Requirements
To establish and maintain eligibility you must do the following:
1. At initial certification and recertification:
   • Have an approved need for care for each enrolled parent and provide documentation that verifies the need for care for each parent.
   • Provide Child Action, Inc. with current information regarding family size (# of people in the household) including marriage, father and/or mother of child(ren) living in or leaving the household, and/or child(ren) living in or leaving the household (whether or not child(ren) receive services).
   • Inform Child Action, Inc. of all income including wages from any employment (including commissions, self-employment, overtime, raises and bonuses), SSI/SSP, TANF and/or other income received, such as child support.
   • Be at or below 70 percent of the State Median Income for initial certification.
   • Be at or below 85 percent of the State Median Income for recertification.
   • If on Stage 2 and receiving aid, have a current referral from the Department of Human Assistance (DHA).
2. Be recertified once every 12 months.
3. Follow all the rules established by Child Action, Inc. including those listed in the Parent Handbook.
4. Supply Child Action, Inc. with all required documentation by due date. (Child Action, Inc. or its agents will verify any case-related information.)
5. Submit program forms by the due date.
6. Not provide any fraudulent, false or misleading information or documentation.
7. Report any changes to your ongoing income that cause your adjusted monthly income, adjusted for family size, to exceed 85 percent of the State Median Income. You must report this information within 30 calendar days of when the change occurred. (Refer to your Income Worksheet for the income limit, adjusted for family size.)
8. Accurately maintain your attendance forms on a daily basis.

Causes for Disenrollment
You may be disenrolled from Child Action, Inc. services for any of the following reasons:
1. Failure to establish an approved need for services at certification or recertification.
2. Failure to submit verifiable information regarding your eligibility or need for services, or any other required documentation, by the assigned due date.
3. Your eligibility period ends and you have no approved need for care.
4. If on Stage 2 and receiving aid, your eligibility period ends and you have no new referral from DHA at recertification.
5. Failure to be recertified.
6. Failure to adhere to any rules established by Child Action, Inc.
7. Providing Child Action, Inc. with any fraudulent, false or misleading information or documentation.
8. Using abusive or vulgar language, attempting to bribe, coerce or extort any Child Action, Inc. employee or client, or threatening any Child Action, Inc. employee or client.
9. Your family’s gross monthly income exceeds 85 percent of the State Median Income. (Refer to your Income Worksheet for the income limit, adjusted for family size.)
10. Failure to pay parent fees by the due date or failure to fulfill the conditions of a repayment plan, if applicable.
11. Failure to accurately fill out your attendance forms on a daily basis.
12. Falsifying information on your attendance forms, or refusing to sign attendance forms.
13. Failure to use child care services that your child(ren) is enrolled to use.
14. No approved provider.
15. Your child reaches State age eligibility limits.

Fraud Policy
The California Department of Education requires this agency to inform all families receiving funds from Child Action, Inc. that if your child care funds are obtained by providing fraudulent or incomplete information or by willfully omitting information, Child Action, Inc. shall actively pursue legal channels to recover the funds paid out for the child care services, which may include a repayment plan. As a State and County funded program, Child Action, Inc. retains the right to share information or to verify documentation supplied by the parent or provider with any applicable State or County agency including, but not limited to, Department of Human Assistance, Community Care Licensing, Child Protective Services, or the District Attorney’s office.
Fair Hearings
If you disagree with a decision made by Child Action, Inc. regarding your status or eligibility on the program, you may file for a fair hearing. The procedure for requesting a fair hearing is on the reverse side of the Notice of Action for Services. If you are disenrolled for any of the above reasons and you elect to have a fair hearing, Child Action, Inc. will continue to pay for child care during the fair hearing process.

General Policy Acknowledgement

- I understand that my level and length of child care services is determined at initial enrollment and at recertification. I may voluntarily request changes to increase my child care hours (without an increase to my family fee). I will need to provide Child Action, Inc. with documentation to verify an increase in my child care hours. Increases to the level of child care services will be effective no earlier than the date verifiable documentation is received.

- I understand that I may voluntarily request changes to reduce my family fees (without a decrease to my child care hours). I will need to provide Child Action, Inc. with documentation to process my request.

- My child care services are contingent upon available funds. Even though I may have a child care certificate indicating eligibility through a certain date, if funding is decreased or eliminated, my services may end before that date.

- Child Action, Inc.’s referral service provides referrals appropriate to a family’s home, work and school locations, ages of the children and family income based on information received from the provider. Child Action, Inc. does not inspect or warrant the condition of any provider’s facility or the quality of supervision the children receive.

- Child Action, Inc. is a parent choice program and I have selected my own child care provider without any recommendation or endorsement from Child Action, Inc.

- If I choose a licensed provider, I have the right and responsibility to view any licensing information regarding site visits to my provider’s facility or records related to any substantiated or inconclusive complaints. I understand that my provider is required to keep these records on the premises of the child care facility and I can view them by asking my provider.

- Child Action, Inc. has provided me with a copy of the state’s Notification of Parents’ Rights form. I understand that if I choose a licensed provider, state law requires that my provider give me this form and inform me of my rights as explained on the form.

- I understand that Megan’s Law (AB 488 Parra) provides the public with internet access to detailed information on registered sex offenders. I understand that I can access the Department of Justice “Registered Sex Offender” database by visiting www.meganslaw.ca.gov.

- I understand that my child care payment may be capped according to the State of California’s Regional Market Rates. I further understand that I am responsible to pay the difference between what the provider charges and what Child Action, Inc. can pay.

- I understand that Child Action, Inc. will communicate with DHA regarding my case if I ever received cash aid.

- I understand that if I am disenrolled from Child Action, Inc. services, I will not be considered for re-enrollment on Stage 2 or from the Childcare Eligibility List (CEL) until I have addressed all outstanding issues regarding my need and/or eligibility for child care services including any outstanding parent fees and/or overpayments.

I understand the above stated rules. I understand Child Action, Inc. assumes no responsibility for injury or damages arising from the performance of this agreement for services. I agree to indemnify and hold harmless Child Action, Inc., its officers, and employees from costs, suit or liability allegedly arising from the provision of child care services.

My signature below reflects my understanding that the above includes only a summary of the rules and procedures of Child Action, Inc. For more detailed information, I will read the Parent Handbook.

Name of Parent/Caretaker (Please Print) __________________________

Signature of Parent/Caretaker __________________________ Date ____________

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