



## **California Department of Education Message: Advisory for 12-Month Eligibility**

### **Purpose:**

The purpose of the 12-Month Eligibility advisory is to remind the field of the requirements stipulated in [Management Bulletin 17-14](#) regarding [12-month eligibility guidelines](#).

### ***Duration of service requirement***

- During the initial certification or recertification, contractors shall certify services for not less than 12 months. Contractors must refrain from seeking eligibility or need documentation during the 12-month eligibility period.

### ***Family's right to voluntarily increase services***

- A family can voluntarily report changes to increase their services during the 12-month certification period. Contractors must refrain from using any information received to make any other changes to their service agreement.

### ***Family's right to reduce family's fee***

- Families can voluntarily request a reduction in their family fee during the 12-month certification period. Contractors must refrain from using any information received to make any other changes to their service agreement.

### ***Family's right to voluntarily decrease services***

- A family may at any time voluntarily request a reduction to their service level during the 12-month certification period. Contractors must refrain from using any information received to make any other changes to their service agreement. Contractors cannot require that families reduce their service level during the 12-month period.

### **Resources**

- Please refer to the [Budget Act of 2017 Implementation FAQ](#) web page for answers to commonly asked questions.
- If you have questions regarding this information, please contact your assigned [Program Quality Implementation Regional Consultant](#).