



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Corona-Norco Family YMCA

Selection and Enrollment Process



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Selection and enrollment process.

Waiting List

The program has limited openings for eligible families. The first step to access center-based program services is to be placed on our waiting list. Children with disabilities are encouraged to apply

Two ways to apply:

Call:

Jurupa area- (951) 685-5241

Corona, Norco, Eastvale, and unincorporated areas of Home Gardens – (951) 734-8026

Walk-In:

Corona-Norco Family YMCA Youth Center at Jurupa Valley

9254 Galena St.

Jurupa Valley 92509

Corona-Norco Family YMCA Youth Center at Merrill

312 S. Merrill St. Corona 92882

Selecting Participants

When an opening is available, we access the waiting list and contact families based on the following program admission priorities:

- First:** Child protective services, or at-risk of abuse, neglect or exploitation
- Second:** Admission priority based on adjusted gross monthly income & family size.

When multiple families are within the same ranking:

1. Child with exceptional needs within the same ranking is admitted first
2. Entry with the oldest application date is admitted second

Note: For preschool programs, age eligible 4-year old children are enrolled prior to age-eligible 3-year old's. In addition, for part-day preschool an over-income family whose child has exceptional needs may be served.

Families screened & selected for potential enrollment from the waiting list will be asked to complete the orientation process, and submit documentation to verify eligibility/need for services. The steps are as follows:



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Step 2: Complete Documentation & Orientation

Complete forms, gather documents listed on the checklist & complete online orientation (instructions are in the packet)

Schedule an appointment with an Enrollment Specialist by calling (951)734-8026 or (951)685-5241 once your documentation is complete.

Step 3: Verify Eligibility

Attend in-person appointment at Monarch Link Community Action Agency located at 123 Butterfly Lane – Butterfly City or child development center.

Please note that you will be turned away if your packet/information is not complete at the time of your appointment.

Participant Qualifications and Conditions

Enrollment into a program is determined by specific family eligibility and need criteria. In addition, a child's parent must live in California. Family's complete a certification process at initial enrollment and must recertify their eligibility every 12 months thereafter, **with the exception of:**

- Families who are certified as income eligible & during their certification period, their income exceeds the maximum income threshold, which is 85% of the state median income
- Families who do not follow agency policy (Attendance policy, delinquent fees, etc.....)
-

Certification/Recertification of Eligibility:

- 12-month eligibility starts on the date a family is certified/approved to receive services.
- Families will be notified 2 weeks in advance of what is required to recertify and will be required to bring in documentation after the 12 month eligibility period has expired.
- A family will be disenrolled if the recertification process is not completed within the designated 30 day recertification period.

Family Data File:

- A family data file is maintained for each family receiving services. When a child's residence alternates between the homes of separated or divorced



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

- parents eligibility must be determined separately for each household in which the child is residing during the time services are needed.

Proof of Residency:

Determination of eligibility for services shall be **without regard** to the immigration status of the child or the child's parent.

- Must live in California
- Any evidence of a street address or post office address in California, including the 4 digit zip code extension
- Homeless may submit declaration of intent to live in California

Exceptional Needs Child:

If your child has exceptional needs, the file must contain the following documentation in order for us to best serve your child:

- Individual Education Plan (IEP) or Infant & Family Service Plan (IFSP)

Health & Emergency Information:

- Participants must provide child health & current emergency information, along with current immunization records for enrolled children

Court Order:

- If there is a court order that impacts child care services, include in the family data file



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Contents of Family Data File

Proof of Family Size:

Biological/Adoptive Parent: "Family" shall be considered the parents & the children for whom the parents are responsible; who comprise the household in which the child receiving services is living.

Guardian/Foster Parent: "Family" shall be considered the child & related siblings. Participants must provide the names of the adults & the names, gender & birthdates of the children identified in the family.

At least one document for **ALL** children counted in the family size must be on file & indicate the relationship of the child to the parent.

- Birth Certificate
- Child Custody Court order
- Adoption documents
- Foster Care placement records
- School or Medical records
- County welfare department records
- Other reliable documentation indicating the relationship of the child to the parent

Eligibility Criteria:

Eligibility is based on either child or family eligibility. Participants must provide documentation of eligibility in **1** or more of these categories:

Child Eligibility

- Child protective services (Referral letter from CPS unit)
- At-risk of abuse, neglect or exploitation (Referral letter from legally qualified professional)

Family Eligibility

- Homeless (Referral Letter or Self-Declaration)
- Current aid recipient (Proof of current aid)
- Income eligible (Documentation of all income)

Predictable Income: Full month of current & ongoing gross income
Unpredictable Income: Gross income for the preceding 3 to 12 consecutive months

Guardian/Foster: Full month of current income received for the child



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

INCOME REPORTING REQUIREMENTS

Your family's basis for eligibility is income. The regulations require a family enrolled in a subsidized childcare program to report when their income exceeds the exit threshold. As listed below, the income ceilings are based on family size and a family's adjusted gross income (before taxes)

SCHEUDLE OF INCOME CEILINGS

Effective July 1, 2017

Family Size	Family Monthly Income	Family Yearly Income
1-2	\$5,067	\$60,808
3	\$5,467	\$65,604
4	\$6,383	\$76,601
5	\$7,404	\$88,857
6	\$8,426	\$101,113
7	\$8,617	\$103,412
8	\$8,809	\$105,709
9	\$9,000	\$108,008
10	\$9,192	\$110,305
11	\$9,383	\$112,604
12	\$9,575	\$114,902

It is your responsibility to notify Corona-Norco Family YMCA within 30 calendar days, if, and when my adjusted monthly gross income exceeds the threshold for your family size.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NOT APPLICABLE TO PART-DAY STATE PRESCHOOL

Need for Services:

In addition to meeting the eligibility criteria, **for Full-Day programs** all Parent's must meet at least 1 need criteria.

Note: Family's whose eligibility criteria is CPS or At Risk are not required to meet a need criteria.

Based on the need criteria, **see the applicable Need Form for further guidance** on what documentation is required:

- Employment Verification
- Declaration of Self-Employment
- Request & Plan to Seek Employment (Max 5 days per week, for less than 30 hours per week)
- Training Verification (Training leading to a vocational goal & must make adequate progress. In addition, services are limited for up to 6 years from the date participant starts classes **or** until participant reaches 24 units after the attainment of a Bachelor's degree)
- Educational Program Verification (English Language Learner, High School Diploma or High School Equivalency Certificate)
- Request & Plan to Seeking Permanent Housing (Max 5 days per week, for less than 30 hours per week)
- Homelessness Referral Letter
- Statement of Parental Incapacity (Max of 50 hours per week)

Welfare to Work Plan Activity Assignment (CalWORKs programs)

Determining a Child's Certified Schedule:

Services are only available if:

- Parent meets a need criteria that precludes the provision of care & supervision of their child for some of the day
- No parent in family capable of providing care during time care is requested
- Child is not in school, a public school is not available, or with another person or entity.
- 2 parent family – Care is approved for overlapping time, when neither parent is available to care for the child

Services will be approved based on verified need documentation and/or the program limitations, whichever is less.

- A predictable schedule includes parents with either a Set or Variable schedule with a pattern.
- A variable/unpredictable schedule will be based on the maximum number of hours of need based on the week with the greatest number of hours within the **preceding 4 weeks**.
- **Travel time** only applies to parents who are working or in school. Any travel time beyond 30 minutes before and after, must be requested in writing. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time cannot be more than 4 hours/day (2 hours each way). And, not more than the time from the child's care site to work or school and back.



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Travel time only applies to parents who are working or in school. Any travel time beyond 30 minutes before and after, must be requested in writing. To determine the maximum authorized drive time, divide the work or school hours day by 2. Travel time cannot be more than 4 hours/day (2 hours each way). And, not more than the time from the child's care site to work or school and back.

Sleep time is available for parents who work graveyard shifts. The allowed sleep time can be equal to the authorized work and travel time between 10 PM and 6 AM. Please note that sleep time is not automatic and must be requested in writing.

Right to Voluntarily Report Changes:

Once eligibility and need have been established a participant may keep their current service level, no matter if there are changes in their family. The only exception is if a participant's income exceeds the maximum income threshold for ongoing eligibility (See Eligibility section for maximum)

If a participant needs to change their service level during their certification period the following must be submitted:

- Request to Change Services Form **and**
- Documentation to support the request

Notice of Action – Parent Appeal Process

Parents enrolled in a State funded program have the right to a fair and unbiased hearing if they disagree with a proposed action. Upon receipt of an on-time request for an appeal hearing, the intended action will be suspended and child care services will continue until the appeal process has been completed. The review process is complete when the appeal process has been exhausted or when the parent abandons the appeal process. The Appeal Hearing process is as follows:

Request a Hearing

The procedure to request an appeal hearing is outlined on the back of each Notice of Action received by parents request for an appeal hearing must be filed within 14 calendar days after the participant receives the Notice of Action (NOA). A request must include the effective date of the NOA, parent name, telephone number, full address, explanation why the parent disagrees with the agency's action and date the request is signed. The request for hearing may be submitted by mail, in person, phone or e-mail to:

Corona-Norco Family YMCA
Attention: Hearing Officer
815 W. 6th Street. Suite 220
Corona, Ca. 92882
Telephone (951) 736-1415



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Schedule a Hearing

Within 10 days of receiving a parent's hearing request, the parent will be notified of the time and place of the hearing. To the extent possible, the hearing date and time will be convenient for the parent(s). The hearing shall not be scheduled more than 14 calendar days from the date the hearing officer contacts the parent to schedule the hearing. In the event that a parent or parent's Authorized Representative cannot keep the scheduled hearing date/time, the parent must notify the Hearing Officer in advance of the hearing date/time. A parent may request to re-schedule the hearing date one 1 time.

Note: At any reasonable time, including before a hearing, a parent has the right to review the data file

Conduct a Hearing

The hearing will be conducted by an administrative staff person who shall be referred to as "the hearing officer." Hearings will be conducted Corona-Norco Family YMCA Administrative Office located at 427 E. Grand Blvd., Corona, CA 92879. In the event that a parent is unable to attend the hearing at the designated location accommodations will be arranged and agreed upon between the parent and hearing officer. For any hearing not conducted in person, verification of parent identity will be required, along with prior submission of support documentation. The hearing will be audio recorded. During the hearing, the parent or Authorized Representative will have an opportunity to provide support documentation and explain the reasons that you disagree with the proposed action indicated by the referenced NOA should not be carried out. This will be a formal hearing, and the parent must comply with the directions of the hearing officer during the course of the hearing. Failure to comply with directions will result in the hearing being ended and the contested action being taken. A parent designating an Authorized Representative to be present must inform Monarch Link in writing prior to the hearing. Please do not bring people to the hearing unless they are a designated Authorized Representative. No children are allowed to be present during the hearing.

If parent fails to appear, it will be deemed that the parent has abandoned their appeal and care will end immediately.

Hearing Decision

Hearing officer will send notification in writing, of the decision within 10 calendar days after the hearing. If parent disagrees with the written decision, they have 14 days from the date of the written decision to file an appeal with the California Department of Education (CDE), Early Education and Support Division (EESD) located at 1430 N Street, Suite 3410, Sacramento, CA 95814. The appeal to CDE must include a written statement specifying the reasons the parent believes Monarch Link's decision was incorrect, a copy of the decision letter and a copy of both sides of the NOA. Within 30 calendar days after the receipt of the appeal, EESD will issue a written decision to you and the agency. Once EESD has rendered a decision, the decision is final.