Guide to Completing “Registration Form for Eligibility List”
for
AS/CSUN Children’s Center Subsidized Programs

PROGRAMS OFFERED:

- **California State Preschool** - center; three and four year olds; 9:30 a.m. – 12:30 p.m. only; must turn 3 by December 2 to be in this program, must be CSUN student and financially eligible.

- **CA State Preschool plus extended care** - same as above plus before or after preschool hours, must be CSUN student, financially eligible, enrolled in our Ca. State Preschool program and have documented need for additional hours of care.

- **Infant/Toddler center program** - ages infant to three years and not age-eligible for CA. State Preschool program, must be CSUN student; financially eligible; and have documented need for hours of care.

- **Family Childcare Network** - Infant, preschool, school age; daytime hours, evening hours, and/or weekend hours available in licensed family childcare homes participating in our network; must be CSUN student, financially eligible, and have documented need for hours of care.

To apply for subsidized child care and development services in our programs:

1. Complete the “Registration Form for Eligibility” to be placed on the Eligibility List. This list is ordered by family income rank per state requirements. We recommend you keep a copy!

2. Begin to collect and save the documents you will need to bring to an eligibility appointment. See “Documentation Required for Eligibility Applications for Subsidized Program” handout for guidance.

3. Update your registration form if anything changes. Contact us! 818-677-2012

4. Failure to notify us of changes in your contact information or other information could result in the removal of your registration form from the Eligibility List.

5. Respond promptly if we contact you. We may use phone calls, email, and/or US mail to contact you. If you do not respond to two attempts to contact you in a 48 hour period, we will move on and inactivate your registration form. You will need to re-apply to go back on the eligibility list in the future.

6. We will update our eligibility list prior to the CSUN fall and spring semesters by mailing you a copy of your Eligibility List Registration Form for you to update and return to us. Only those families who re-register with updated information will stay on the eligibility list. Forms must be returned to us even if there are no changes.

7. You may request to be considered for any of our programs for which you qualify and in which you would like to enroll your child/ren. Refer to the above program descriptions and our website for more information. You may also apply to be on the Waiting List for the full cost program in the center by completing and submitting the center’s “Waiting List Registration Form for Full Cost/Center Program”.

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Page 1 of 2
8. **For all of our subsidized programs:** the enrolling parent must be fully enrolled in a degree or credential program through CSUN and enrolled in at least 6 units and have completed less than 24 post baccalaureate units. Specific age requirements for each program (funding and licensing) apply and are available on our website and at our office.

9. Use our website [http://www.csunas.org](http://www.csunas.org) to check for current requirements, ages accepted, scheduling guidelines, and forms. Please be advised that changes in regulations and/or funding may result in changes to the information in this handout.