

## Participation Requirements- Vocational Training

Parents must adhere to the following requirements when the basis of the need for child care includes vocational training. The vocational training program (i.e. an educational or job training/apprenticeship/internship program sources and/or classes) must lead directly to a recognized trade, paraprofession, or profession. A parent may change their vocational goal; however, child care services will be limited to the time or units remaining from the initiation of child care for the purpose of vocational training. A parent is eligible for child care services for not less than twenty-four (24) months.

Services for vocational training are limited to six (6) years from the initiation of services for vocational training, or twenty-four (24) semester units (or its equivalent) after the attainment of a Bachelor's Degree, whichever expires first. If the parent has reached the limitation of six (6) years from the initiation of services for vocational training or twenty-four (24) semester units (or its equivalent) after the attainment of a Bachelor's degree, the family shall receive services until the end of the fiscal year in which the limit was reached.

### **Required Documentation**

The following documentation must be submitted for initial certification, at recertification, or when there is a voluntary report of a change:

1. Completed and signed *Training Verification* form. Refer to item 2(b), below.
2. Either (a) or (b), below:
  - a. An electronic print-out of the *class schedule* from the training institution.
  - b. If an electronic print-out of the class schedule is not available, the Training Verification form must include details of the class(es) in which the parent is currently enrolled, the days and times of the class(es), and the signature or stamp of the school registrar.
3. For online classes or televised instructional classes that are unit bearing classes from an accredited training institution, a copy of the *class syllabus or other class documentation* may be required, if applicable. The accrediting body of the training institution must be among those recognized by the United States Department of Education.
4. Documentation of *total countable income* from four (4) weeks from the two (2) months immediately preceding the initial certification or recertification of eligibility for services or timeframe to report voluntary change/update, as applicable to verify eligibility and family fees.

CHS may contact the training institution and/or source(s) of income as needed to verify eligibility and need information. CHS may request additional documentation to verify days and hours of training to the extent that the information provided by the parent is insufficient to make a reasonable assessment of income eligibility or need for child care. Incomplete documents will be returned to the parent and considered outstanding. Failure to submit required documentation will be cause for denial or termination of services.

### **Reporting Changes**

The parent is responsible for reporting income that exceeds the 85% income threshold for their family size as identified in the *Schedule of Income Ceilings (85 percent of SMI)*. This document is distributed to parents at certification, recertification, or upon request. Program Specialists identify the maximum adjusted monthly income that a family may earn to remain eligible for services. Parents may at any time voluntarily report changes to reduce their family fee, increase the family's services, or extend the period of eligibility. Parents may also voluntarily request a reduction to their service level with a written request that includes: days and hours per day requested, effective date of proposed reduction of service level, and acknowledgment that you understand that you may retain your current service level.

### **Adequate Progress**

Ongoing eligibility for services based on vocational training is contingent upon making adequate progress. At recertification the parent shall provide documentation of the adequate progress for the last enrolled quarter, semester, or training period, for which subsidized child care was provided. To make adequate progress, the parent shall provide documentation from the college classes, technical school, or apprenticeship for which subsidized care is provided demonstrating the following:

1. In a graded program, earn a minimum of a 2.0 grade point average; or
2. In a non-graded program, pass the program's requirements in at least fifty (50) percent of the classes or meet the training institution's standard for making adequate progress.

The first time the parent does not make adequate progress, the parent may be recertified and continue receiving ongoing services. At the conclusion of that eligibility period, the parent shall have made adequate progress (as identified in #1 and #2) in order to be recertified for services based on vocational training. If at that time the parent has not made adequate progress,

the family shall be: a) dis-enrolled from services and b) services based on vocational training are only available to the parent after six (6) months from the date of disenrollment.

### **Child Care**

- Child care will only be approved for courses that are required towards the professional/vocational goal, and that preclude the supervision of the child(ren).
  - Travel time may be approved with a maximum of four (4) hours per day.
  - Study time may be approved upon request, for two (2) hours per week per academic unit.
  - Additional study time may be approved with a written and signed *Declaration* from the parent. Additional time may not exceed one hour per week per academic unit in which the parent is enrolled, or no more than the number of class hours per week for non-academic or non-unit bearing training.
  - Online or televised instructional classes that are unit bearing classes from an accredited training institution shall be counted as class time at one hour a week for each unit. (Refer to documentation requirements on Page 1.)
  - If CHS is unable to make a reasonable assessment of need or eligibility based upon the documentation submitted, child care services may be denied or terminated.
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**By signing below, I certify that I have reviewed, understand, and agree to the requirements listed within this document (pages 1-2, front & back, of the Participation Requirements - VOCATIONAL TRAINING).**

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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