



## CA State Preschool Program (CSPP) Checklist

**2020-2021** SCHOOL YEAR

**559-327-9180**

[www.cusd.com](http://www.cusd.com) (schools/programs/preschool)

### STEP 1

- **CHECK BIRTHDATE:** A child is eligible for CUSD preschool if the child:
  - is 4 on or before 12/1/2020
  - turns 5 between 9/2/2020 & 12/2/2020
- **CHILD MUST USE THE RESTROOM INDEPENDENTLY;** reasonable accommodations will be made for children with disabilities and special needs.
- **STATE QUALIFY BASED ON ONE OR MORE OF THE FOLLOWING:**
  - At-risk of abuse, neglect, and/or exploitation
  - Child Protective Services (CPS)
  - Homelessness
  - Children with exceptional needs
  - Current CalWORKS cash aid recipient
  - Income Eligible
  - FRPM Resident

### STEP 2 – THE FOLLOWING DOCUMENTATION IS REQUIRED FOR EVERY CHILD:

- BIRTH CERTIFICATE/S, or any legal document that verifies date of birth for EVERY CHILD in household under 18 years of age AND verifies relationship to each parent.**
- CHILD'S IMMUNIZATION RECORD.** TB CLEARANCE is **required**. Effective 1/1/2016 per state law, all immunizations are **required**. Exception only granted for medical reason, verified by doctor.
- PHYSICAL EXAM REPORT** conducted within 12 MONTHS PRIOR TO FIRST DAY OF SCHOOL is **DUE** within the **FIRST 2 WEEKS OF SCHOOL**. (not required at time of registration)
- PROOF OF RESIDENCE, i.e.** CA Driver's License, PG&E bill, or other utility bill.
- IF LIVING WITH A FAMILY MEMBER** bring in their utility bill with a letter from them stating you and your family live there and any financial responsibility they assume, sign and date letter. Include a photo ID copy of signator.

### STEP 3 - GATHER THE FOLLOWING QUALIFYING DOCUMENTATION that best meets your family situation:

- AT-RISK DOCUMENTATION**
  - Written referral, dated within six months of application for services and includes:
    - Statement from a legally qualified professional (someone licensed in the state to perform legal, medical, health or social services for the general public)
    - The probable duration of the need for childcare and development services.
    - Name, address, phone number and signature of the legally qualified professional.
- CHILD PROTECTIVE SERVICES (CPS) DOCUMENTATION:**
  - Written referral, dated within six months of application for services and includes:
    - Statement from local county welfare department, child welfare services worker, certifying that the child is receiving Child Protective Services and that childcare and development services are a necessary component of the CPS plan.

- The probable duration of the need for childcare and development services.
- Name, address, phone number and signature of the legally qualified professional.

**HOMELESSNESS DOCUMENTATION:**

- Written referral from an emergency shelter or other legal, medical or social service agency or written parental declaration that the family is homeless and a statement describing the family's living situation.

**CHILD WITH EXCEPTIONAL NEEDS DOCUMENTATION:**

- Copy of child's active Individualized Education Plan (IEP)

**CURRENT CALWORKS CASH AIDE RECEIPT:**

- Current Notice of Action or agency print out.

**FRPM Resident:**

- Proof of residence within the school boundary of Miramonte, Pinedale, Sierra Vista, Tarpey, and Temperance Kutner. To see what your child's home school is go to [CUSD.com/WhatSchoolShouldMyChildAttend](http://CUSD.com/WhatSchoolShouldMyChildAttend) (very top right of page)

**INCOME ELIGIBLE check the State Guideline for family size and income on our webpage** (*Clovis Unified Preschool reserves the right to request additional documentation to assess income eligibility*):

- 2 CHECK STUBS** (MOST CURRENT, within 45 days of your registration appointment) from EACH working parent.
- IF YOU ARE SELF-EMPLOYED**, 2 CURRENT months profit/loss, and most current Income Tax return including schedule C.
- IF YOU EARN A COMMISSION**, bring in verification on agency letterhead of gross commission earned for the last 12 months, and Income Tax return from prior year.
- IF YOU ARE A SEASONAL, INTERMITTENT EMPLOYEE, or HOURS/PAY MAY VARY (i.e.: IRS, farm laborer, waiter/waitress, bartender, etc.)**, bring in income verification for the last 12 months, which may include periods of little or no income. **IF UNEMPLOYED**, bring two MOST CURRENT unemployment check stubs.
- IF RECEIVING CHILD OR SPOUSAL SUPPORT (including spousal payment of any household bills, car payments, mortgage)**, bring in written verification i.e., copies of checks, divorce papers, if you receive cash indicate, etc.
- IF NO OTHER INCOME IS AVAILABLE and HOME OR BUSINESS WAS RECENTLY SOLD**, bring in household income based upon recent sale.
- OTHER EARNING RECORDS AND DOCUMENT OF INCOME.**

Once you have determined that you qualify under the CSPP guidelines, complete the online registration information. After you have "submitted" your online registration, you will make your own registration appointment. Please bring all documentation listed above on this checklist, that pertains to your family, to the registration appointment. If you have any questions, please contact 327-9180 and we will be happy to help.