



## Child Development Center – New Child Enrollment Process

### Step 1

- Site CDC Clerk or available staff sits with interested Parent/Guardian to discuss the items needed for initial enrollment. These are forms and policies in Packet 1.
- Staff removes the completed Interest Forms (From packet 1) and files for follow-up
- Parent is given a 2 week time frame for completion of the packet

### Step 2

- Parent/Guardian returns Packet
- Site CDC Clerk or available staff checks that the packet is complete and all necessary forms are received
- Site CDC Clerk/CA calculates income to verify family qualifies for program.

### Step 3

- Site CDC Clerk faxes/scans the following documents to the Central Office CDC Clerk no later than 24 hours after receiving the information.
  - **USE FAX/SCAN COVER SHEET SPECIFIC TO NEW CHILD ENROLLMENT**
  - Copy of Birth Certificate(s) \*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)\*Child Information Form

### Step 4

- Central Office CDC Clerk receives enrollment 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 an intake appointment and communicate with Central Office CDC Clerk .

### Step 7

- Center Administrator completes Packet 2 (intake packet) during intake 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 Packet 2 completion, Center Administrator or Site CDC Clerk will fax/scan packet 2 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 enrollment is scanned and saved in a Network folder.
- Fax/scan copies are shredded.