

FONDOS DE EMERGENCIA PARA CUIDADO DE NIÑOS ESTÁN AHORA DISPONIBLES PARA TRABAJADORES ESENCIALES

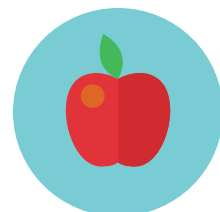
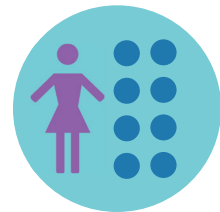
ES USTED UN TRABAJADOR ESENCIAL QUE NECESITA AYUDA PARA PAGAR O ENCONTRAR CUIDADO DE NIÑOS EN EL CONDADO DE SONOMA?

PARA APLICAR PARA EL FONDO DE CUIDADO DE NIÑOS:

- Descargue las formas: [Aplicación](#) y [Auto-certificación](#)
- Mande las Formas al correo electrónico: emergencychildcare@sonoma.org
- Para asistencia con las formas llame al: 707-522-1413 x 159.
- Las llamadas serán respondidas dentro de 2 días laborales.
- El programa de trabajadores esenciales durará hasta Junio 2020.

PARA RECIBIR UNA LISTA DE REFERENCIAS PARA CUIDADO DE NIÑOS

- Llame al: 707-757-9872 o por correo electrónico al: info@sonoma4cs.org Con el sujeto o tema:
- trabajador esencial-lista de referencia para cuidado de niños. Incluya información donde pueda ser contactado, las edades de los niños, nombre de la compañía y código postal de donde necesita el cuidado.





Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

Instrucciones para la Aplicación de Autocertificación y COVID-19 Aplicación Confidencial

Querido Trabajador Esencial- Padre o Guardian

Estamos muy emocionados de poder ofrecerle esta oportunidad de aplicar para el fondo de cuidado de niños, de apoyarlo a usted y su familia durante estos tiempos difíciles. El Departamento de Educación de California, Aprendizaje Temprano y Division de Cuidado, con la dirección del Gobernador Newson le han dado prioridad al cuidado de niños, para apoyar trabajadores esenciales durante la mitigación del COVID-19. Este programa temporal y aplicación están siendo agilizados para acelerar la inscripción, pero requerirá un proceso, y el personal de 4Cs está trabajando remotamente para ayudarlo con este proceso, y para proveerle una lista de referencias de cuidado de niños que esté abierto; si es que usted lo necesita. Nosotros hemos desarrollado rápidamente un sistema que operamos remotamente para llevar a cabo este programa, y nos imaginamos que tendremos algunos desafíos, por eso desde ahorita apreciamos su paciencia mientras trabajamos en los obstáculos que pudieran aparecer. Tenemos mucha esperanza de inscribir a todos los solicitantes pero quizá estemos limitados por los recursos disponibles. Todo depende del número de solicitantes. Muchas gracias por todo lo que usted está haciendo por la comunidad durante este tiempo sin precedentes-estamos muy agradecidos con usted.

Sinceramente,

Handwritten signature of Melanie Dodson in blue ink.

Melanie Dodson
Executive Director

Handwritten signature of Julie Swanstrom in blue ink.

Julie Swanstrom
Client Services Director

Handwritten signature of Lorie Siebler in blue ink.

Lorie Siebler
Resource & Referral Director

Como un trabajador esencial, para calificar para el fondo de emergencia para el cuidado de niños por favor complete las dos formas Aplicación y Auto-certificación



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de la mejor manera que pueda y mandelas por correo electrónico a emergencychildcare@sonoma4Cs.org. Por favor use su firma real e iniciales (no letra de molde) Cualquier area que le falte información será completado por el personal de 4Cs durante su inscripción telefónica.

Aqui algunos consejos que le pueden ayudar Cuando este completando las formas requeridas:

1. Forma de Autocertificación: Seleccione todas las Casillas que apliquen.
2. Forma COVID-19 Aplicación Confidencial:
 - a. No llene la forma en linea, copie y salve la forma o imprimala para que la llene con su información.
 - b. Ponga su **ingreso mensual total** de la familia (antes de la deducción de impuestos)
 - c. Complete con los nombres de los niños, genero sexual y fecha de nacimiento. Lo que resta de la forma puede ser revisada con el personal de 4Cs. Incluya todos los niños de su casa menores de 18 años, aunque no todos necesiten cuidado de niños.

Una vez que recibamos los documentos de su aplicación, usted recibirá una llamadas de 4Cs de uno de nuestros administradores de casos en un tiempo aproximado de 2 días laborales, tiempo que tomará revisar sus necesidades. Si usted necesita un proveedor de cuidado de niños, por favor llame la linea de referencia para trabajadores esenciales al 707-757-9872 de 9am-6pm siete días de la semana, o puede obtener una lista en nuestra pagina web al <http://www.sonoma4cs.org/families>.

Para cualquier pregunta mande un correo electrónico a emergencychildcare@sonoma4cs.or o llame 707-522-1413 ext. 159

Form COVID-19 2020 Confidential Application for Child Development Services and Certification of Eligibility for Essential Workers

Instructions for Completing Form COVID-19 2020: COVID-19 2020 Confidential Application for Child Development Services and Certification of Eligibility for Essential Workers

Agency Name: Insert the name of the agency providing child care services in this space.

Family Identification Number or Family Case Number: A Family Identification Number (FIN) or Family Case Number (FCN) must be assigned to each family. Enter the unique FIN in top box on page one of the Form COVID-19 2020.

Initial Subsidized Service Date: This is the earliest month and year that the child(ren), as listed on this COVID-19 2020, first started receiving subsidized child care services from your agency. **Every Form COVID-19 2020 must have a month and year entered in this field.** This information is for data reporting purposes.

Section I. Family Identification

Note: If family size includes more than two adults, complete Sections I, II, and III of a second Form COVID-19 2020 and attach it to the completed Form COVID-19 2020. You may also use a second Form COVID-19 2020 to record additional employers for the parents listed under A and B in Section I.

COVID-19 2020 Essential Worker: If the parent/caretaker who is legally/financially responsible for the child is self-certifying as a COVID-19 2020 essential worker, check the box on the line next to **Section I. Family Identification**

Single parent/caretaker: If the child lives with only one parent/caretaker who is legally/financially responsible for the child, check the box on the line next to **Section I. Family Identification**

Information on parent/caretaker A. For the first adult living in the same household as the child(ren), complete all items in Section I, including address information. For the purposes of these instructions and the certification of eligibility, a parent/caretaker shall be a person who has responsibility for the child. Thus, "parent/caretaker" could refer, for example, to a biological parent, a stepparent, a grandparent, a foster or adoptive parent, or a legal guardian.

FIPS Code. See the "FIPS Codes" section on page three of these instructions to determine the FIPS Code that identifies the state and county where the parent/caretaker lives.

Information on parent/caretaker B. If a second parent/caretaker lives in the same household as the child and is included in the calculation of family size, complete all items in Section I B.

Section II. Family Income and Eligibility

- 1. Family Income and Eligibility:** Parent to complete the income amount in box 1. Box 2 must be initialed by the parent to certify the income reported in Box 1 is true and correct. Box 3 must be checked when the parent completes the COVID-19 Self-Certification and returns it to the contractor.
- 2. Employment information:** For each parent/caretaker, enter the name and address of the employer if the reason for needing services is due to being an Essential Worker.

Days and working hours. Note the beginning and ending hours for each day that the parent is employed.

Section III. Family Size: Enter the number of persons included in the family size

Section IV. Data on Children

Note: Complete columns 1 and 3 of this section for all children eighteen and under residing in the household. If needed, use a second COVID-19 2020 to record more children.

- (1) Name of child.** List all children included in the household size eighteen and under, for whom the parent(s) is responsible.

NOTE: When a child and his or her siblings are living in a household that does not include their biological, or adoptive parent(s), "family" shall be considered the child and related siblings. List only the children of this "family" who are eighteen and under.

- (2) Gender.** Check the appropriate box in column 2 for each child receiving care through this certification.

- (3) Birth date.** In column 3 enter the birth dates of all children listed in column 1 following this format: month/day/year.

- (4) Adjustment factor code.** See the "Adjustment Factor Codes" section in these instructions to determine the adjustment factor code that should be entered in column 4. If no adjustment factor is used, leave this box blank.

- (5) Ethnicity.** Enter a "Y" if the child is Hispanic or Latino. Otherwise, enter an "N".

- (6) Race:** See the "Race Codes" section in these instructions to determine the race code(s) that should be entered in column 6. At least one code must be entered, but you may enter all codes that apply for each child.

Form COVID-19 2020 Confidential Application for Child Development Services and Certification of Eligibility for Essential Workers

- (7) **Native language:** See the “Native Language Codes” section in these instructions to determine the native language code that should be entered in column 7. **Language Code.** Use only those native language codes provided.
Child is English Learner? For kindergarten through grade twelve children ONLY. For students reported with a primary language other than English, report the primary language of students on the state-approved Home Language Survey.
- (8) **Program code.** See the “Program Codes” section in these instructions to determine the program code(s) that should be entered in column 8. Enter one code per line for each child receiving child care services through this certification. If the child(ren) is enrolled in more than one program or with more than one provider, use additional lines to record this information in columns 8 and 9 for each child.
- (9) **Type of care and relationship to child.** See the “Type of Care Codes” section in these instructions to determine the type of care code(s) that should be entered in column 9. Enter the provider or site name in the space provided.
- (10) **Hours of care per day.** Enter the amount of early learning and care services needed each day in column 9. Use the lower line (marked “V”) to indicate the amount of time needed during the COVID-19 State of Emergency. For preschool-age children, use only the upper line to record the amount of care needed.

Section V. Certification and Signature of Parent/Caretaker

Read and explain the conditions of eligibility and need to the parent/caretaker and make sure he or she understands them *before* signing the application.

Parents must initial item 1 of Section V, stating that the parent(s) has checked the single parent/caretaker box in section 1.

Parent must initial item 2 of Section V, acknowledging that as a condition of receiving Emergency Childcare services, he or she understands that 12-month eligibility does not apply.

Parent must initial item 3 of Section V, stating that they understand that the information about my eligibility may be reviewed by representatives of the State of California, the federal government, independent auditors, or others as necessary for the administration of the program.

Parent must initial item 4 of Section V, stating that they understand that this certification is not complete until all documentation is submitted and this form has been signed and dated by me and reviewed, signed, and dated by an agency representative.

Parent must initial item 5 of Section V, stating that they certify that family assets do not exceed \$1,000,000; Child Care and Development Block Grant Act Section 658 p (4)(B).

Before the agency representative signs the form, the parent/caretaker completing the application must sign and date the form and indicate his or her relationship to the child. At least one parent signature is required on the application.

Section VI. For Office Use Only

The agency representative must complete the items in this section. The certification is not complete until it is signed and dated by the agency representative.

The “Signature of Supervisor” is an optional field and is not required.

Completing the Form

Follow these procedures once you have completed the family’s certification:

- A. File the completed form in the family file.

Form COVID-19 2020 Confidential Application for Child Development Services and Certification of Eligibility for Essential Workers

Instructions for Completing Form COVID-19 2020:

COVID-19 2020 Confidential Application for Child Development Services and Certification of Eligibility for Essential Workers

Section I. Family Identification

Federal Information Processing Standards (FIPS) Codes

The FIPS code consists of a state code, which is a two-digit number, and a county code, which is a three-digit number. The codes are California - 06, Arizona - 04, Nevada - 32 and Oregon - 41.

California County Codes are as follows:

001 Alameda	041 Marin	081 San Mateo
003 Alpine	043 Mariposa	083 Santa Barbara
005 Amador	045 Mendocino	085 Santa Clara
007 Butte	047 Merced	087 Santa Cruz
009 Calaveras	049 Modoc	089 Shasta
011 Colusa	051 Mono	091 Sierra
013 Contra Costa	053 Monterey	093 Siskiyou
015 Del Norte	055 Napa	095 Solano
017 El Dorado	057 Nevada	097 Sonoma
019 Fresno	059 Orange	099 Stanislaus
021 Glenn	061 Placer	101 Sutter
023 Humboldt	063 Plumas	103 Tehama
025 Imperial	065 Riverside	105 Trinity
027 Inyo	067 Sacramento	107 Tulare
029 Kern	069 San Benito	109 Tuolumne
031 Kings	071 San Bernardino	111 Ventura
033 Lake	073 San Diego	113 Yolo
035 Lassen	075 San Francisco	115 Yuba
037 Los Angeles	077 San Joaquin	
039 Madera	079 San Luis Obispo	

If the family resides outside California, list the state code only.

Section IV. Data on Children

Column 4: Adjustment Factor Codes

21 Infant	24 Severely disabled
22 Exceptional needs	25 Limited English proficient (LEP)
23 Child protective services	27 Toddler

Column 6: Race Codes

1 American Indian or Alaskan Native	2 Asian
3 Black or African American	4 Native Hawaiian or other Pacific Islander
5 Caucasian	

Column 7: Native Language Codes

11 Arabic	24 Hungarian	06 Portuguese
12 Armenian	25 Ilocano	28 Punjabi
42 Assyrian	26 Indonesian	29 Russian
13 Burmese	27 Italian	45 Rumanian
03 Cantonese	08 Japanese	30 Samoan
36 Cebuano (Visayan)	09 Khmer (Cambodian)	31 Serbian
		52 Serbo-Croatian
54 Chaldean	50 Khmu	01 Spanish
20 Chamorro (Guamanian)	04 Korean	46 Taiwanese
	51 Kurdish	32 Thai

Column 7 Native Language Codes (Continued)

39 Chaozhou	47 Lahu	53 Toishanese
14 Croatian	07 Mandarin (Putonghua)	33 Turkish
15 Dutch	48 Marshallese	38 Ukrainian
00 English	44 Mien	35 Urdu
16 Farsi (Persian)	49 Mixteco	02 Vietnamese
17 French	88 Native American Languages of China	55 Other Languages of the Philippines
18 German	40 Pashto	66 Other Languages of the Philippines
19 Greek	05 Pilipino (Tagalog)	99 Other non-English
43 Gujarati	41 Polish	
21 Hebrew		
22 Hindi		
23 Hmong		

Column 8: Program Codes (Contract Prefix)

For current contract program codes and contract prefixes, access the Child Care and Development Contract Program Types Web page at <http://www.cde.ca.gov/sp/cd/ci/ccdprogramtypes.asp>.

Column 9: Type of Care Codes

02 Licensed family child care home
03 Licensed large family child care home
04 Licensed center-based care
05 License-exempt in-home (child's) care provided by a relative
06 License-exempt in-home (child's) care provided by a nonrelative
07 License-exempt care provided outside child's home by a relative
08 License-exempt care provided outside child's home by a nonrelative
11 License-exempt center-based care

Form COVID-19 2020
Confidential Application for Early Learning and Care
Services and Certification of Eligibility for Essential Workers

Agency Name: _____
Family Identification/Case No.: _____
Initial Subsidized Service Date: _____

Note: State regulations require a formal application and certification for early learning and care services. This form must be completed by an agency representative in consultation with the family. The agency must certify family eligibility prior to beginning services. **Refer to the attached instructions for the completion of this form.**

Section I. Family Identification. See Instructions, Section I.				
If you are eligible for Emergency Childcare due to COVID-19, check this box:				
If you are a single parent/caretaker, check this box:				
A.	Name of parent/caretaker (full name, including middle initial)	Phone no. (cell or home)	Phone no. (work/school)	
B.	Name of parent/caretaker (full name, including middle initial)	Phone no. (cell or home)	Phone no. (work/school)	
Street address		City	State	Zip
				FIPS code

Section II. Family Income and Eligibility								
1. Income and Eligibility Information (Complete all boxes):								
Total Family Income	\$	I certify that the total family income stated is true and correct. Parent Initials _____			COVID-19 Emergency Childcare Self-Certification (Attach Documentation)			
2. Employer Information Must be completed for each adult listed in Section I above if the basis of need is essential worker (Attach documentation.)								
Parent/Caretaker	Employer			Street Address			City	Zip
A.								
A.								
Days and working/training hours:	From:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
	To:							
Parent/Caretaker	Employer			Street Address			City	Zip
B.								
B.								
Days and working/training hours:	From:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
	To:							

Section III. Family Size	
Family size (See "Funding Terms and Conditions" for instructions on calculating family size.): _____	

Form COVID-19 2020 Confidential Application for Child Development Services and Certification of Eligibility for Essential Workers

Section IV. Data on Children. List ALL children residing in the home and counted in the family size.

Complete for all children residing in the home			Complete only for children served by your agency				For children enrolled in more than one program or site, use additional lines as needed										
(1) Full Name of Child Including Middle Initial	(2) Gender		(3) Birth Date	(4) Adjustment Factor Code	(5) Ethnicity	(6) Race	(7) Native Language		(8) Program Code	(9) Type of Care Code	(10) Hours of Care per Day						
	M	F	MM/DD/YYYY				Language Code	Child is English Learner? (School age ONLY)			M	T	W	T	F	S	S
										S							
Provider/site name:									V								
										S							
Provider/site name:									V								
										S							
Provider/site name:									V								
										S							
Provider/site name:									V								

Section V. Certification and Signature of Parent/Caretaker.

I understand that I am self-certifying single parent status under penalty of perjury

Parent Initials: _____

I understand that as a condition of receiving Emergency Childcare services, I am not eligible for 12-month eligibility.

Parent Initials: _____

I understand that the information about my eligibility may be reviewed by representatives of the State of California, the federal government, independent auditors, or others as necessary for the administration of the program.

Parent Initials: _____

I understand that this certification is not complete until all documentation is submitted and this form has been signed and dated by me and reviewed, signed, and dated by an agency representative.

Parent Initials: _____

I certify that my family assets do not exceed \$1,000,000; Child Care and Development Block Grant Act Section 658 p (4)(B).

Parent Initials: _____

I DECLARE UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature _____	Date _____	Relationship to Child: Parent Grandparent Guardian Foster Parent Other: Please describe _____
Signature _____	Date _____	Relationship to Child: Parent Grandparent Guardian Foster Parent Other: Please describe _____

Section VI. For Office Use Only. (Certification is not complete until eligibility is reviewed, signed, and dated by an agency representative.)

Eligibility Status: Denied Approved	Date Notice of Action Sent (Attach copy)	Date Notice of Action Given (Attach copy)	First date of subsidized service	Last date of enrollment
Site Name: _____				
Signature of Authorized Agency Representative		Title	Telephone number	Date
Signature of Supervisor (Optional)		Title	Telephone number	Date

SELF-CERTIFICATION OF ELIGIBILITY FOR COVID-19 EMERGENCY CHILD CARE

I, _____ (parent or guardian) certify that I am eligible for COVID-19 Emergency Care as:

1. At-Risk Population
 - i. Child receiving services from CPS or is at risk of abuse or neglect;
 - ii. Child eligible through the Emergency Child Care Bridge Program for Foster Children; or
 - iii. Experiencing homelessness as defined in the McKinney-Vento Homeless Assistance Act
 - iv. A Child of domestic violence survivors; or
2. An Essential Worker under the California definition of essential worker pursuant to the Governor's Executive Order N-33-20, and I am unable to work remotely to complete my job duties and require child care in order to perform the essential work.
3. A parent of a child with disabilities or special health care needs whose individualized education program or individualized family support plans include early childhood education service;

I understand that this self-certification is a requirement for my child/children

_____ (Child/children's names)

to be enrolled in an emergency child care program.

Please check the eligibility category and/or sector of employment in which you are engaged:

<input type="checkbox"/>	Parent of a child who is receiving CPS or at risk
<input type="checkbox"/>	Parent of any child eligible through the Emergency Child Care Bridge Program for Foster Children
<input type="checkbox"/>	Parent of a child with disabilities or special health care needs whose individualized education program or individualized family support plans include early childhood education service
<input type="checkbox"/>	Family experiencing housing insecurity or homelessness as defined in the McKinney-Vento Homeless Assistance Act.
<input type="checkbox"/>	Domestic violence survivor
<input type="checkbox"/>	Health Care Services sector
<input type="checkbox"/>	Emergency Services sector

<input type="checkbox"/>	Food and Agriculture sector
<input type="checkbox"/>	Staff and providers of child care and education services
<input type="checkbox"/>	Workers supporting critical infrastructure
<input type="checkbox"/>	State and local government worker
<input type="checkbox"/>	Energy sector
<input type="checkbox"/>	Transportation and Logistics
<input type="checkbox"/>	Communications and IT sector
<input type="checkbox"/>	Critical Manufacturing, Hazardous Materials, Financial Services, and Chemical sectors
<input type="checkbox"/>	Any other fields listed in EO N-33-20

Total hours of child care per week requested: _____

If for any reason this attestation of being an Essential Worker or an At-Risk Population is found to be false or untrue, I understand that I will not have met an eligibility requirement for the receipt of emergency child care and my child may be subject to immediate disenrollment from any program he or she is attending.

By my signature below, I attest that the information provided above is true and correct.

Parent or Guardian Name (printed): _____

Parent or Guardian Signature: _____

Date: _____