PVUSD Child Development needs:

—A Self-Declaration signed under penalty of perjury stating your plan to secure, change, or increase employment

Services shall be provided no more than 5 days per week and less than 30 hours per week.

### ***Seeking Permanent Housing***

If the need for childcare is due to the parent/guardian(s) seeking permanent housing, PVUSD needs:

—A written declaration signed under penalty of perjury that the family is seeking permanent housing. The declaration must include the search plan to secure a fixed, regular, and adequate residence and shall identify a general description of when services will be necessary.

### **Family Fees**

Families are notified if they have a Family Fee at the time of enrollment. Family fee assessment is based on the family income, family size and the certified need for full-time or part-time services. If the family has more than one child in any child care and development program, the fee shall be assessed and collected based on the child who is enrolled for the longest period. Fees are taken from the CA Department of Education Family Fee Schedule. There is no adjustment for excused or unexcused absences. The fee shall be the full portion of the family's cost for services. Families are invoiced monthly. Payment for fees is due on the 1<sup>st</sup> of each month. Payments can be made by check or money order.

**No fee shall be assessed if:**

- *Child (ren) are enrolled in a California State Preschool Part-Day Program.*
- *Child has CPS referral or is at Risk and fee has been waived in a written referral by a legally qualified professional or the CPS worker.*
- *Family is receiving CalWORKs cash aid.*
- *Families with an income level that, in relation to family size, is less than the first entry in the fee schedule.*

### **Credit for Fees Paid to another Provider**

PVUSD Child Development may issue you a credit for fees paid to another provider for child care services if the following apply:

1. PVUSD Child Development could not meet all of your families' needs for child care
2. The dependent child or children that services were provided to are not over 12 years of age
3. A receipt or copy of the cancelled check is submitted to the office staff for services provided no more than a month prior to the date on the receipt
4. The receipt or cancelled check has the following information:
  - a. Date
  - b. Parent's name
  - c. Name of the child who received care
  - d. Dates of service
  - e. Provider's name (and signature if a receipt)
  - f. Amount paid
  - g. Name of the child enrolled in our children's center on the back



If a credit is issued, it cannot exceed the monthly fee assessed by PVUSD Child Development. Any amount over the monthly fee cannot be applied to the future month. If a receipt is not submitted, the parent is responsible for paying the full monthly fee amount.

## **Reporting Changes**

Families who establish initial eligibility due to income must report income changes only when their adjusted gross income exceeds 85% of the State Median Income. At the time of enrollment and recertification PVUSD Child Development staff are required to inform families in writing of the dollar amount that would exceed the income threshold for their family size. Families may also voluntarily report changes to income, family size, work hours etc. to request a reduction in family fees, an increase in service hours or to extend the family's eligibility period before recertification by submitting a written request. PVUSD staff will inform parent/guardian(s) what documentation is needed to support their request.

## **Recertification (Full-Day Services only)**

Families receiving full-day, full-year services must be recertified after (and not before) 12 months of service for families receiving services in Monterey County or 24 months of service for families receiving services in Santa Cruz County. Families will be notified at least two weeks in advance of their recertification appointment and informed of what documents they will need to bring. Families receiving services in Monterey County must complete the recertification process within 13 months (25 months for families receiving services in Santa Cruz County) after

initial certification was completed. If recertification is not completed services will be terminated. Families receiving full year California State Preschool Program (CSPP) services that do not meet need criteria at recertification may continue to receive part day, services in one of our part day programs if available.

