

Placer County Office of Education, Early Childhood Education, receives funding for child development services from the California Department of Social Services, Early Learning and Care Division. Listed below are required components for a letter when referring a family for child care services.

**Definition of Child Protective Services (CPS):** the child is receiving child protective services and child care and development services are a necessary component of the child protective services plan.

**Definition of At Risk of Abuse, Neglect or Exploitation:** the child is at risk of abuse, neglect, or exploitation and the family needs child care and development services to reduce or eliminate the risk.

- Child care may be approved for up to twelve (12) months, if referral submitted.
- Qualifying income will be requested, unless the statement states it is necessary to exempt the family from any income related family fees. PCOE Early Childhood Education will determine if the fee waiver is approved.
- If family fee waiver is not granted - gross monthly income information must be obtained and family fees will be applied.

**In order for PCOE Early Childhood Education to evaluate families referred under CPS priority eligibility, the State Department of Social Services requires that we have the following on file before service begins:**

1. A written referral, dated within 6 months immediately preceding the date of application for services, stating that the child(ren) are *receiving child protective services and that child care and development services are a necessary component of the child protective services plan, or to reduce risk.*
2. This referral must be received on letterhead from a county welfare department, child welfare services worker, medical or social service agency, or an emergency shelter.
3. Name(s), address, telephone number of parent(s) or guardian(s).
4. Child(ren's) name(s) and birthdate(s).
5. Days and hours needed for child care (for both school days, holidays, and in-service days).
6. The probable duration of the child protective services plan or At-Risk situation.
7. The name, address, telephone number, and signature of the child welfare services worker who is making the referral.
8. Signature must be a "wet" signature, not digital or typed.