# ATTACHMENT A

## SAMPLE WELCOME LETTER

**(not a required form)**

Dear Parent,

Welcome to : [**Enter name of LEA**]

Your child care services have been successfully transferred from Stage 1 to Stage 2 beginning on your transfer date which is: [**Enter transfer date**]

There should not be any disruption to your services as we transfer you from Stage 1 to Stage 2. You are eligible for Stage 2 child care services for no less than 12 months from the date of transfer from Stage 1 to Stage 2. During this 12-month eligibility period you may voluntarily report changes to your family situation if you need to increase or decrease your child care services.

At the end of this 12-month eligibility period, the California Department of Education (CDE) Early Learning and Care Division (ELCD) will recertify your eligibility and need for child care services. At this recertification you will be provided with all the application information related to family fees and reporting requirements, including the requirement to report when your income exceeds 85 percent of the state median income.

The CDE, ELCD is pleased to welcome you and your family to our CalWORKs Stage 2 Program. We look forward to serving your child care needs in addition to providing you information on community resources and support services.

If you have any question, please do not hesitate to contact your case manager at the number below for clarification.

Your new case manager is: [**Enter new case manager’s name**]

Their contact information is: [**Enter contact information**]

California Department of Education

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