

Parent Acknowledgement of Rights and Responsibilities For Child Care Services

Parent Name (Print Name Here):	Social Security # or Case #:
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Please read the information on this page carefully. Before you sign this form, please read the enclosed document "Parents Guide to Child Care Services", to help you understand your rights and responsibilities while receiving child care services through Child Care Assistance (CCA). **Understand that this is temporary funding and can end at anytime if you become ineligible or funding has been exhausted.**

"I acknowledge the following by my signature located on the bottom of this page."

Work/Training/Education:

- I understand that I am able to get child care so that I can work, go to school, or be in job training classes. I cannot get child care if I am not working, going to school, or in job training classes for at least 25 hours a week for a single family, and 50 hours a week for a two parent household.
- If I am no longer working, no longer in school, or no longer in job training classes, for required number of hours, I will notify you within 10 business days of the change.
- I understand that I am only eligible for a total of 4 weeks of job search activity every year (October to September) (non-applicable for CPS and workforce center customers).

Family/Income:

- I understand that I qualify for child care based on my family's income or size. If my family's income or size changes, I will notify you within 10 business days of the change. This includes all income such as overtime, bonuses, incentive pay, commission, or an increase in child support or other non-employment income. If I get married, I must report this to you within 10 business days.)
- I understand that it may be considered stealing child care services if I continue to receive child care and I do not notify you within 10 business days of any changes in my work, training, or education status; my income; benefits; family; or marital status. I understand that if I fail to notify you within 10 business days as I'm supposed to, criminal charges may be filed against me with the district attorney or county attorney, child care will be terminated, and I will have to repay the amount owed. **These consequences apply to a failure to report any of the changes in status discussed above.**

My Rights and Responsibilities:

- I understand that parent fees must be paid in advance, and failure to pay the required amount will result in the denial of my child care assistance.
- I understand that I am responsible for returning all necessary documents to determine eligibility timely or child care services will be denied.
- I have the right to be represented when applying for child care services.
- I understand that I have the right to receive child care regardless of race, creed, color, national origin, age, sex, disability, political beliefs, or religion.
- I understand that information regarding my case is confidential.
- I understand that I have the right to appeal a termination decision (non CPS, and workforce center customer), **unless it is time limited funding.**
- I understand my responsibilities related to child support, substance abuse, and school attendance of my child/children.
- I understand that my child/children are only allowed child care absences for a period not to exceed 30 days per enrollment year.

Child Care:

- I was given information regarding different types of child care programs.
- I understand I have the right to receive assistance in choosing initial or additional child care referrals.
- I understand that I have the right to visit child care programs before making my choice.
- I was allowed to choose the child care provider of my choice (Not applicable for CPS in-home cases).

Parent Signature

Date

ChildCareGroup Representative

Date