



## Child Development Center – Recertification Process

### Step 1

- Site CDC Clerk distributes the recertification packet 6 weeks prior to the due date.

### Step 2

- Parent/Guardian returns recertification packet to the site at least 2 weeks prior to the recertification date.
- Site CDC Clerk or available staff checks that the packet is complete and all necessary forms are received.
- Site CDC Clerk/Center Administrator calculates income to verify family continues to qualify for the program

### Step 3

- Site CDC Clerk faxes/scans the following documents to the Central Office CDC Clerk no later than 2 weeks prior to the recertification date.
  - **USE FAX/SCAN COVER SHEET SPECIFIC TO RECERTIFICATIONS**
  - Copy of Birth Certificate(s) (If applicable)\*Income Verification \*Verification of Family Size \*Proof of Need (Employment Verification, Training Verification, Seeking Eligibility, Statement of Incapacity)\*Proof of Single Status (if applicable)\*Proof of CA Residency\*PK-12 Enrollment Form (both sides)\*Grades for prior semester

### Step 4

- Central Office CDC Clerk receives the information and communicates with Site CDC Clerk/Center Administrator if additional documentation is needed.
- Central Office CDC Clerk verifies the family income. They also estimate the need, contract hours, and applicable family fee.

### Step 5

- Central Office CDC Clerk attempts to contact the family with the estimated family fee and contract hours.
- If the family agrees or if they are unable to be reached, Central Office CDC Clerk will begin the CD 9600 process.
- Notice of Action (NOA), CD 9600 (pg 1 & 2), Income Calculation Worksheet (pg 1 & 2), and verified employment verification is then emailed to the Center Administrator, Site CDC Clerk, and ECE Operations Specialist.

### Step 6

- Center Administrator runs a tape to verify the income calculation and family fee assessed.
- Center Administrator /Site Clerk will schedule a recertification appointment with the family.

### Step 7

- Center Administrator completes recertification with the family.
- Any changes in contract hours, income, family fee or other pertinent information will be updated on the NOA & CD 9600 prior to submitting to Central Office CDC Clerk.
- Center Administrator will case note all changes made on NOA & CD 9600.

### Step 8

- After recertification completion, Center Administrator or Site CDC Clerk will fax/scan recertification checklist, completed CD 9600 (pg2), Notice of Action, Income Calculation Sheet (pg2), and case notes to Central Office CDC Clerk for Powerschool/ Quickbook input.
- All information pertaining to child's recertification is scanned and saved in a Network folder.
- Fax/scan copies are shredded.