By completing the attached form, you are registering on the eligibility list with the International Institute of Los Angeles (IILA). The information you provide on the form will help determine your eligibility for child care subsidy. All information will be handled confidentially. For additional information, please contact IILA at (323) 224-3800. Please submit your completed form:

- By e-mail: cdd@iilosangeles.org
- By fax: (323) 227-6402
- In person or by mail: 3845 Selig Place, Los Angeles, CA 90031, attn: CDD

**FREQUENTLY ASKED QUESTIONS:**

**What are my child care options?**

IILA has several different programs that you may qualify for.

- **If you are currently receiving CalWORKs cash aid for yourself and your children or have received CalWORKs cash aid within the last two years,** please do not complete this form. Contact us as there are other programs you may be immediately eligible for.

- IILA offers Part-Day (ages 3-5) and Full-Day (ages 2-5) child care services at our 9 Child Development Sites. The centers are located in Lincoln Heights, Boyle Heights, East LA, South LA, & Rampart Village. Please mark “Licensed Center” in Section 1 of the application if interested.

- IILA’s FCCHEN Program provides a nurturing and educational environment by licensed family child care providers in their home. It serves children from 2 months of age to 13 years, (note: there is usually a waiting list for children under the age of 2 years.) For school-aged children, after school care may be available. IILA staff works with the providers to ensure their facility is meeting requirements and that providers have adequate curriculum in place for the age groups they serve. Please mark “Licensed Family Child Care Home” in Section 1 of the application if interested.

- IILA’s AP Program allows parents to choose where they want their children placed for childcare, including both licensed and non-licensed homes, as long as they are within IILA’s service area: 90022, 90023, 90031, 90032, 90033, 90063, 91754, or 91755. You can use a licensed child care center, a licensed family child care home, or a friend or family member. Each provider has different requirements for participation. If you need a list of licensed child care providers in your area, you can contact MAOF’s Resource & Referral department at (323) 890-1555. They can also inform you of other child care options.

**What is the process?**

When we receive your application, we will review it for completion and contact you by phone, email, or mail if any information is missing. Your application will be ranked based on the information provided and placed on our Eligibility List. Participants are contacted based on “rank order and funding availability.”
How long will it take to enroll my child?
Enrollment is based on family size and income. When funding and/or vacancies become available, we will contact parents listed on the waiting list with the lowest rankings, based on their eligibility. It is important to keep your contact information updated.

When should I contact IILA?
Please contact us if you need to update your address, phone number, family size, and/or income. You can also contact us if you are no longer interested in enrolling in our program. Call (323) 224-3800 and ask to speak to the Child Development Division.

How will you contact me?
We will make at least two attempts to contact you via phone. If we are unable to reach you, we will send you a written request for contact. If you do not respond within 10 calendar days, we will assume you are no longer interested and your application will no longer be considered.

What will happen if my income/family size information has changed when you contact me?
If your income has increased significantly, it may result in a change in “rank.” Your application will be reevaluated to see if you are still the most eligible family. If there are other families with lower rankings, your application will be placed on the waiting list once again and you will need to wait until we get to your new ranking.

What will I need to submit at the time of enrollment?
If you are contacted for enrollment, we will provide a list of the information that will be needed for your appointment. Here is a sample of the items you will likely be required to submit:

- Birth certificates for all children under the age of 18,
- Proof of address,
- Proof of income (must be within 30 days),
- Proof of need for services, such as an Employment Verification, documentation regarding your vocational training, incapacity, or other activities, as applicable,
- An eligible provider within our service area, (documentation may be required)
- Additional information may be required.

What happens after I go in for an enrollment appointment?
If you submit all required information during your appointment, your information will be reviewed and entered into our database. You may be contacted to discuss your application and, if applicable, confirm the start date of your child. IILA has up to 30 days from the day you sign the EESD9600 Application to determine your eligibility and issue you a written Notice of Action.

What do I do if I miss my enrollment appointment?
Contact us to see if you can reschedule. As a reminder, once your application has been selected from the waiting list and you have been contacted, enrollment is on a first come, first served basis. A spot may no longer be available for your child.

What do you mean by “Free or Low Cost” services?
The California Department of Education issues a family fee schedule that we reference to determine if you qualify for free or low cost services. This is based on your income and family size. If your income is over the amount allowed by the State, you will be required to pay a portion of the child care costs. You will be notified in writing if this is the case.

This institution is an equal opportunity provider.