



APPLICATION FOR CHILD DEVELOPMENT SERVICES

*California Department of Education Child Development Programs
Orfalea Family Children's Center, University Children's Center, UCSB*

Eligibility:

Eligibility for California Department of Education Child Development Services is determined according to family income and each parent's/guardian's need for services. Level of course work, schedule of employment, temporary or permanent incapacitation are evaluated according to CDE regulations and UCSB policies to determine eligibility. UCSB affiliated families have priority for receiving CDE services; community families, however, are also welcome to apply.

To expedite the application/approval process, please submit official documentation as exemplified below:

_____ **Family Size Documentation:** *(required for all families):* Provide one or more of the following: birth certificate(s), medical records, school records, court order, etc. to document **ALL** children and adults who are counted in **your family size** [parent/guardian name(s) and name(s) of child(ren) are required]. ***Documentation provided needs to show that you are the parent or legal guardian of all children included in your family size.***

_____ **All Student Parents/Guardians:** Official Course schedule from the Admissions Office (for UCSB, the Gold system printouts are acceptable) ***Your name must appear on the schedule; days & times of all classes must be indicated).***

_____ **Graduate level students:** Letter on University department letterhead stating hours of need for research/dissertation work (independent study classes) that includes advisor's signature, phone #, and the days & times of child care needed ***(i.e. Monday through Friday, 8:00 a.m. to 5:00 p.m.)***

_____ **Employed Parents/Guardians:** Provide verification of employment with an employment letter on corporate/department letterhead stating begin date,

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gross monthly wages (faculty/teachers: verification should indicate if you are paid for 9 months or 12 months), **daily work schedule (i.e. Monday through Friday, 8:00 a.m. to 5:00p.m)**, nature of employment, supervisor's name, supervisor's phone number, supervisor's signature and the name and address of employer.

_____ **Employer Release Statement:** A written statement is required for all employed parents authorizing *ECCES, UCSB* to verify current employment schedule and income; supervisor's name and phone number/email address must be included.

_____ **Self Employed Parents/Guardians:** Letter of self-employment & income documentation

_____ **Paystub(s) required for employee's most recent gross monthly income.**

_____ **Documentation of any other monthly income: TANF, Social security, parental support, child support etc.**

_____ **Documentation of current residence for child(ren) : copy of utility bill, current lease (if dated recently) etc.**

After you have completed the attached application [**pages 3,4**], you may mail, email (Mia.Shellabarger@sa.ucsb.edu), fax (805-893-4907), or deliver in person to:

Early Childhood Care & Education Services, UCSB
MC 1060
University of California
Santa Barbara, CA 93106

The Orfalea Family Children's Center at the University of California, Santa Barbara, does not discriminate against any child because of race, religion, sex or ethnic background. We serve within the limits of our professional abilities children with special needs due to physical, linguistic, mental and/or emotional disabilities.

Approval/denial of CDE Child Development Services:

Determination of possible eligibility is made only on the basis of information in this application. An appointment will be scheduled with you **to determine final approval**, to discuss State eligibility regulations, Center policies, and if approved, your child care contract for CDE Child Development Services.

What If You Are Not Authorized for CDE Child Development Services?

If you are not authorized for CDE services due to space limitations, low priority number or late application, you may be placed on the Centralized Eligibility List for Santa Barbara County; please call: 805-682-7170, or toll free: 866-440-4481.

We do not maintain a list of referrals, but you may wish to contact the Children's Resource and Referral Program: their phone number is 805-962-8988.