Dear Parent or Guardian:

This letter confirms that we have received your request to be added to Child Care Resource Center’s Eligibility List (E-List) for subsidized child care programs

Now that your information has been entered, it is important to keep your information current and correct so that we can contact you in the event of a vacancy in one of our subsidized programs.

To update your information, you may call the CCRC office that is closest to you

- San Fernando and Santa Clarita Valleys - (818) 717-1000 ext. 4478
- Antelope Valley (661) 789-1200 ext. 4479
- San Bernardino County 909-890-0018
- Victorville/Eastern San Bernardino County (760) 245-0770

The E-List is a list of families who want subsidized childcare, and who meet the eligibility requirements set by the California Department of Education (CDE).

1. How will I know that my children are eligible for subsidized childcare?
The E-List application will ask for information on your need for childcare, your household income, and your family size. This information is used to determine eligibility to be registered in the E-List for subsidized childcare. You will receive a letter or postcard confirming your Eligibility List registration. This confirms your registration only! It does not mean you will receive services!!!

   Being on the Eligibility List does not guarantee your child will be enrolled in subsidized care.

2. After my family is registered on the E-List, how long before my child is enrolled in subsidized child care?

   Unfortunately we cannot tell you in advance when a vacancy will occur or how long you may be on the E-List. This is because of several factors:
   ♦ Funding is limited and openings in programs occur infrequently.
   ♦ Your place on the E-List changes as family information changes and other families are added or deleted from the list. This is not a first-come, first-served eligibility list.
   ♦ Being called for services depends on where openings occur and for what type of program. For instance, your 6 year old will not be called for a pre-school opening.
   ♦ Some families have a higher priority than others. For instance, a family with a lower household income may be called before you; or a family with a child already in a subsidized program will be called first if they have a brother or sister waiting for care.

3. How will I know when a space for my child becomes available?
When a space becomes available through CCRC, you will be contacted using the information you provided when you registered for the Eligibility List. Programs need to fill spaces quickly, so it is important to respond promptly. At the time you are contacted you will be asked to verify your information. An appointment to enroll your child will be set up. At the time of the appointment with the agency or center, you must bring in documents to verify your income, work situation, etc.
4. **What if I don’t want the type of childcare offered by the E-List program that contacts me?**

If you are contacted to enroll in a program that does not meet your needs, you do not have to enroll. Your family record will remain on the Eligibility List so that other programs can contact you when they have openings. However, if after several contacts, you continue to refuse to enroll, you may be taken off the E-List.

5. **Can I request care from a particular program or center?**

Yes. When you register on the E-List, you can ask for a particular program (center/site) for your child. However, if your family is not in the highest priority categories, you may not be contacted first.

6. **After my family is registered in E-List, should I call to ask about openings?**

It is not necessary. However, if your family situation changes, then immediately notify the program where you registered so they can update your E-List record. Changes would include:

- increase or decrease in income,
- change of name, address or phone,
- change in the number of persons in the household,
- changes in work or school activities; or
- new child needing child care or your child care needs have changed.

You can update your information over the phone or in person. San Bernardino County families can update their information online.

7. **How long is my application valid?**

The application is good for 12 months. Within those 12 months you would have to either update your information or call to let us know that you’re still interested in subsidized childcare. If you don’t call to update your application you will be removed from the list.

Sincerely,

Family Assessment and Orientation Unit
Child Care Resource Center Eligibility List Intake Form

Application Date ____________

Contact Information
Parent or Guardian #1 Name: First ___________________ Middle Initial __ Last ___________________ D.O.B. ___/___/___

Address __________________________________ Apt. # ______ City __________________________ Zip Code __________ County ______

Home Phone (__) ___________ Other daytime phone (__) ___________ Primary Language Spoken __________________________

☐ Employer/ ☐ School name ___________________________________ Work/School Zip _______ Work/Cell (_____) ___________

Parent or Guardian #2 Name: First ___________________ Middle Initial __ Last ___________________ D.O.B ___/___/___ Work/Other (_____) ___________

☐ Employer/ ☐ School name ___________________________________ Work/School Zip _______ Work/Other (_____) ___________

#1 Employment/School hours (Circle all that apply): M T W TH F SAT SUN From: ________ To: ________

#2 Employment/School hours (Circle all that apply): M T W TH F SAT SUN From: ________ To: ________

Parent/Guardian #1
☐ Working ☐ Incapacitated/Disabled ☐ Seeking Employment ☐ Homeless ☐ In School/Training ☐ Migrant Worker

Parent/Guardian #2
☐ Working ☐ Incapacitated/Disabled ☐ Seeking Employment ☐ Homeless ☐ In School/Training ☐ Migrant Worker

Need for Child Care: (please check all for each parent/guardian)

☐ Working ☐ Incapacitated/Disabled ☐ Seeking Employment ☐ Homeless ☐ In School/Training ☐ Migrant Worker

☐ Single Parent Family ☐ 2 Parent Family

Income Sources. (Total dollars from all sources before taxes and deductions)
(Please indicate the dollar amount that you receive per month for each source)

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CalWORKs (cash-aid)
Are you currently receiving cash aid?
Yes ☐ No ☐

If NO, have you received cash aid within the last 2 years (24 months)?
Yes ☐ No ☐

If YES, Date of cash aid termination
_____/_____/_____

Child Care Resource Center
(818) 717 – 1000 ext 4478
(661) 789 - 1200 ext 4479
## PLEASE LIST ALL OF YOUR CHILDREN UNDER THE AGE OF 18 LIVING AT HOME

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### Care needed: (check all that apply)

- Full day  
- Part day  
- Evenings  
- Overnight  
- Weekends

### Special Needs:

- Limited English  
- Child Protective Services  
- Severely Handicapped  
- Does child have an IEP, IFSP  
- Receive services through Regional or School District  
- Social/Emotional/Behavior  
- Ongoing Health Problem  
- Developmental Delays?  
- Vision/Hearing

For Office Use Only:

- New App. □ ___/___/___
- Update App. □ ___/___/___
Child Care Resource Center Eligibility List Intake Form

Application Date ______________

Parent or Guardian #1 Name: First ___________________ Middle Initial ___________ Last ___________________ D.O.B. ___ / ___ / ___

Address __________________________________ Apt. # __________ City __________________ Zip Code _________ County___________

Home Phone (___) ___________ Other daytime phone (___) _________________ Primary Language Spoken _____________________________

☐ Employer/ ☐ School name __________________________________ Work/School Zip _________ Work/Cell (___) ______________________

Parent or Guardian #2 Name: First ___________________ Middle Initial ___________ Last ___________________ D.O.B ___ / ___ / ___ Work/Other (___) ______________________

☐ Employer/ ☐ School name __________________________________ Work/School Zip _________

#1 Employment/School hours (Circle all that apply): M T W TH F SAT SUN From: _______________ To: __________________________

#2 Employment/School hours (Circle all that apply): M T W TH F SAT SUN From: _______________ To: __________________________

Single Parent Family ☐ 2 Parent Family ☐

Need for Child Care: (please check all for each parent/guardian)

Working ☐ Incapacitated/Disabled ☐ Seeking Employment ☐ Homeless ☐ In School/Training ☐ Migrant Worker ☐

Parent/Guardian #1 ☐ ☐ ☐ ☐ ☐ ☐ ☐

Parent/Guardian #2 ☐ ☐ ☐ ☐ ☐ ☐ ☐

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CalWORKs (cash-aid)

Are you currently receiving cash aid?
☐ No ☐ Yes - Case #: __________________________

If NO, have you received cash aid within the last 2 years (24 months)? ☐ No ☐ Yes

If YES, Date of cash aid termination
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- Does child have an IEP, IFSP
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- Social/Emotional/Behavior
- Ongoing Health Problem
- Developmental Delays
- Vision/Hearing

**Preferred Location**

(Add Zip Code other than home)

_________ __________

Do you prefer a specific center or site?

Yes

Name __________________________

For child (ren) # __________

For Office Use Only:

New App. □ __________

Update App. □ __________

_________ __________
Child Care Resource Center Eligibility List Intake Form

Application Date ____________

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If YES, Date of cash aid termination
_____/_____/____ Case #: __________

Child Care Resource Center
Quality - Support - Development - Education
Victorville Office
14397 Amargosa Road Victorville CA
92392 Phone (760) 245-0770 Fax (760) 245-1072 cel@ccrcca.org

Rev May ’13
### Children under the age of 18 living at home

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- Does child have an IEP, IFSP
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- Ongoing Health Problem
- Developmental Delays?
- Vision/Hearing

**Preferred Location**  
(Enter Zip Code other than home)

- __________________________
- __________________________
- __________________________

**Do you prefer a specific center or site?**

- Yes

**Name** __________________________

**For child (ren) #____________**

**For Office Use Only:**

- New App. □ ___/___/____
- Update App. □ ___/___/____