

**Crystal Stairs  
Participant Fraud Policy  
Effective July 1, 2007**



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Each participant in the CalWORKs program and/or Child Care Assistance Program (CCAP) is required to understand and sign a copy of the Crystal Stairs Participant Fraud Policy. If you receive any child care by fraud, you may be asked for repayment, prosecuted to the full extent of the law, and/or terminated as a participant receiving benefits from Crystal Stairs.

**Fraud is defined as:**

- Intentionally giving false or misleading information on CalWORKs, CCAP or SAGE participant agreements, attendance forms, or other documents:
  - to begin receiving child care or services,
  - to increase or continue existing benefits or services, or
  - to stop a reduction in benefits or services.
- Intentionally not giving information that may cause the child care or services you receive to be denied, reduced, or terminated. This includes, but is not limited to, NOT REPORTING all your income, a change in status of your job or work-related activity, a change in family size, and/or a change in marital status.
- Accepting child care benefits or services knowing you are ineligible to participate or to receive the benefits or services.
- Claiming or agreeing that you have received hours of child care that you have not received and /or that your provider of record has not given.
- In any other way intentionally giving false or misleading information or statements, or withholding information in accepting, obtaining, continuing, avoiding a reduction in or denial of benefits, services or payments provided by Crystal Stairs.

If Crystal Stairs suspects or is notified in some way that you have given false or misleading information about your eligibility or the use of child cares, an investigation and ruling will be made in your case. The investigation may be referred to the Department of Public Social Services (DPSS), and/or California Department of Education (CDE), and may include unannounced visits, telephone calls, review of related documents, etc.

If the determination is that you have committed fraud, Crystal Stairs will send a Notice of Action (NOA) or notification letter terminating you as a participant in the program(s) involved and may terminate your eligibility with all Crystal Stairs programs. The NOA letter will include your effective termination date, reasons for the decision, your right to appeal, and may request repayment of benefits received by fraud.

If you disagree with the termination decision, you may file an appeal to request a hearing as described in the NOA. If you do not appeal, you will be terminated as a participant receiving child care from Crystal Stairs on the effective date in the NOA.

**I have read the above information and understand that if I give or have given false or misleading information, or withhold or have withheld information about my eligibility, I will be terminated as a participant receiving benefits in the program(s) involved and may become ineligible for ALL Crystal Stairs programs. My case may also be sent to the appropriate law enforcement agency for possible criminal prosecution.**

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Participant's Signature

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Participant's Name (PRINT)

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Date