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| **I. DURATION OF ELIGIBILITY AND NEED** *[This amends CD 9600 Section V(7)]* |
| Once services have been approved by means of a Notice of Action (NOA), duration of certification are as followed, but not limited to:* All other qualifications may be 12 months from certification or end of fiscal year.
* Duration may be affected by space limitation for children transitioning from one program to another (i.e. toddler to preschool, preschool to school-age).
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| **II. NOTIFICATION REQUIREMENTS** |
| Families shall, **within thirty (30) calendar days** notify the enrollment office: * If the family’s gross monthly (pre-tax) income exceeds the maximum allowable, outlined below.

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| Family Size | 1 or 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Monthly Income | $5,889 | $6,511 | $7,441 | $8,632 | $9,823 | $10,046 | $10,269 | $10,492 | $10,716 | $10,939 | $11,162 |

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| **III. FAMILY’S RIGHT TO VOLUNTARILY REPORT CHANGES** *[Title 5 section 18084.2]* |
| Families have a right to voluntarily report changes if: * It reduces the Family Fee.
* It increases the family’s services.
* It extends the period of eligibility.
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| **IV. PARENT SIGNATURE** |
|  I declare, under penalty of perjury, that I will adhere to the requirements outlined above and that all information provided is true and accurate. I understand that I have not been officially approved for services until I receive my Notice of Action (NOA).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Parent/Guardian Signature Date |