

# SOLANO FAMILY & CHILDREN'S SERVICES

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## **Attention Student Parents Enrolled In or Applying for Our Subsidized Child Care Program:**

Once your subsidized child care services have been approved for education purposes, we do not send Recertification or Update Notices asking you to come into our office or asking you to submit the required documents needed to determine your eligibility for child care services in order for you to go to school or participate in a training program for the following semester/quarter/term.

**Instead, YOU (the parent) will have to initiate the process by calling your assigned Family Services Specialist (FSS) to inform him/her that you plan to go to school. This needs to happen at least two (2) weeks before your first day of class to give us time to approve or deny your services BEFORE you start school.**

### **Overview of the Recertification/Update Process for Student Parents Approved for SCHOOL ONLY:**

1. At least two (2) weeks before the new semester/quarter/term begins, you must call your assigned Family Services Specialist (FSS) to schedule an appointment to complete the Certification or Recertification process, which includes a face-to-face interview; completing the application; and submitting ALL required documents. Your FSS will receive your request for a Limited Term Service Leave, if you do not plan to have an approved need for child care services between semesters/quarters/terms. Your FSS will then assess your eligibility for services and issue you a Notice of Action.
2. If your application is approved, you may use child care for school/training participation within the approved hours stated on your Notice of Action through the approval period (usually one semester/quarter/term).
3. When you receive your grades for the semester/quarter/term completed, you will need to send your FSS a copy for our records to show progress toward your educational goal.
4. When the next semester/quarter/term is about to begin, **at least two (2) weeks BEFORE you start your new classes**, you need to follow all the steps outlined above in order to receive services from us. **If you do not call to reapply for child care, we will send you a Notice of Action terminating your child care services.**

**Student Parent Approved For School And Another Activity Continued On Back.**

**Overview of the Recertification/Update Process for Student Parents Approved for SCHOOL AND ANOTHER ACTIVITY (i.e. School and Work):**

1. At least two (2) weeks before the new semester begins, you must call your assigned Family Services Specialist (FSS) to schedule an appointment to complete the Certification or Recertification process, which includes a face-to-face interview; completing the application; and submitting ALL required documents. Your FSS will then assess your eligibility for services and issue you a Notice of Action.
2. If your application is approved, you may use child care for school/training participation **and** any other **approved** activity within the approved hours stated on your Notice of Action through the approval period (usually one semester/quarter/term).
3. About one month before your semester/quarter/term ends, we will mail you an Update Notice giving you 10 days to respond and let us know what your need for child care will be after school ends.
4. If you will continue in your other approved activity (i.e. work), we will update your application over the phone; call and verify your other activity; and reauthorize your child care services for the other activity **ONLY** (we will deduct the hours you had been previously approved for school). We will issue a new Notice of Action and Child Care Certificate(s) reflecting your new approved hours.
5. When you receive your grades for the semester/quarter/term completed, you will need to send your FSS a copy for our records to show progress toward your educational goal.
6. When the next semester/quarter/term is about to begin, **at least two (2) weeks BEFORE you start your new classes**, you need to follow all the steps outlined above in order to receive services from us. **If you do not call to reapply for child care, we will not be able to approve the extra hours of care you may need for your school/training activity.**