



Parent/Guardian Work/Activity Schedule Procedures

This procedure is to ensure the parent/guardian work/activity schedule for School Readiness Services is accurately determined by the Eligibility Specialist at the time of eligibility determination or redetermination of services and the parent/guardian is informed of reporting changes of employment, work hours or schedule.

1. The parent will complete the Work/Activity Schedule at each eligibility determination.
2. The eligibility specialist will determine the type of care authorized (part time or full time) after they have reviewed the following as applicable: last six weeks of pay history, school schedule and/or child care referral from an authorized agency.
3. The eligibility specialist will review the Work/Activity Schedule to determine the type of schedule to enter into the EFS (Enhanced Field System) for each child's enrollment.
4. The eligibility specialist will generate the voucher certificate from the EFS system and note in the schedule field the maximum number of days authorized and other information as applicable.
5. The eligibility specialist will review all documentation with the client; explain their schedule and type of care authorized for each child receiving services.
6. The parent is responsible to notify their eligibility specialist of changes in their work schedule. Parents are responsible for paying for care that exceeds their current authorization (voucher). If the parents work schedule changes, and they submit proper verification, then eligibility may be reassessed and a new voucher issued if warranted.
7. The parent must provide to their eligibility specialist appropriate documentation from their employer of the changes so the schedule can be updated accordingly.
8. If the parent fails to notify their eligibility specialist of changes in their employment or work schedule, payment for unauthorized days or excess hours will be disallowed and as acknowledged in the Parent's Rights and Responsibilities payment for services will be the responsibility of the parent. Additionally, failure to report changes may result in termination of services.