

# 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.

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- (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.

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#### 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