


File Order 10/2016

Provider/Child Information	Family/Parent Information
TOP SECTION	TOP SECTION
<ul style="list-style-type: none"> • Provider chrono sheet • Parent/child relationship doc • Single parent doc • Joint Custody/Visitation if applicable • Home School docs • IEP/Exceptional Needs forms • Large FCCH staff docs • Center staff verification • Rate sheet for current provider (stapled to back of flap) 	<ul style="list-style-type: none"> • QA Chrono • Historical Review Dates, if applicable. • Child Support release form • All Client Release form (most recent on top) • Disc date documentation (most recent on top) • Job seek calendar • Homeless calendar • Self-employed Checklist & docs (Lease, business license)
BOTTOM SECTION	SECOND SECTION
<ul style="list-style-type: none"> • Current RMR for each child • Early HeadStart Doc., if applicable • Registration worksheet • Initiation of exempt care • Golden Rod – Receipt of TL/Prints • Emergency Information • Physician's report • Immunizations 	<p>Student info</p> <ul style="list-style-type: none"> • Class tracking form (stapled to back of flap) • Tracking form • Checklist • Grades • Probation Agreement • Student Chart (color coded) • Class Schedule • Syllabus • Training Questionnaire or Training Verification
	BOTTOM SECTION
	<ul style="list-style-type: none"> • Initial Enrollment/Recert Checklist • Approval NOA, Denial NOA & MI • Addendum • CD9600 – 3 pages • Income worksheet • Verification of income: Copy of paystubs, REV, TANF Passport to Service, child support, etc. • Verification of need/status: Incap, Ref letter, REV, paystubs, JS agreement, Homeless form, etc. • Family Needs Assessment • Household configuration • Responsibility Checklist • Policy and Procedure Checklist • Verification of enrollment

Checklist/Chrono Key

Provider Chrono

Documentation of parent/child relationship: Birth certificates, PTS, referral letter, court documentation.

Documentation of single parent: Box is checked on page 1 CD9600 and initialed on page 2 CD9600.

RMR certificate: Memo should follow prototype and match the parent's need for child care. Travel time should be within policy limits and noted on employment/school tab when exceeding 15 minutes each way. The provider rate sheet needs to be current and appropriate rates implemented. RMR should have both regular and vacation schedules for school age children.

Registration worksheet: Worksheet needs to be in file and info entered in NOHO if we are paying the fee.

Enrollment/Recert checklist

Correspondence and reminders: Upcoming reminders and current correspondence are to be entered in NOHO but not printed for file. Correspondence and reminders are printed only when the file is pulled for audit, being dropped or for hearings.

Disc date documentation: Documentation in file should match the information in NOHO, check program funding.

NOA: NOA needs to be complete, printed and signed. *Reminder: date NOA mailed needs to be entered since it is not automatically generated at this time.*

CD9600: All information on page 1 of CD9600 must match the parent's current need and eligibility, page 2 must be complete and signed by caseworker, and page 3 must match information in NOHO and application.

Income/Verification: The most current income documentation is needed (i.e. one month's worth of current, consecutive paystubs, current TANF, verification of any other income received within the last month). The income effective date must match the effective date on page 2 of the CD9600 and the NOA.

REV: A new REV is to be completed for each recert and verified with paystubs or phone verified with employer. REV must match information on page 1 of CD9600.

Student Info: Both class and student tracking forms are required to be in the file along with the blue student checklist, child care graph, TQ/TV, current class schedule and grades from previous semester. Class syllabi and signed probation agreement are also required, if applicable.

Job Seek: The current Seeking Employment Agreement is to be in the body of the file as Need documentation, and the calendar is filed in the top right section of the file.

Referral: Referral letter and Letter to referring counselor is to be in the body of the file as Need documentation. The release form is filed in the top right section of the file.

Incap: Statement of Incapacitation complete and approved by management.

CalWORKs: Current activity plan should be in the body of the file as Need documentation. Appropriate reminders need to be entered reflecting end date of activity plan. *Reminder: CalWORKs Activity should only be checked and show on page 1 of CD9600 if parent is currently on an activity plan.*

Homeless: Letter from shelter or social service agency along with parent declaration is to be in the body of the file as Need documentation and calendar is filed in the top right section of the file.

Household configuration: Must match family size in NOHO and page 1 of CD9600.