



California State Preschool Program

How to Qualify for CSPP



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How to Qualify for State Preschool

Eligibility

Eligibility for enrollment in the preschool program will be based on documentation and verification. The parent is responsible for providing the required documentation, and Child Development Services is responsible for verifying the required documentation. **Eligibility is based on the documentation and verification of at least one of the following:**

- At risk of abuse, neglect, and/or exploitation;
- Child Protective Services;
- Homelessness;
- Income Eligibility and Family Size; or
- Current CalWORKs cash aid recipient.
- Children with Exceptional Needs

Types of documentation for each of these are detailed on pages 4 and 5.

Additionally, children must be age-eligible, meaning the child must be 3 years of age or older by December 1 of the current year of enrollment. Children, who have their third birthday on or after December 2 of the current school year, may be enrolled in State Preschool on or after their third birthday. Age must be verified by documentation such as birth certificate or other State-approved records.

Family Selection

Recruitment and Priority

All families will be ranked based on the following Admission Priorities list, as mandated by the State:

- **First Priority:** 3 and 4 year-old children who are at risk of abuse, neglect, and/or exploitation or are recipients of Child Protective Services
- **Second Priority:** Returning income-eligible 4 year-old children, and then eligible 4 year-old children in income ranking order; exceptional needs
- **Third Priority:** Eligible 3 year-old children in income ranking order; longest time on waiting list
- **Fourth Priority:** Income eligible 3 and 4 year-old children whose income is not more than 15 percent above the State's income threshold (limited to 10 percent of enrolled children);
- **Fifth Priority:** 3 and 4 year-old children with exceptional needs who are over the State's income threshold.
- **Sixth Priority:** 4 year olds who reside within attendance boundaries of a qualified Free or Reduced Price Meal Eligibility (FRPM) school without establishing eligibility or need for services.

The State of California defines: The child is 4 years-old on or before December 1 of the current year of enrollment. 3-year-old: The child is 3 years-old on or before December 1 of the current year of enrollment. Children who have their third birthday on or after December 2 of the fiscal year, may be enrolled in a California State preschool program on or after their third birthday.

An eligibility wait list will be maintained throughout the year to ensure enrollment according to State eligibility guidelines. This wait list will be utilized to fill vacancies that occur throughout the school year.

Outstanding Debts

When families leave the PUENTE Preschool Program with an outstanding balance, a family will not be entitled to receive any services until said balance is paid in full. This is in reference to Family Fees that were in place from July 1, 2012 through June 30, 2014.

Enrollment Process

Application, Enrollment and Notification

Written and verbal information is utilized to assist parents with eligibility requirements, the enrollment process, and the application for preschool services and required documentation.

February of each calendar year, parents may come in person to the Child Development Services office to verify eligibility and be placed on the waiting list for the following school year. Information such as name, address, phone number, family size and gross household income will be recorded at that time. Proof of the last 30 days of income is required at that time to determine eligibility. An email address is required upon pre-registration in order to keep ongoing communication with the Preschool Program.

Completed Registration packets need to be submitted to the Preschool Office in the Spring for review. Once the packet and registration documentation has been reviewed and approved an appointment will be scheduled to finalize the enrollment. Appointments will be made based on California Department of Education priority guidelines, and families will be contacted by phone, and or email. Parents may reschedule appointments by calling the preschool office. Missed appointments or missing documentation at the time of the appointment may delay certification. ****This process is subject to change.***

Required Documentation

Parents must submit documentation to substantiate their own specific circumstances. *At least one document* must be presented in each of the areas that are applicable to the family circumstances listed below.

At Risk: If the child is identified as “at risk,” a written referral dated within six months prior to the application for preschool services including: a statement by a legally qualified professional (someone licensed in the State of California to perform legal, medical health or social services for the general public) certifying 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, the probable duration of the at risk situation and the name, address, phone number and signature of the legally qualified professional will be required.

Child Protective Services (CPS): If a child is under protective services, a written referral dated within six months prior to the application for preschool 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 child care and development services are a necessary component of the CPS service plan, the probable duration of the CPS service plan and the name, address, phone number and signature of the county child welfare staff will be required.

Homelessness: If a family is homeless, a written referral from an emergency shelter or other legal, medical or social service agency or a written declaration that the parent is homeless and a statement describing the living situation will be required.

Family Income: The family's **total countable income** must be documented for the 30 days preceding the certification of their application. A record of wages, payroll check stubs, and an Employment Verification form will be required. **PUENTE Learning Center Preschool Staff reserves the right to request any additional documentation to verify a family's total countable income.** Total countable income means all income of the individuals counted in the family size which includes: gross wages or salaries, overtime, tips, cash aid, child support, disability, unemployment, worker's compensation, retirement benefits, survivor benefits, rental income, veterans pension, a portion of student grants or scholarships, etc.

CalWORKs Cash Aid: If a family is a current CalWORKs cash aid recipient, the CalWORKs Notice of Action will be required.

Self Employed: If a family member is self-employed, one of the following types of documentation will be required to verify income: a letter from the source of income that contains the name, address, phone number of the place/business, gross amount, and frequency of the income; a copy of the most recently signed and completed tax return; or other business records, such as ledgers, receipts or business logs.

Family Size: Original birth certificates of each child in the family, child custody court order, adoption documents, foster care placement records, school or medical records, county welfare department records, and other reliable documentation indicating the relationship of the child to the parent are utilized to verify family size.

Absent Parent: Parents must self-certify single-parent status under penalty of perjury if the second parent is absent from the household.

Exceptional Needs: A family, whose child has an Individualized Education Plan (IEP), must provide the IEP to Child Development Services so that a copy may be made and kept in the child's file.

Residence Verification: California State Preschool is available to all children who reside in the State of California. Families do not need to live in the Los Angeles area to enroll their children in PUENTE Learning Center State Preschool Program. An electric or gas bill, homeowner's or renter's insurance policy, lease or rental agreement, property tax bill, and mortgage/close of escrow documents are utilized to verify residency.

Child Immunization Record: The immunization card with complete updated immunizations as well as TB clearance.

Current Physician's Report: All children **must** have Form LIC 701 (Physician's Report – Child Care Centers) completed by a physician upon registration, indicating that the child has received a physical exam and is current with immunizations. This form is included in the registration packet and **must** be signed, dated and stamped by the doctor.

Adult's Current TB Clearance and Immunizations: Parent/Guardian/Designated Reader's TB negative skin test results and/or clearance Certificate of Completion **and** proof of the following immunizations: influenza, pertussis and measles (SB 792) ***are required prior to any classroom participation.***

Emergency Contacts and Current Family Phone Numbers: A minimum of three emergency contact numbers is required in case of an emergency and parents cannot be reached. The contact person will be given the right to pick up the child when the parent cannot. Emergency contacts must be 18 years or older with valid identification and reside in Los Angeles or the surrounding areas.

Consent Forms: All additional forms in the registration packet need to be completely filled out, signed, and dated. If information is **NOT completed** at the time of registration, your child will be placed on the waiting list.

Please note: PUENTE Learning Center Preschool reserves the right to ask for additional information to verify eligibility.

Notice of Action

When all required documentation is received and the preschool application is completed, qualified families will be certified and the Notice of Action will be given to the family. The Notice of Action is the written documentation providing the decision for services and the appeals information. Parents have the right to appeal any decision made about the services for their child by following the appeals procedure on the Notice of Action. The Notice of Action will be provided upon certification, termination or any change of services.