



Effective Date January 1, 2025

## ADDENDUM TO PARENT SERVICES GUIDE 2024-2025

### Purpose

The purpose of this addendum is to provide parents with an update related to determining the eligibility period for a child due to changes in Child Care Bulletin 24-21:

1. Added to the family size during an existing eligibility period or
2. When a family voluntarily disenrolls from services and requests to be reinstated

### Adding a Child to Family Size During an Existing Eligibility Period

When a family voluntarily reports the need to add a child to their current family size, the family's eligibility period will be extended to ensure that the child receives at least **12 months** of eligibility. The following supporting documentation for the child will need to be submitted, as applicable:

- Emergency Form;
- Immunization Records (*if child is under 5 years old*);
- Birth certificates or other live birth records;
- Court orders regarding child custody;
- Adoption documents;
- Records of Foster Care placements;
- School or medical records;
- County welfare department records; or
- Other reliable documentation indicating the relationship of the child to the parent.

### Reinstating a Family After Voluntarily Disenrolling

If a family voluntarily disenrolled and requests to be reinstated during their current eligibility period, the family's certification period shall be extended to ensure the new child receives a minimum of **24 months** of care.

CDR is not required to hold a space for a child when a family has voluntarily disenrolled.

If CDR has space, the child may begin services immediately.

If CDR does not have space:

- The family will be placed on a waitlist and when services are able to be reinstated, the Notice of Action (NOA) will reflect the remaining time on their eligibility period; or

- The family may be connected with a Resource and Referral Agency or another Child Care and Development Contractor that may have space to provide services. If the family chooses to receive services from another contractor and space is available, CDR shall transfer the family file and services shall be reinstated.
- If the family chooses to receive services from another Child Care and Development Contractor, the agency shall transfer the family file and services shall be reinstated.

**References**

Pursuant to [Senate Bill \(SB\) 1047 \(Chapter 923, Statutes of 2022\)](#), [Title 45 Code of Federal Regulations \(45 CFR\), Part 98.21](#) and [Welfare and Institution Code \(WIC\) 10271\(h\)\(4\)](#), and [Title 5, California Code of Regulations Section 18082.3](#).