

Child Action, Inc.
Client Services

Student Program Rules

- I. To receive Child Action, Inc. funds for child care, parents must have a vocational goal and be attending an educational program which:
 - is accredited or allowable by state guidelines
 - will allow them to achieve their vocational goals
2. Parents must provide the following documentation: (Child Action, Inc. or its agents will verify any documentation supplied by the parent.)
 - a. Name of the educational institution.
 - b. Start and end dates of the current term.
 - c. A statement of the parent's vocational goals.
 - d. The anticipated completion dates of all required educational activities to meet these goals.
 - e. Class schedule which includes:
 1. The courses the parent is currently enrolled in.
 2. Days and times of the courses.
 3. Signature of the parent and the date of the signature.
 4. Signature and stamp of the institution's registrar and the date of the signature.
 - f. Report cards, transcripts or other records to document the parent is making progress toward the attainment of the goal stated on the *Vocational Training/Education Verification*.
3. Students must notify Child Action, Inc. of any changes in course schedule during the term (e.g., adds, drops, time changes) within five (5) days.
4. Students may request additional child care for study time, up to two (2) hours per week per academic unit. Students attending non-unit bearing training or non-academic courses may or may not be eligible for study time, according to state study time regulations.
5. Parents are eligible to use child care while attending school for a period of six (6) calendar years from the first date of services as a student (even if services are not used continuously). Parents who have a Bachelor's Degree are limited to using child care during the first 24 semester units taken after receiving their Bachelor's Degree, not to exceed the six-year limit.
6. Students must make adequate progress during their educational program. Those receiving grades must maintain a minimum GPA of 2.0. If the GPA drops below 2.0, students will be allowed one term to bring their GPA to 2.0. Services will be discontinued if the GPA remains below 2.0 and parents will be ineligible for services as a student for six (6) months. Grades must be provided to Child Action, Inc. each term to determine continued eligibility. Those in training programs who do not receive grades must provide documentation of adequate progress.
7. Students who are disqualified by the school or training institution will have their services discontinued.
8. High school students must be certified at the beginning of each academic year. College students and training participants must be certified at least once every 12 months.
9. Child Action, Inc. does not pay for child care during school breaks or summer vacations unless the parent is authorized for care based on an approved need prior to the term ending.

I have reviewed the above information and understand the documentation needed. I also realize that my eligibility is based on my successful participation in a vocational program. I permit Child Action, Inc. to inform my child care provider of my status as a student.

Parent Signature

Date