

# Monterey Infant Center

## Waitlist Procedures

### **How to Qualify for Subsidized Child Care Services**

All families must be certified according to the California Department of Education, Title 5 need and eligibility requirements.

### **Waitlist Priorities**

A waitlist list is maintained at the Child Development Office. Parents must contact the Child Development Office if they are seeking subsidized childcare services and to be placed on the waitlist. Families are placed on the waitlist according to the following priorities:

1. Families whose children are receiving child protective services or whose children are at risk of being neglected.
2. Lowest income eligible families will be contacted first.
3. All infants must meet the eligible age requirement of 3 months – 2 years of age established by Department of Social Services Community Care Licensing Division.

Families requesting subsidized child care services must complete a eligibility waitlist packet. All required documentation must be submitted in order to determine eligibility and need. Once eligibility and need have been determined the families name is placed on a waitlist and they are provided with a rank number. Child protective services and lowest income eligible families receive first priority.

### **Income Eligibility**

The parent is responsible for providing documentation of the family's total countable income. BUSD will verify all documentation submitted. Once a family establishes eligibility and need at the initial certification, a family shall be considered to meet all eligibility and need requirements for no less than 12 months based on initial certification or recertification. Income eligibility is the total countable income for individuals, 18 years and older, counted for every individual in the family size.

Income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested. BUSD reserves the right to ask for additional documentation to verify income. Children with special needs are enrolled into the program according to the same eligibility guidelines listed above.

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### **Eligibility (Criteria and Required Documentation for each Criterion)**

Effective July 1, 2019, at initial certification, a family will be considered income eligible if that family's adjusted monthly income is at or below 85% of the Schedule of Income Ceiling, adjusted for family size.

### **Subsidized Waitlist Procedures**

1. An appointment is made with the Child Development Coordinator to pick up an eligibility waitlist packet for subsidized care. All items needed to determine eligibility are reviewed with the family by the Child Development Coordinator.
2. The parent is given 10 calendar days to complete and return the eligibility waitlist packet.
3. The returned packet is reviewed by the Child Development Coordinator and eligibility is determined and the parent is notified of their eligibility status within 5 working days.
4. All eligible families are placed on a subsidized waitlist and provided with a rank number based on income and need. If a family is not eligible for subsidized child care services their name is placed on the fee -based waitlist based on their original contact date.
5. When a space becomes available, families on the subsidized waitlist are contacted first based on their income and need. An appointment is made with the Child Development Coordinator to pick up an enrollment packet. All enrollment information is reviewed with the family.
6. A second appointment is made to return the completed enrollment packet. The completed packet is reviewed with the family. The family is provided with the subsidized parent handbook and community care licensing handbook. All handbook information is reviewed with the parent.
7. The family is asked to initial their Notice of Action and sign their Certification of Eligibility Forms. A copy of the Notice of Action form is provided to the parent.
8. The parent is given a start date for care.

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### **Fee- based Families**

1. Families contact the Child Development Office to request Monterey Infant care.
2. Families are placed on the waitlist based on the date that they contacted the Child Development Office and the month of care they are requesting.
3. If there are no families on the subsidized waitlist, families from the fee-based waitlist are contacted when a space becomes available.
4. An appointment is made for the family to pick up an enrollment packet. Once the enrollment packet is given to the parent this guarantees their spot in the program.
5. The parent is given 30 days to return the enrollment packet.
6. A second appointment is made to return the enrollment packet.
7. All enrollment information is reviewed by the Child Development Coordinator. Parents are provided with a parent handbook. All information is reviewed with the parent.
8. The parent is given a start date.