

# CONNECTING FAMILIES TO CHILD CARE AND DEVELOPMENT SERVICES

## A CASE MANAGEMENT APPROACH

### Identify Needs

What are the ages of the children?

What is the family's gross annual income?

Are children currently enrolled in a child development program or school age program?

What is family need?

- Part-day, part year
- Full-day, full year\*

### Research Resources

Child Care Resource and Referral Agencies (R&Rs)

School Readiness Programs

School Age Programs

Information on how to identify quality/select a program

### Navigate Systems

Establish liaisons with local R&Rs

Serve as contact on for family on subsidy program waiting lists

Provide family with step by step instructions on how to use local R&R and maintaining files while seeking and waiting for services

Supply family with information on selecting a quality program

### Provide Ongoing Support

Help family build portfolio to prepare for enrollment

Check in with family to ensure maintaining record

Ensure family replies to call for enrollment in timely manner, has documentation needed to enroll, and is prepared for the visit with questions

Support family through enrollment and provide ongoing encouragement in their participation with the program

\* Parents/primary caregivers must demonstrate need for full-day, full year subsidized services. Qualifying need includes working, seeking employment, enrolled in school or job training, seeking housing, or incapacitated.



