

CEL of Kern County

Guidelines and Policies

This is a work in progress be sure to check the CEL website for updates in policies
<http://kcsos.kern.org/ce>

LAST UPDATE/ January 23, 2007

Who needs to be entered into CEL?

All families who are seeking assistance with child care or who want to enroll their children in state funded preschool programs.

- Enter only the children who need child care or child development services.
- Enter only families who are waiting for services

When a program has an opening:

- Check the CEL eligibility list first
- Contact the families who rank the lowest and meet eligibility requirements of the program.

Walk ins

If the program has checked CEL for eligible families, made contacts and that program still has an opening. Then the program has met the CEL requirements. The program can now enroll eligible families who walk in the door requesting services.

Remember the goal is to serve families with the greatest needs who are seeking child care and early education experiences. It's important to keep checking the CEL in rank order for the most eligible families.

Eligibility Search

Participating agencies can choose ten families per opening for intake. The files can remain in intake status for ten days. CEL will automatically release the files back into the main system at the end of ten days. It is the responsibility of the individual program to update the information for families they contact.

This includes

- Change the "waiting" status of the children who you enroll to "enrolled" status.
 - Only change the enrollment status of the child your agency is enrolling. For state reporting purposes enter the enrollment date in the inactive field located above the child status field in the child's record.

- If the agency enrolls all children in the family. Change enrollment status and enter date of enrollment for each individual child. Also mark the the family file as enrolled.
- Enter the date you called the parent in the "Update Receipt Date:" field
- Note in the memo section the results of your contact
 - Example - parent chose to decline enrollment - your initials, agency initials.
- Update all new information and make changes in the CEL file.
 - If phone is disconnected or parent does not return messages, send name and ID number via email to jashaw@kern.org. The CEL team will send written request for parent to update.
 - If parent no longer wants to participate in the CEL send name and ID number to jashaw@kern.org and the CEL team will mark the parent inactive.
 - If the parent's income has changed and the ranking number is 99 the parent is in most cases no longer qualified to receive CDD funded services. If the parent ranks 99 send name and ID number to jashaw@kern.org and the CEL team will send a letter to the parent.

Participating agencies are required to enter the families they can not serve into the CEL. This means if a family walks in and the program does not have an opening the agency is required to enter the family into CEL. The agency can be entered into the family's information as the preferred program.

The agency can also give the parent a CEL application and let the parent know they can mail or drop the application off at the CEL office. If parents call and want to update the agency can choose to complete the update or refer the parent to the CEL office.

Question:

My agency has several sites. A parent is enrolled at one of the sites and decides that another site would be more convenient. Can I move that parent to the preferred site without checking the CEL?

Answer:

Yes, the parent is already enrolled in your program. However, the parent may also choose to drop the program and wait for an opening at the preferred site then when an opening occurs, the agency needs to check CEL for the lowest ranking families first.

Question:

I am worried about enrolling all the spaces at my center. If I enter the families that have come to my center for enrollment, I may never see them again. How can I be assured that the family will not go to another center?

Answer:

That may indeed occur. The purpose of the CEL is to provide child care/ early education opportunities to all families seeking subsidized child care services. Each participating agency is required by the CDD state mandate to enter all families who apply for services. When CDD programs have openings they search for families on the CEL. The goal is to help families connect with services. If a program does not have openings, the family still has the opportunity to receive services through another program. The parent always has the option to wait until the preferred program has a space available. Therefore it is important that each CEL user mark the preferred provider.

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