Orange County Department of Education
Business Services

FAMILY SUPPORT SERVICES

Tel. (714) 708-3860 · Fax (714) 708-2916

Mailing Address

Family Support Services
P.O. Box 9050
Costa Mesa, CA 92628-9050

VOCATIONAL & EDUCATIONAL TRAINING AGREEMENT

Parent/Guardian's Name _____

Orange County Department of Education (OCDE) Family Support Services (FSS) provides child care in accordance with all related California Department of Social Services, Child Care and Development Division (CDSS CCDD) regulations and requirements.

In order to comply with Federal/State Funding Terms and Conditions, and Program Requirements, FSS has established the following policies and procedures. A parent may be eligible for child care assistance while they are attending training or a vocational program. If the basis of need is training, the parent must comply with the following agreement:

1. Parent must submit a signed and completed Training/Vocational Verification form at the time of initial certification and at time for recertification. If the school cannot provide parent with a completed Training/Vocational Verification form, the parent must submit a computer printout of their course schedule (including dates and times of scheduled classes) or a letter on the school's letterhead signed by an authorized representative before child care will be approved.
2. Parent is eligible for child care assistance while attending school or a training program limited to six (6) years from the initiation of services or 24 semester units or its equivalent after the attainment of a Bachelor's degree.
3. Courses completed over the Internet or by television/video must include a statement/syllabus from the school regarding the average number of hours required to complete the course. Family Services Technician will be determine a schedule that accommodates the required hours.
4. Parent must submit official report cards/transcripts and/or a progress report at time of initial certification and at each recertification to demonstrate adequate progress.
5. A set schedule of child care hours will be approved for courses required to attain credits towards a professional/vocational goal. Request for a variable schedule for child care hours will not be approved for parents in a training program.
6. Parent may request additional hours for study time, up to two (2) hours per academic unit for each class related to my professional/vocational goal.

By signing this agreement, I agree to the above terms and conditions.

Signature: _____ **Date:** _____

FOR OCDE FSS USE ONLY			
	Primary Parent	First Day of Training	
	Secondary Parent	Six Year Limit Date	