

Subsidized 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

California State Preschool Program- (CSPP)- Washington CC Preschool

A waitlist list is maintained at each child care site. Parents must contact the site in which they are seeking childcare services 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. Eligible 4-year-old children whose families meet the eligibility criteria.
3. Eligible 3-year-old children whose families meet the eligibility criteria.

General Child Care- (CCTR)- Washington/Bret Harte School Age

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.

Families requesting subsidized child care services must complete a waitlist eligibility form. Once eligibility and need have been determined the family's 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, for example:

Income documentation is for the month preceding certification or recertification. Current and on-going income documentation may be requested. Burbank USD 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.

Subsidized Waitlist Procedures

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. When a space becomes available an appointment is made to pick up the eligibility packet. The parent is given 30 calendar days to complete and return the eligibility packet.
2. All items needed to determine eligibility are reviewed with the family by the Supervisor.
3. 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. All handbook information is reviewed with the parent.
4. 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.
5. The parent is given a start date for care.