



ERSEA Training 2025-26

Location: *Mountain Arts Center*

Date: *2/7/25*



PRE-TRAINING NOTES

- **Take breaks as you need them if I haven't stopped in time**
- **Please put your phones on silent**
- **This PowerPoint was developed so that it could be useful AFTER the training**
- **This presentation is a little different than the one the teachers saw**

This training was
created for
office staff that take
any part in the ERSEA
process

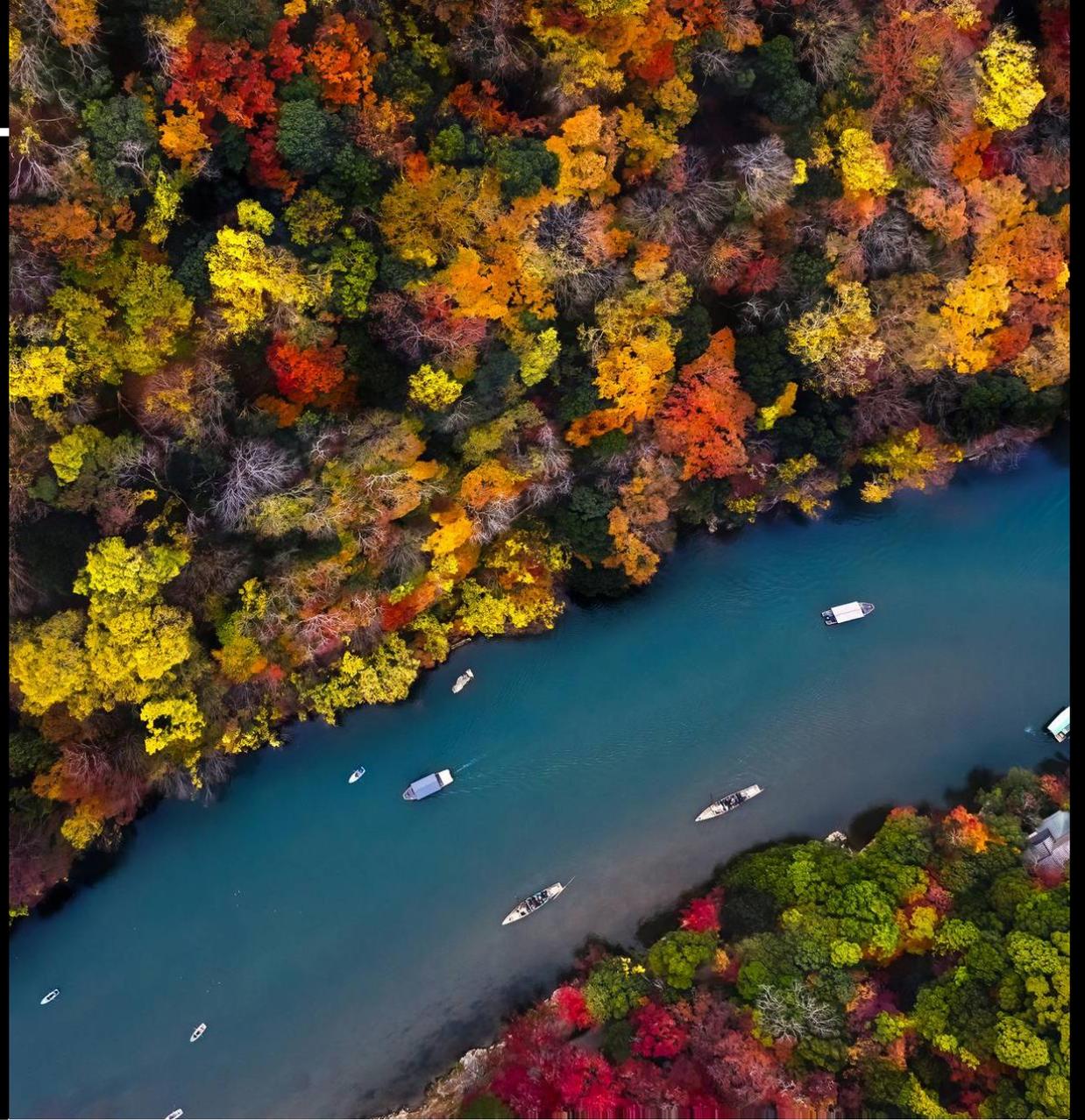


ERSEA

- **Eligibility**
 - **Recruitment**
 - **Selection**
 - **Enrollment**
 - **Attendance**
-

Our new recruitment year begins on March 1, 2025. This is the day that parents can begin filling out an application for their child to be considered for the 25-26 school year.

On March 1, throw away the blank copies of the 24-25 enrollment applications and begin using the 25-26 version with parents.



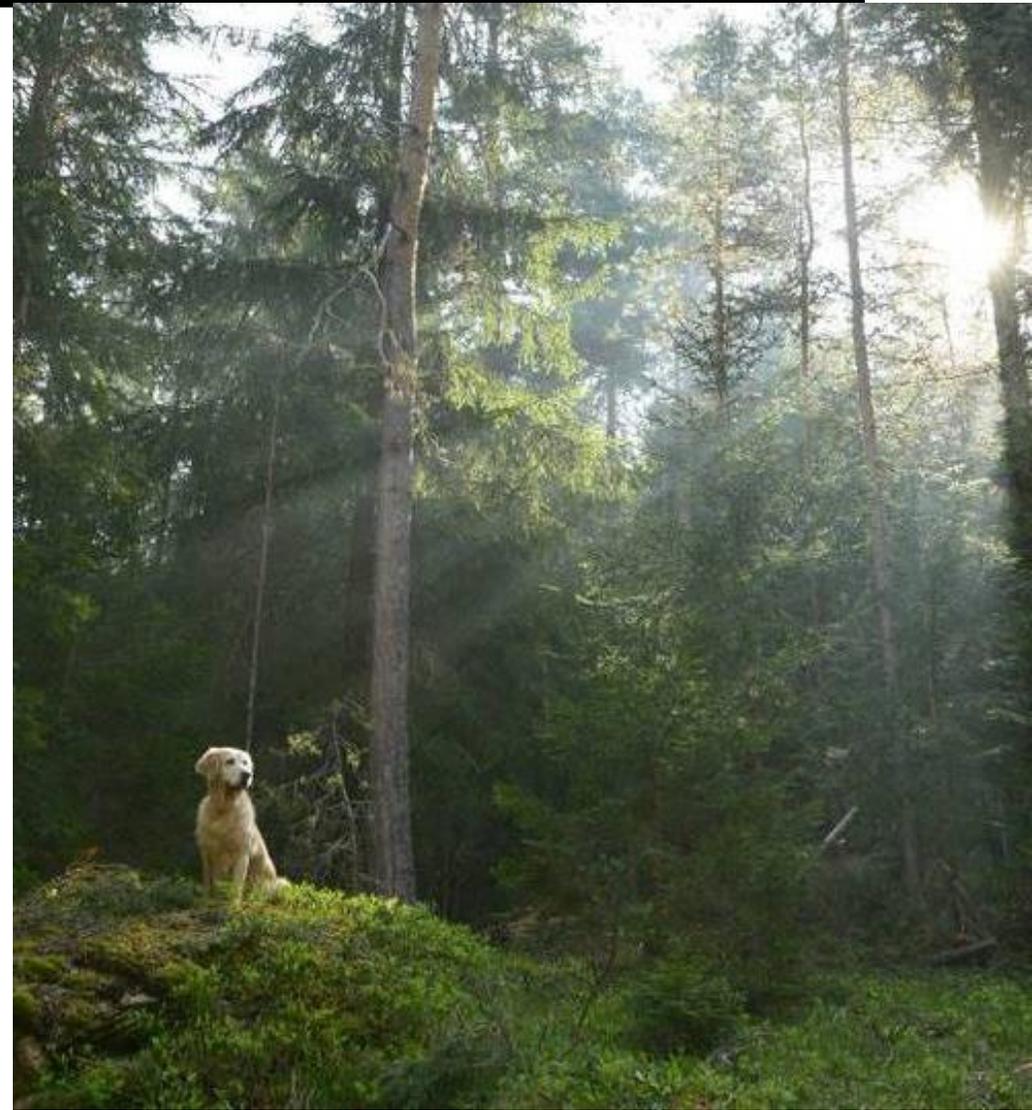
ELIGIBILITY

**What makes a child
ELIGIBLE for Head Start?**



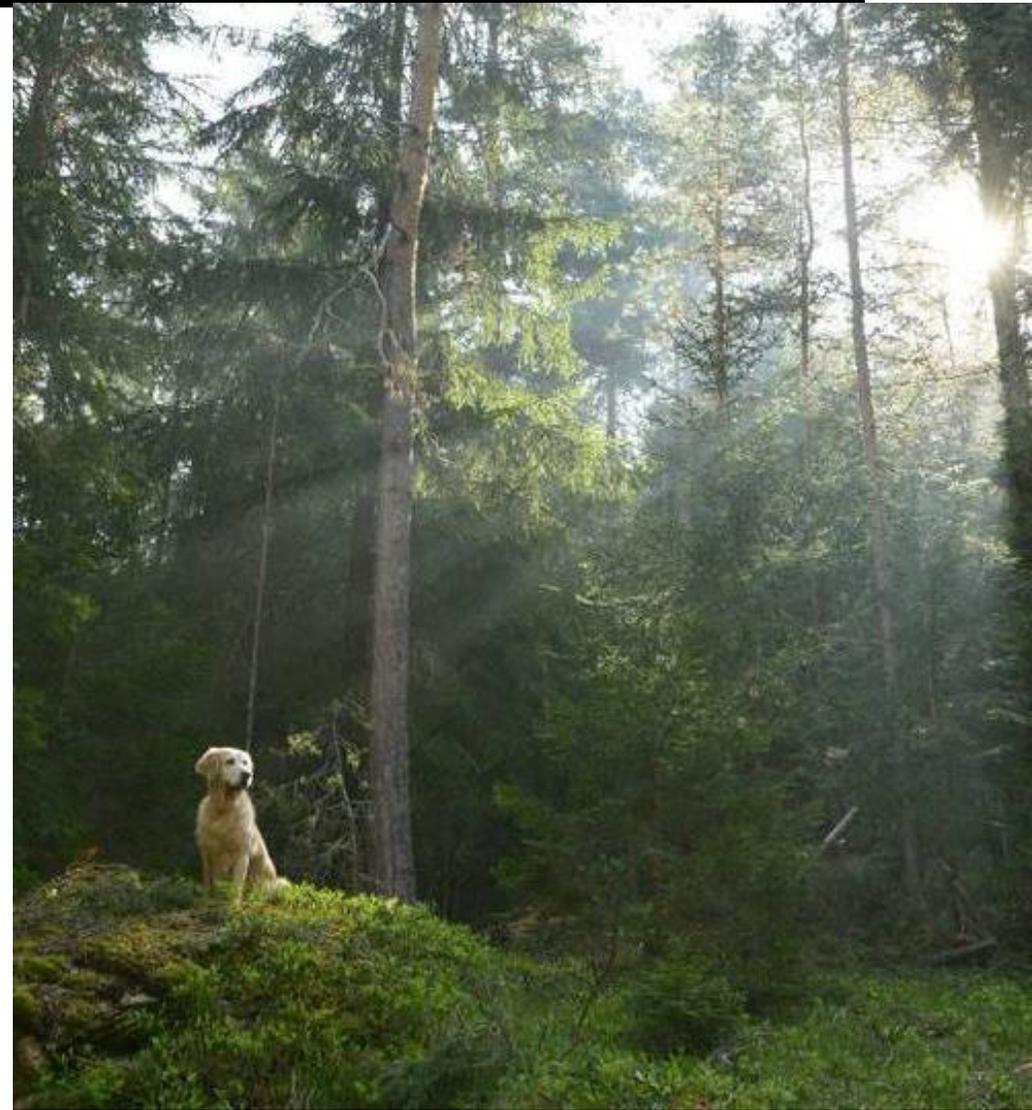
ELIGIBILITY

The only true eligibility requirement for a child to be eligible for Head Start is that they must be a certain age.



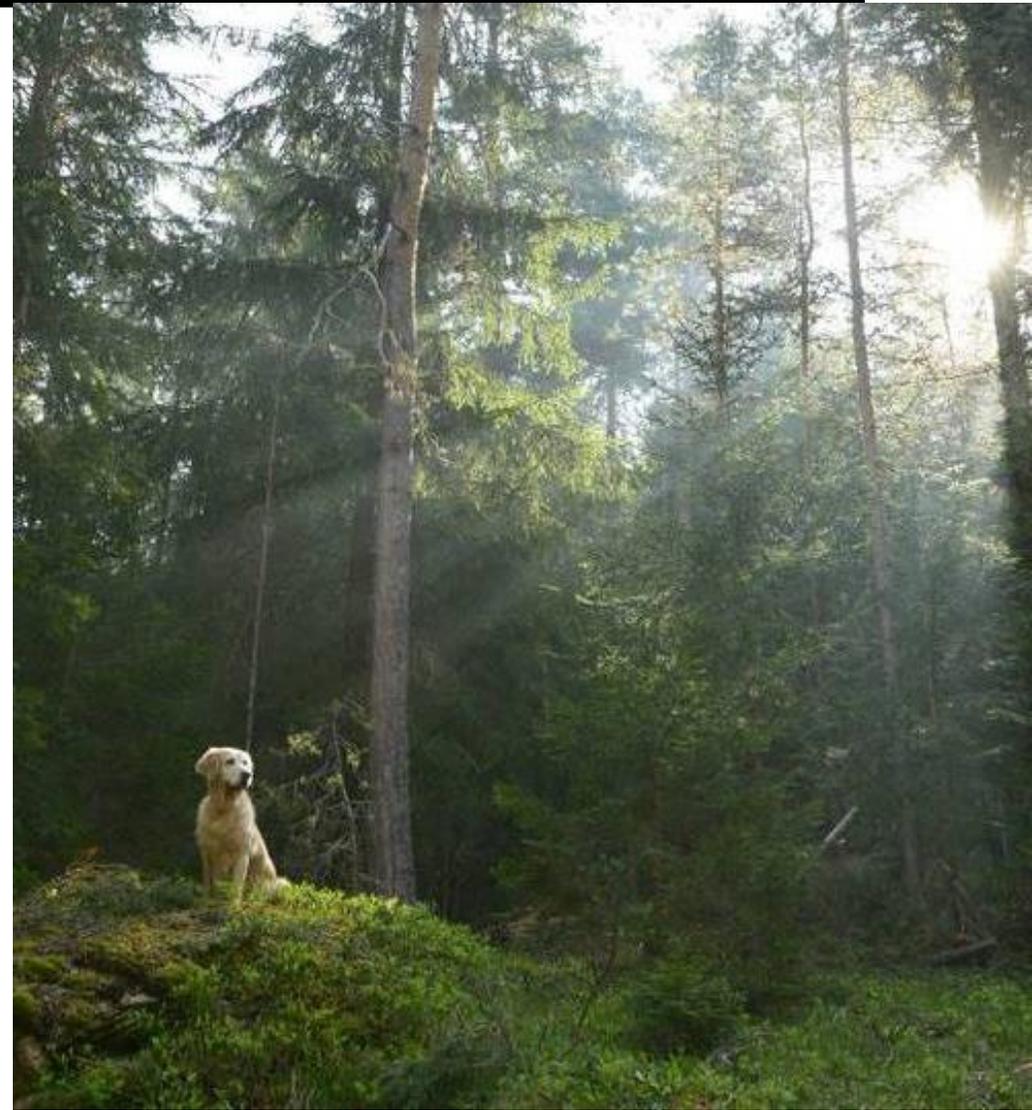
ELIGIBILITY

To be eligible for enrollment consideration on day 1 of the school year, a child must be at least 3 and no older than 4 on August 1st.



ELIGIBILITY

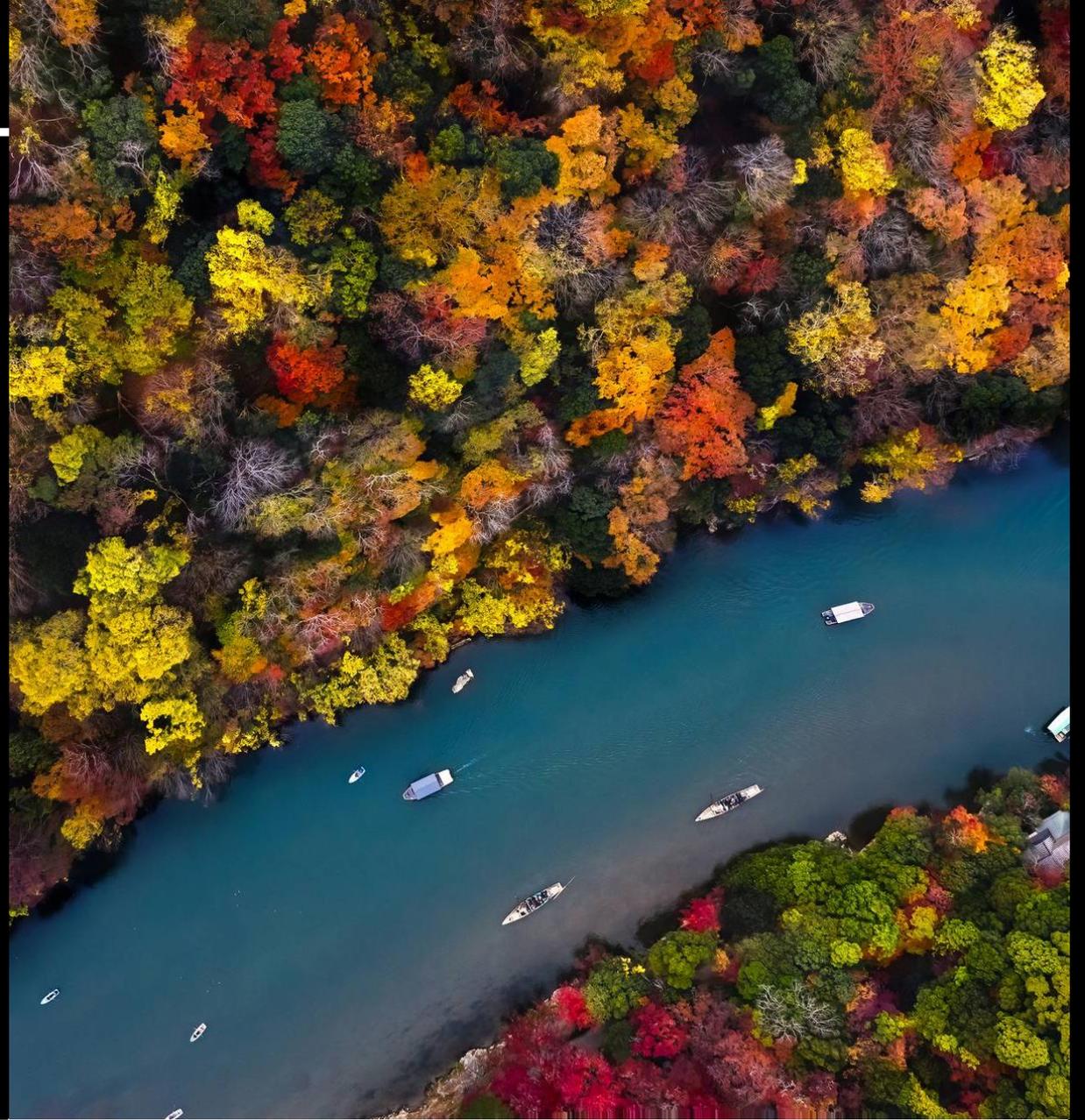
A parent cannot be denied the opportunity to fill out an enrollment application if their child is, or will be, age eligible during the school year.



CLARIFICATIONS ON AGE ELIGIBILITY

- **If a child turns 3 after the school cut off date (August 1), they can be considered for enrollment on the day they turn 3.**
- **If a child is already 5 on the day the parent fills out the application, this child is still age eligible for Head Start as long as he didn't turn 5 until after August 1.**
- **Once a child is enrolled in Head Start, that child is allowed to remain enrolled for as many years as he is age eligible (1, 2, or 3 possible school years).**

When a parent fills out the enrollment application for the upcoming 25-26 school year, the child can remain on the waiting list from March 1, 2025 all the way until the end of the 25-26 school year without the need for reverification. However, if the child enrolls and then withdraws, the child can only be placed back on the waiting list for a 30 day period. He would then need to be reverified if he has not been reenrolled before that 30 days expires.





The enrollment application must be done INTERVIEW STYLE with the parent. You cannot give the application to the parent and allow them to fill in the information.



You cannot take an enrollment application over the phone except in the following situation:

- If a parent is incarcerated and the person the child is living with does not have legal guardianship, a phone application is acceptable and the parent's signature can be obtained by mailing a copy of the application to the parent.



Once you have established that the child will be age eligible for the program, now you need to determine if the person sitting in front of you is allowed to fill out the application.

WHO CAN FILL OUT THE ENROLLMENT APPLICATION?

The only person that can fill out an enrollment application and provide income documentation is a “custodial” parent/guardian.

Custodial Parent/Guardian – Parent/guardian who has either sole physical custody of the child or the parent with whom the child resides for a majority of the time.

WHO CAN FILL OUT THE ENROLLMENT APPLICATION?

- When you sit down to fill out an enrollment application with someone, begin the conversation by asking about their relationship to the child. If they tell you they are the biological parent and the child lives with them, you don't need any kind of paperwork to prove this.
- If they tell you that they are a guardian or foster parent for the child, you need proof. You can still fill out the application with them, but they must bring in documentation of their parental status before the child can be put on the waiting list.

WHO CAN FILL OUT THE ENROLLMENT APPLICATION?

- A stepparent can also fill out an application for the child if they are married to and living with the custodial parent/guardian. They do not need to give you any kind of paperwork to prove they are the stepparent.
- If the parent tells you that they have 50/50 joint custody with the child's other biological parent, meaning that there isn't a primary custodial parent and they share equal time with the child, either of them can fill out the application. However, a 50/50 situation means that you will need to ask for additional paperwork to prove this. (*More on this requirement in the later slides*)

VERIFYING THE CHILD'S AGE



VERIFYING THE CHILD'S AGE

On the day that the parent fills out the application, it is not required that they be able to prove the birth of the child. But you still need to ask them for it. The best proof of birth is the actual birth certificate (*which the parent will need to eventually provide later on*), but there are several other things that they could use to satisfy our initial “proof of birth requirements” until they can bring in the birth certificate. Here are some examples:

- **Hospital certificate**
- **Immunization card**
- **Insurance card**
- **Document from another agency**
- **Health physical**
- **Dental exam**
- **TANF list**
- **Other less common methods**



PREPARING TO FILL OUT THE APPLICATION

PREPARING TO FILL OUT THE APPLICATION

Once you have established that the person in front of you is allowed to fill out the application, you will need to understand a few things including:

- *What is a Secondary Caregiver?*
- *Who can count in this child's family?*
- *What do I ask for to prove income and what can I accept?*
- *How do I determine if a family is homeless?*

Let's discuss these topics one at a time

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SECONDARY CAREGIVER

SC Must Be

- Married to the Primary Caregiver **AND**
- Live in the same household as the Primary Caregiver

Note: If the other biological parent lives with the Primary Caregiver, he would be the SC even if they aren't married.

**None of This Applies
With Dual Custody**

SC can not Be

The live-in boyfriend/girlfriend of the Primary Caregiver

OR

- The other biological parent that lives in a separate household

PREPARING TO FILL OUT THE APPLICATION

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DETERMINING A CHILD'S FAMILY



DETERMINING A CHILD'S FAMILY

One of the most important things that the interviewer must understand when filling out an enrollment application with a parent is how to determine the number of people in a child's FAMILY. The interviewer must use the Head Start definition of "Family" in order to determine who those people are.

Even if the interviewer doesn't actually fill out the Eligibility Verification form that determines a child's enrollment, the staff person that does fill out the EV form is completely dependent upon the interviewer accurately listing the family members on the enrollment application.

DETERMINING A CHILD'S FAMILY

Head Start definition of Family:

All persons living in the same household who are:

(1) Supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program and (2) related to the parent(s) or guardian(s) by blood, marriage, or adoption or (3) the child's authorized caregiver or legally responsible party.

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DETERMINING A CHILD'S FAMILY

Let's take a look at some potential family situations you may encounter.....

Handout Scenarios

Family Scenarios

James was taken away from his parents and placed in child protective services in November. The agency then placed him with his grandparents in January. His father comes to fill out an application for him today and shows the interviewer a court document that says he has supervised visitation with James. Can the father fill out the application and does his income count?

The father would not be able to fill out the application and his income would not matter. The grandparents would need to fill out the application. This is a Foster Child. A Foster Child is always listed as a family of 1.

Family Scenarios

A mother comes to fill out an application for her daughter. She tells the interviewer that she is married but separated from her husband. Her husband is staying with his parents until they see if they want to get divorced. She works at Walmart and her husband works at Lowes. How many would be in the family and whose income would count.

It would be a family of 2 (mom and daughter) and only mom's income would count.

Family Scenarios

Frank has 2 children. He comes to fill out an application for one of them. He tells the interviewer that his girlfriend (no relation to the kids) has been living with him for 3 years and he wants her listed as the Secondary Caregiver. What is the appropriate response from the interviewer?

Because he is not married to the woman and she is not the biological parent of the child, she cannot be listed as the Secondary Caregiver and would not be counted in the family.

Family Scenarios

Same family as before. Frank comes back the following year to fill out an application for his other child. He states that he married the lady he was living with, but they are still living in separate houses. He wants her listed as the Secondary Caregiver. What is the appropriate response by the interviewer?

Because his wife is not living in the house with the child, she cannot be listed as the Secondary Caregiver and would not be counted in the family.

Family Scenarios

Allison has been evicted from her apartment and has moved in with her brother Gus. Allison has a 3 year old son. Allison has no job and no money. Gus is a doctor. He is taking care of all financial needs for his sister and nephew. Allison comes to sign up her son for Head Start. How many are in the family and whose income counts?

It is a family of 2 (Allison and her son). This would be listed as a “Homeless Family” and there would be no income.

Family Scenarios

Shelia comes to fill out an application for her son Braxton. She tells the interviewer that she has 3 other biological children living with her besides Braxton. She says that her husband Greg works on a pipeline in North Dakota and only comes home 2-3 times a year. She said they are still married and his check is deposited in their checking account each week. Shelia doesn't work. Greg hasn't been home in 4 months. How many are in the family and whose income would count?

This would be a family of 6 and Greg's income would be counted. Even though Greg is not home very much, they are still married and Shelia says that her home is still his home. This means he is part of the family.

Family Scenarios

Mike earns \$700 per week as a miner. His wife Jenny earns \$200 per month cleaning houses. Jenny only accepts cash and doesn't turn in her wages on her annual taxes. They have three kids: Phillip (age 21), Sam (age 19), and Toby (age 4) all still living with them. Phillip and Sam make \$500 per week (each) working in the mines with Mike. If Jenny comes to fill out an application for Toby, how many would be listed in the family and whose income would count?

It's a family of 5. The income for Mike and Jenny (parents) would count. The income for their adult kids would not count.

Family Scenarios

Jane comes to fill out an application for her step daughter Katy. She tells the interviewer that Katy's dad, Joe, wanted to come and fill out the application but he had to work. She said that he works in construction and makes \$550 per week. Jane doesn't work. She says that she and Joe are married. Joe has one other biological child who stays with them on the weekends, but not during the week because his ex-wife has custody of him. How many are in the family?

This is a family of 3. Joe's other child does not live with them so he would not be considered part of Katy's family.

Family Scenarios

Justin and Amanda are the biological parents for one child, 4 year old Caden. They live together but are not married. Amanda's elderly mother, Grace, lives with them. Grace draws Social Security. How many are in the family and whose income should count?

The family size is 3 (Justin, Amanda, Caden). Even though they are not married, both are Caden's biological parents and are in the same household so they both count. Assuming they do not financially support Grace, she is not part of the family.

Family Scenarios

A single teenage mother fills out an application for her child Ralph. When asked about income, she states that she does not have any income and lives with her parents. What is the next step the interviewer must take?

The mother must fill out a “0 Income Verification Form.”

Note: When a parent fills out the “0” Income Verification Form, they do not need a written statement from anyone else as proof.

Note: Seeing a family with no income AND not receiving SNAP would be extremely rare.

PREPARING TO FILL OUT THE APPLICATION

Once you have established that the person in front of you is allowed to fill out the application, you will need to understand a few things including:

- *What is a Secondary Caregiver?*
- *Who can count in this child's family?*
- *What do I ask for to prove income and what can I accept?*
- *How do I determine if a family is homeless?*

VERIFYING INCOME

Once you have determined the size of the family, you will need to obtain income verification/documentation from the Primary & Secondary Caregivers. There are a lot of things you must understand to accurately obtain income documentation.

Note: Regardless of how many people are in the child's family, you only obtain income documentation for the Primary and Secondary Caregivers.

VERIFYING INCOME

When asking the parent to provide you with income documentation, you must know what does/doesn't count toward the family income or can be used to verify their income. Let's look at a list and you tell me which item you would need to accept from a parent as income

WHAT IS INCOME?

- ✓ Wages from a job
- ✓ Social Security payments
- ✓ SSI payment
- ✗ Injury settlement
- ✗ Tax refunds
- ✗ Workers compensation
- ✓ Alimony
- ✗ Bank loan or student loan

- ✗ Inheritance
- ✗ Food/housing in lieu of wages
- ✓ Child support
- ✓ TANF (KTAP)
- ✓ Unemployment
- ✓ Self-employment
- ✗ Sale of property
- ✗ Gift from family or friend

CATEGORICALLY ELIGIBLE CHILDREN

So now that we know what counts as income, what should we ask for?

First, we need to determine if the family has any situation that would make the child “Categorically Eligible.” This term just means that the child is automatically eligible for Head Start regardless of any other family circumstance such as income.

CATEGORICALLY ELIGIBLE CHILDREN

In any of the following situations, the child is considered “Categorically Eligible” and no income documentation should be obtained:

- x **Foster Care**
- x **Homeless**
- x **Family Member Receiving or Has Been Approved for TANF/KTAP or SSI**
- x **Family Receiving or Has Been Approved for SNAP Benefits**

CATEGORICALLY ELIGIBLE CHILDREN

If the family tells you that they have one of the following situations, you must have proof. Here is what you could use:

- ❑ **Foster Care**
 - **A court document** (*must have a case worker involved*)
 - **A letter from a Foster agency or case worker**

- ❑ **Homeless**
 - **A Family Residency Questionnaire** (*completed by staff*)

- ❑ **Family Member Receiving TANF/KTAP or SSI**
 - **A letter from the agency providing the assistance**

- ❑ **SNAP Benefits**
 - **Copy of the SNAP card**
 - **A letter from the agency providing the assistance**

VERIFYING INCOME

If the family doesn't have any situation that would make the child Categorically Eligible, you will then ask for documentation to prove the family's income level. As with determining family members, verifying income can be very complicated.

VERIFYING INCOME

In order to be certain that you are obtaining documentation from a family that truly represents their income, you must have a conversation with them to determine what you need.

For example, if you ask a single parent about her job and she tells you that she has worked at Walmart for the past 2 years, ask if she can give you a copy of her W-2 from the previous calendar year. That would be the easiest form of documentation.

VERIFYING INCOME

But determining income is not always as simple as a parent handing you a W-2. That's why you must understand what to ask for to represent their true income.

As a rule, you can always start the income conversation by asking if they can bring you a W-2 or other tax form from the previous calendar year. They may agree to do that, but ask a few questions to see if that previous calendar year income is the best thing to accept.

VERIFYING INCOME

Here's an example of when you wouldn't want to accept a W-2:

Mom tells you that her husband worked for a construction company for 6 years making \$20 per hour but the company closed in October of last year. Today is March 1 and her husband still hasn't found another job. She says she can provide last year's tax information. However, if you accept her tax form, will it really show the family's true financial situation at this time? No it won't. But if she can provide you with his unemployment documents for a recent 1 month period, that should be what you use to verify their income.

VERIFYING INCOME

Income must be obtained for a full, consecutive 1 month period if the parent is presenting pay stubs. The ending period on the pay stub cannot be more than 30 days prior to the day you are accepting it. *(Example on next slide)*

Note: You cannot use a letter/statement from a 3rd party, such as Community Based Services, to verify a family's income

28760

EARNINGS STATEMENT

Sample Company Name
Sample Company Address

Sample Employee Name
Sample Employee Address

| MARITAL STATUS | EXEMPTIONS | SSN | EMPLOYEE ID | PAY PERIOD | PAY DATE | |
|------------------|----------------|-------------|---------------|-------------------------|---------------|--------------|
| Single | 0 | XXX-XX-1234 | 0000 | 02/22/2020 - 02/28/2020 | 03/01/2020 | |
| INCOME | RATE | HOURS | CURRENT TOTAL | DEDUCTIONS | CURRENT TOTAL | YEAR-TO-DATE |
| Regular Earnings | 20.00 | 40.00 | 800.00 | FICA MED TAX | 11.60 | 104.40 |
| | | | | FICA SS TAX | 49.60 | 446.40 |
| | | | | FED TAX | 111.20 | 1000.80 |
| | | | | AL ST TAX | 40.00 | 360.00 |
| YTD GROSS | YTD DEDUCTIONS | YTD NET PAY | CURRENT TOTAL | CURRENT DEDUCTIONS | NET PAY | |
| 7200.00 | 1911.60 | 5288.40 | 800.00 | 212.40 | 587.60 | |

VERIFYING INCOME

But what if a parent cannot provide last year's tax information, pay stubs, or any other document that verifies their income?

For instance, if a person mows grass for a living and receives cash for payment, they wouldn't have a document to prove their income. So what should the interviewer ask for?

VERIFYING INCOME

When a parent has income that can't be proved by a document from an employer, you could accept a written statement from either the employer OR the parent that shows the amount they receive. The statement must show an amount and a time period. For example, the statement could look like this.....

I make \$200 per month
mowing grass for my neighbors.

Walter White

3/19/25

VERIFYING INCOME

What should I do in a situation when the parent says they don't have any income?

After having a conversation with the parent, if you feel that he/she truly doesn't have an income AND doesn't receive SNAP, you will need to fill out a Zero Income form that describes the situation. It looks like this.....

Head Start Program

“O” Income Verification Form

If your total family income is “O” and has been for at least one (1) month prior to the date of this application, explain how you are meeting your living expenses:

How do you pay for your housing/utilities?

How do you pay for clothing?

How do you pay for transportation?

All 3 questions must be answered, signed and dated by both parties

I certify that this information is true, complete and correct.

Parent/Guardian’s Signature

Date

Verifying Staff Member Signature

Date

How many families do you think we have with no income AND don't receive SNAP?

Answer: 95 families (8.5%) are listed as Zero Income without any Categorically Eligible situation, including SNAP benefits. 61 of those families are in Pike which totals 14.9% of Pike's entire enrollment.

Note: 42 of the 95 have private insurance

VERIFYING INCOME

When accepting income documentation, be sure to look at the date on the document. Here is a timeline that each kind of income documentation must meet.....

Income Documents

Check Stubs, Unemployment Statement, or Written Statement from Parent or Employers

- The last day worked/received benefit cannot be older than 30 days from the time the application is completed.

TANF, SSI, Social Security, Child Support, or Alimony - *Must be dated within the past 12 months*

Foster care or Guardianship - *There is no previous time limit on the document*

Tax Forms - *Must be for the previous calendar year.*

Income Documents

If the parent gives me tax forms (i.e. 1040, W-2) from the previous calendar year, what part of the document should I use as their income?

Sample W-2 Form

| | | | | | | | |
|---|--|---|--|--------------------------------------|---|-------------------------------|--|
| 22222 | | Void <input type="checkbox"/> | a Employee's social security number 123-45-6789 | | For Official Use Only ▶ OMB No. 1545-0008 | | |
| b Employer identification number (EIN) 12-1234567 | | | 1 Wages, tips, other compensation 50,000.00 | | 2 Federal income tax withheld 1,111.00 | | |
| c Employer's name, address, and ZIP code Readdle 795 Folsom Street San Francisco, CA 94107 | | | 3 Social security wages 35,000.00 | | 4 Social security tax withheld 1,111.00 | | |
| | | | 5 Medicare wages and tips 45,000.00 | | 6 Medicare tax withheld 1,111.00 | | |
| | | | 7 Social security tips | | 8 Allocated tips | | |
| | | | 9 Verification code | | 10 Dependent care benefits | | |
| d Control number R3D1 | | e Employee's first name and initial Nikita V | | Last name Bilyk | | Suff. | |
| 123 Example Street Sample City, CA 12345 | | | 11 Nonqualified plans | | 12a See instructions for box 12 D 1,234.00 | | |
| | | | 13 Statutory employee <input type="checkbox"/> Retirement plan <input checked="" type="checkbox"/> Third-party sick pay <input type="checkbox"/> | | 12b C 123.45 | | |
| | | | 14 Other | | 12c | | |
| | | | | | 12d | | |
| f Employee's address and ZIP code | | | 15 State OH | | Employer's state ID number 123-123-1234 | | |
| 16 State wages, tips, etc. 50,000 | | 17 State income tax 1,535 | | 18 Local wages, tips, etc. 50,000 | | 19 Local income tax 750 | |
| | | | | | | 20 Locality name CLEVELAND | |

Always Use Box #1

Sample 1040 Tax Form

Form **1040** Department of the Treasury—Internal Revenue Service (99) **2021** U.S. Individual Income Tax Return OMB No. 1545-0074 IRS Use Only—Do not write or staple in this space.

Filing Status Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)
 Check only one box. If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent ▶

| | | |
|--|-----------|---------------------------------|
| Your first name and middle initial | Last name | Your social security number |
| If joint return, spouse's first name and middle initial | Last name | Spouse's social security number |
| Home address (number and street). If you have a P.O. box, see instructions. | | Apt. no. |
| City, town, or post office. If you have a foreign address, also complete spaces below. | | State |
| Foreign country name | | Foreign province/state/county |
| Foreign postal code | | ZIP code |

Presidential Election Campaign
 Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund.

Always Use "Total Income"

and check here ▶

| | |
|---|------------|
| 1 Wages, salaries, tips, etc. Attach Form(s) W-2 | 1 |
| 2a Tax-exempt interest | 2a |
| 3a Qualified dividends | 3a |
| 4a IRA distributions | 4a |
| 5a Pensions and annuities | 5a |
| 6a Social security benefits | 6a |
| 7 Capital gain or (loss). Attach Schedule D if required. If not required, check here | 7 |
| 8 Other income from Schedule 1, line 10 | 8 |
| 9 Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income | 9 |
| 10 Adjustments to income from Schedule 1, line 26 | 10 |
| 11 Subtract line 10 from line 9. This is your adjusted gross income | 11 |
| 12a Standard deduction or itemized deductions (from Schedule A) | 12a |
| b Charitable contributions if you take the standard deduction (see instructions) | 12b |
| c Add lines 12a and 12b | 12c |
| 13 Qualified business income deduction from Form 8995 or Form 8995-A | 13 |
| 14 Add lines 12c and 13 | 14 |
| 15 Taxable income. Subtract line 14 from line 11. If zero or less, enter -0- | 15 |

Attach Sch. B if required.

Standard Deduction for—
 • Single or Married filing separately, \$12,550
 • Married filing jointly or Qualifying widow(er), \$25,100
 • Head of household, \$18,800
 • If you checked any box under Standard Deduction, see instructions.

Enrollment Folder Contents

Required:

- **The original enrollment application**
- **Eligibility Verification form**
- **Documentation of income**
- **Documentation of birth**

Other Possible Documents:

- **Family Residency Questionnaire**
- **“0” Income form**
- **Change of Status form**
- **Parental Status forms (Foster, guardianship, etc.)**
- **Insurance card**
- **Housing Costs worksheet**
- **Bills presented by parents**

PREPARING TO FILL OUT THE APPLICATION

Once you have established that the person in front of you is allowed to fill out the application, you will need to understand a few things including:

- *What is a Secondary Caregiver?*
- *Who can count in this child's family?*
- *What do I ask for to prove income and what can I accept?*
- *How do I determine if a family is homeless?*

Determining Homelessness



Determining Homelessness

When you think of a homeless person, most people think of someone living on the streets sleeping on a bench. But some families that may be identified as homeless for Head Start purposes could appear to have a normal situation.



Determining Homelessness

The McKinney-Vento Act definition is what programs must use to determine homelessness.



McKinney – Vento Definition of Homeless

The clarified definition of who is considered homeless is addressed. Section 725 (2) and (6) of the McKinney-Vento Homeless Education Assistance Act state:

The term “homeless children and youths’-

Means individuals who lack a fixed, regular, and adequate nighttime residence...: and

(B) Includes-

children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

children and youths who have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings...

children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Identifying Homeless Families



Scenarios

A mother and child have moved in with the mother's boyfriend. She tells the interviewer that she moved in with this same boyfriend last year and after a month, he kicked them out. They had to stay in a homeless shelter for a couple of days until her parents agreed to take her into their home where she lived until last week when she moved in with that same boyfriend once again. Her parents told her if she left, not to call them if he kicked them out again. She tells the interviewer she is worried the same thing will happen again. Is this a homeless family?

Probably not. Though it may not be a completely stable situation, it doesn't seem to meet the qualifications of the MV Act



Scenarios

A family is living in a house owned by a friend. The friend has told the family that they can stay there as long as they like and they don't pay rent. Is the family homeless?

Probably not, but it may depend on how they ended up there. For example, if the family lost their housing and the friend is just letting them stay there because they didn't have anywhere else to go, it may be homeless.



Scenarios

A family is living in a small two bedroom trailer. They have three children, two boys and a girl. All 3 children must share a bedroom and since the room is so small, they must also share a bed. Is this a homeless family?

More information would be needed. We would need to know the ages of the kids. Does the girl have to share the bed with the boys? It's possible this could be a homeless scenario, but it would depend on what the staff member learns during the conversation.



Scenarios

- A mother and her child are living with her parents. She tells the interviewer that she and her son lived in an apartment until three months ago when the rent became too expensive. So at that time, they moved back in with her parents and plan on moving into a low income apartment when one becomes available. Is this family homeless?

Probably. It could be looked at as a “homeless” family because economic hardship forced the family to move in with relatives. But the family has been there for three months and if the interviewer feels that it is a stable situation, this may not be a homeless family.



Scenarios

A father and mother come in July to fill out an application for their son. During the interview, the father mentions that he hopes the weather cools down soon because their air conditioner stopped working and their trailer gets very hot. He states that it gets so hot that they have to leave the windows open all night just to be able to sleep. Does this make the family homeless?

No. Though the air conditioner would definitely make life easier for the family, the fact that they do not have one would not make them homeless.



Scenarios

A husband, wife, and their two children are staying in a camper at a local campground. They also tell the interviewer that they have a home in South Carolina but they stay in Kentucky during the week so the husband can work at a nearby construction job. The couple tells the interviewer that they cannot stand to be apart all week so the whole family travels with the father when he works construction jobs away from home. Are they homeless?

No. The family has a home and is making a choice to stay in the camper as a convenience.



Scenarios

A mother comes to fill out an application for her son. When asked her address, the woman tells the interviewer that she and her 3 children are currently staying at a Domestic Violence Shelter and are hiding from her husband. She says that he is staying at their home but that she hopes to be given the house in a few weeks when the divorce is final. Is this family homeless?

Yes. On the day that she is filling out this application, it appears that the mother does not plan on going home until things are resolved and is currently living in a shelter. This would be a clear situation that should be identified as “homeless”.



Scenarios

A family was living in a mobile home last month. They are currently building a house and in order to build it in the same place they were living, they had to sell their mobile home so it could be moved out of the way and they are currently living with the husband's parents for the next 6 months or so until the house is finished. Is the family homeless?

No. The family made the choice to sell their home and the choice had nothing to do with economic circumstances



Scenarios

A family is living in a mobile home. The parent tells the interviewer that the windows and roof leak when it rains. She says that they place cups and bowls in the floor to catch the water. Is this a homeless family?

Very possible. Simply having a leak in the roof wouldn't make a family homeless, but the situation she describes might cross the line into "substandard housing" and qualify as homeless.



Dual Custody

- We now see Dual Custody situations much more frequently than in years past. Dual Custody means that the biological parents have 50-50, equal custody of their child. If this is the case, even though the parents are not living in the same home, both will be listed as the PC and SC.
- The staff member doing the application with the parent must ask specific questions to make sure that the parent's responses show that there is really a Dual Custody, 50-50 split of where the child resides.

Dual Custody

If it is a true Dual Custody situation, there are a few things that the interviewer must understand to fill out the application correctly. You must determine if any of the following situations are true:

- Either parent receives TANF, SSI or SNAP benefits
- Either parent could be determined as Homeless

Dual Custody

If any of those situations (*TANF, SSI, SNAP, or homeless*) are true for either parent in a Dual Custody situation, you would:

- List the two biological parents as the PC and SC
- List all the members of both parents' families on the application in the Additional Family Members section
- Divide the number of family members by 2 to determine the number you will list on the application in the "Total Family Members" section
- *Obtain the document that proves one of those situations mentioned above to serve as income verification.*

Dual Custody

If none of those situations (*TANF, SSI, SNAP, homeless*) are true for either parent in a Dual Custody situation, then you would need to do the following:

- List the two biological parents as the PC and SC
- List all the members of both parents' families on the application in the Additional Family Members section
- Divide the number of family members by 2 to determine the number you will list on the application in the "Total Family Members" section
- *Obtain income from both families (including spouses) and divide by 2 on the Eligibility Verification form*

EXAMPLE OF DUAL CUSTODY

For this next scenario, let's assume that the two parents have Dual Custody of their child and neither of them have any of the situations we mentioned in the previous slide (*TANF, SSI, Foster, Homeless*).

EXAMPLE OF DUAL CUSTODY

Layla is a 4 year old child. Her parents share 50/50 custody. Here is her situation:

- Mom is living with a man that has a 15 year old daughter. The man has custody of the 15 year old through the week and his ex wife gets her on the weekends.
- Dad is remarried. He and his new wife have adopted a baby together. His wife also has an 18 year old son that lives with them.

What is the number in Layla's family?

The total number calculated would be 6 (*Layla, mom, dad, dad's wife, the wife's 18 year old son, the adopted baby*). You would then divide by 2 which would give Layla a **family of 3**. You would need to ask for income for the mom, dad, and dad's wife, total it and then divide by 2.

Completing the Eligibility Verification (EV) Form

Completing the EV Form

- ❑ **The Eligibility Verification (EV) form summarizes the eligibility situation for each individual child**
- ❑ **The documents used to verify income & birth must be placed in the enrollment folder**
 - ❑ *Note: If you use the TANF list to verify birth, it is not placed in the enrollment folder for an individual child.*
 - ❑ *Note: The TANF list cannot be used to verify income*
- ❑ **The income information from the EV form must be entered on COPA under the “Family Income” tab**

Completing the EV Form

There will be a change this year with how you complete the Eligibility Verification form.

Eligibility Verification 2025-26

Age Documentation

Child's Name Michael Scott

Date of Birth 02-29-21

Documentation Used to Verify Birth

(please check one)

- Birth Certificate Comm. Based Services TANF list
 Hospital Certificate Other _____
 Immunization Cert.

Is child currently age eligible to enroll in Head Start?

Yes No

Income Documentation

1. Pay stubs to show income for at least one month
2. Tax forms (W-2, 1040, etc)
3. Unemployment Compensation
4. Documentation showing receipt of public assistance (TANF, SSI, SNAP)
5. Family Residency Questionnaire
6. Court document showing child support or alimony
7. Foster/Kinship Care document
8. Written statements from parent or employers
9. Statement from parent showing income (*Acceptable only as a last option*)
10. "0" Income Verification form
11. Other: _____

| Family Member | Total Gross Amount | Income Schedule | Income Period | Income Doc. Used (choose # from above) | Annual Total |
|---------------|--------------------|--|--|---|--------------|
| Randy Scott | \$475 | <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input checked="" type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | 1 | \$24,700 |
| Miranda Scott | \$250 | <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input checked="" type="checkbox"/> Previous Calendar Year <input checked="" type="checkbox"/> Current Situation | 3 | \$6,500 |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ |

Total number in the family
(from application)
3

| 2025-26 Poverty Guidelines | | | | | | | |
|----------------------------|----------|----------|----------|----------|----------|----------|----------|
| # in Family | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Amount | \$21,150 | \$26,650 | \$32,150 | \$37,650 | \$43,150 | \$48,650 | \$54,150 |

Annual Income \$31,200

- Housing Cost _____

Total Annual Income \$0

Based on the information above, this child is in the following eligibility category:

- Income Eligible
 Categorically Eligible
 Overincome

I certify that I have conducted either an in-person or telephone interview with this family, examined the documentation indicated on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

Rhonda Newman

Staff Name & Title

3/18/25

Date

Completing the EV Form

Beginning this year, families who are overincome must be given the opportunity to provide you with “housing cost documentation” to increase the chances for their child to be accepted into Head Start.

Completing the EV Form

Documentation for housing costs could be a copy of their most recent bills that are considered part of their housing. This includes:

- ◆ **Rent/Mortgage**
- ◆ **Homeowners Insurance**
- ◆ **Electricity Bill**
- ◆ **Gas Bill**
- ◆ **Phone Bill**
- ◆ **Water Bill**
- ◆ **Sewer & Trash Bills**
- ◆ **Property Taxes**

Housing Costs Worksheet

Gross Annual Income \$31,200 30% Housing Cost \$9,360

| <i>List the monthly cost for each of the items below:</i> | | |
|---|-------|-------------------------------------|
| Rent/Mortgage | \$450 | Annual Total <u> \$5,400 </u> |
| Homeowner's Insurance | \$100 | Annual Total <u> \$1,200 </u> |
| Electricity Bill | \$319 | Annual Total <u> \$3,828 </u> |
| Phone Bill | \$52 | Annual Total <u> \$624 </u> |
| Water | \$38 | Annual Total <u> \$456 </u> |
| Sewer & Trash Collection | \$45 | Annual Total <u> \$540 </u> |
| Property Taxes | \$33 | Annual Total <u> \$396 </u> |

Annual Housing Costs \$12,444

Transfer to EV Sheet

Amount Exceeding 30% \$3,084

Annual Income After Housing Adjustment = \$28,116



Eligibility Verification 2025-26

Age Documentation

Child's Name Michael Scott

Date of Birth 02-29-21

Documentation Used to Verify Birth

(please check one)

- Birth Certificate Comm. Based Services TANF list
 Hospital Certificate Other _____
 Immunization Cert.

| |
|--|
| Is child currently age eligible to enroll in Head Start? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
|--|

Income Documentation

- | | |
|---|--|
| 1. Pay stubs to show income for at least one month 2. Tax forms (W-2, 1040, etc) 3. Unemployment Compensation 4. Documentation showing receipt of public assistance (TANF, SSI, SNAP) 5. Family Residency Questionnaire 6. Court document showing child support or alimony | 7. Foster/Kinship Care document 8. Written statements from parent or employers 9. Statement from parent showing income (<i>Acceptable only as a last option</i>) 10. "0" Income Verification form 11. Other: _____ |
|---|--|

| Family Member | Total Gross Amount | Income Schedule | Income Period | Income Doc. Used (choose # from above) | Annual Total | | | |
|---|-----------------------------------|--|--|---|--------------|----------|----------|--|
| Randy Scott | \$475 | <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input checked="" type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | 1 | \$24,700 | | | |
| Miranda Scott | \$250 | <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input checked="" type="checkbox"/> Previous Calendar Year <input checked="" type="checkbox"/> Current Situation | 3 | \$6,500 | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | |
| Total number in the family <i>(from application)</i> <u>3</u> | 2025-26 Poverty Guidelines | | | | | | | |
| | # in Family | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Amount | \$21,150 | \$26,650 | \$32,150 | \$37,650 | \$43,150 | \$48,650 | \$54,150 | |
| Based on the information above, this child is in the following eligibility category: | | | | | | | | <input type="checkbox"/> Income Eligible <input checked="" type="checkbox"/> Categorically Eligible <input checked="" type="checkbox"/> Overincome |

I certify that I have conducted either an in-person or telephone interview with this family, examined the documentation indicated on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

Rhonda Newman

Staff Name & Title

3/18/25

Date

Additional Questions About Deducting Housing Costs

- Parents must be allowed to submit their monthly bills to prove their housing costs
- Any family that has an income of more than 30% above the poverty guideline (*overincome*) should be notified of the opportunity to submit their monthly bills in order to increase the chances that their child may be accepted into the program
- A letter from a parent stating a monthly expense cannot be used
- A “rent receipt” can be used to justify the cost of rent for a parent. A letter written from the landlord cannot be used
- Only one form of telephone bill can be used (*land line OR cell phone*). Both bills cannot be used. You can accept the one that is higher
- If the parent’s telephone charge is combined on their bill with internet/cable, use only the part designated for the telephone. If it doesn’t show it separately, you can use the entire amount
- A bill can only be used if it is listed in the parent’s name
- A letter from an agency stating the amount that the parent pays can be used in place of a traditional bill

Additional Questions About Deducting Housing Costs

- Bills such as rent/mortgage, electricity, water, gas, sewer, trash, and phone are typically based on a monthly fee. Therefore, the bill that you accept from a parent must cover the previous month or 30 day period.
- Bills such as homeowners insurance and property taxes often cover a longer period of time, sometimes annually. For these two expenses, you can accept the bill from the previous calendar year or 12 months.
- On the Housing Costs Worksheet, the line for “Gas Bill” refers specifically to the monthly cost parents may have for heating/cooking with natural gas or propane. This does not refer to the cost parents may have for putting gasoline in their automobile.

Completing the EV Form

When housing costs are used to reduce the total annual income as shown in the previous slide, you need to be aware of how to list the income on COPA.

Completing the EV Form

If there is income for 2 parents AND the housing deduction is used, you will need to list the Total Annual Income amount in the section under Family Income for the Primary Caregiver only. You won't list income for the Secondary Caregiver in this situation.

[Data Sheet](#)
[Family Goals](#)
[Family Visits](#)
[Employment & Training](#)
[Family Assessment](#)
[User Defined](#)
[Referral & Services](#)
[Case Notes](#)
[Case History](#)
[Prenatal](#)

Caregiver Income Information

| Income | Primary Caregiver | | | Secondary Caregiver | | |
|---|-------------------|---------|---------------|---------------------|--------------------|--------------------------|
| Employment | \$ 28116 | Yearly | x 1 per year | \$ 0 | Monthly | x 12 per year |
| Child Support | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |
| SSI | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |
| TANF TANF# <input type="text"/> | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |
| State TANF | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |
| Other (i.e. Unemployment) | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |
| Social Security | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |
| Other Income (enter label) <input type="text"/> | \$ 0 | Monthly | x 12 per year | \$ 0 | Monthly | x 12 per year |

No Income
 Income Unknown
 *Receive SSI
 *Receive TANF
 Effective Date

Using the income information from the previous slide, we listed the total annual income (\$28,116) in the PC section, even though part of that belonged to the SC.

Eligibility Verification 2025-26

Age Documentation

Child's Name Michael Scott
 Date of Birth 02-29-21

Documentation Used to Verify Birth

(please check one)

- Birth Certificate Comm. Based Services TANF list
 Hospital Certificate Other _____
 Immunization Cert.

Is child currently age eligible to enroll in Head Start?

Yes No

Income Documentation

- | | |
|---|--|
| 1. Pay stubs to show income for at least one month 2. Tax forms (W-2, 1040, etc) 3. Unemployment Compensation 4. Documentation showing receipt of public assistance (TANF, SSI, SNAP) 5. Family Residency Questionnaire 6. Court document showing child support or alimony | 7. Foster/Kinship Care document 8. Written statements from parent or employers 9. Statement from parent showing income (<i>Accepted only as a last option</i>) 10. "0" Income Verification form 11. Other: _____ |
|---|--|

| Family Member | Total Gross Amount | Income Schedule | Income Period | Income Doc. Used <small>(choose # from above)</small> | Annual Total |
|--------------------------------|--------------------|-----------------|---------------|--|-----------------|
| Randy | | | | | 0 |
| Miranda | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| Total number (from app) | | | | | 0 |
| | | | | - Housing Cost | \$3,084 |
| | | | | Total Annual Income | \$28,116 |

- If you are filling out an application before the school year begins for a child that **will** be 3 years old by 8/1/25, select **"YES"**.
- If you are filling out an application before the school year begins for a child that **will not** be 3 years old by 8/1/25, select **"NO"**.
- If you are filling out an application on any day during the school year and he has already turned 3 years old, select **"YES"**.

Based on the information above, this child is in the following eligibility category:

Income Eligible
 Categorically Eligible
 Overincome

I certify that I have conducted either an in-person or telephone interview with this family, examined the documentation indicated on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

Rhonda Newman

Staff Name & Title

3/18/25

Date

Eligibility Verification 2025-26

Age Documentation

Child's Name Michael Scott

Date of Birth 02-29-21

Documentation Used to Verify Birth

(please check one)

- Birth Certificate Comm. Based Services TANF list
 Hospital Certificate Other _____
 Immunization Cert.

Is child currently age eligible to enroll in Head Start?

Yes No

Income Documentation

1. Pay stubs to show income for at least one month
2. Tax forms (W-2, 1040, etc)
3. Unemployment Compensation
4. Documentation showing receipt of public assistance (TANF, SSI, SNAP)
5. Family Residency Questionnaire
6. Court document showing child support or alimony
7. Foster/Kinship Care document
8. Written statements from parent or employers
9. Statement from parent showing income (*Acceptable only as a last option*)
10. "0" Income Verification form
11. Other: _____

| Family Member | Total Gross Amount | Income Schedule | Income Period | Income Doc. Used (choose # from above) | Annual Total | | | | | |
|--|----------------------------|---|--|---|--------------|----------|----------|----------|----------------|-----|
| Randy Scott | \$0 | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | 10 | \$0 | | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | | |
| Total number in the family (from application) <u style="color: red; font-size: 1.2em;">3</u> | 2025-26 Poverty Guidelines | | | | | | | | | |
| | # in Family | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Annual Income | \$0 |
| | Amount | \$21,150 | \$26,650 | \$32,150 | \$37,650 | \$43,150 | \$48,650 | \$54,150 | - Housing Cost | |
| Total Annual Income | | | | | | | | | \$0 | |

Based on the information above, this child falls into the following eligibility category:

Zero Income

- Income Eligible
 Categorically Eligible
 Overincome

I certify that I have conducted either an in-person or telephone interview with this family, examined the documentation indicated on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

Rhonda Newman

Staff Name & Title

3/18/25

Date

Eligibility Verification 2025-26

Age Documentation

Child's Name Michael Scott

Date of Birth 02-29-21

Documentation Used to Verify Birth

(please check one)

- Birth Certificate Comm. Based Services TANF list
 Hospital Certificate Other _____
 Immunization Cert.

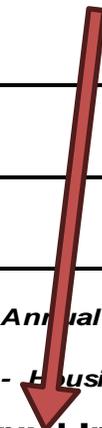
Is child currently age eligible to enroll in Head Start?

Yes No

Income Documentation

1. Pay stubs to show income for at least one month
2. Tax forms (W-2, 1040, etc)
3. Unemployment Compensation
4. Documentation showing receipt of public assistance (TANF, SSI, SNAP)
5. Family Residency Questionnaire
6. Court document showing child support or alimony
7. Foster/Kinship Care document
8. Written statements from parent or employers
9. Statement from parent showing income (*Acceptable only as a last option*)
10. "0" Income Verification form
11. Other: _____

| Family Member | Total Gross Amount | Income Schedule | Income Period | Income Doc. Used (choose # from above) | Annual Total | | | | |
|---|-----------------------------------|---|--|---|--------------|----------|----------|----------|----------------------|
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | 5 | \$ | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | |
| Total number in the family (from application) <u style="color: red; font-size: 24px;">3</u> | 2025-26 Poverty Guidelines | | | | | | | | |
| | # in Family | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Annual Income _____ |
| | Amount | \$21,150 | \$26,650 | \$32,150 | \$37,650 | \$43,150 | \$48,650 | \$54,150 | - Housing Cost _____ |
| Total Annual Income | | | | | | | | \$0 | |



Homeless

Based on the information above, this child's eligibility category:

- Income Eligible
 Categorically Eligible
 Overincome

I certify that I have conducted either an in-person or telephone interview with this family, examined the documentation indicated on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

Rhonda Newman

Staff Name & Title

3/18/25

Date

Eligibility Verification 2025-26

Age Documentation

Child's Name Michael Scott

Date of Birth 02-29-21

Documentation Used to Verify Birth

(please check one)

- Birth Certificate Comm. Based Services TANF list
 Hospital Certificate Other _____
 Immunization Cert.

Is child currently age eligible to enroll in Head Start?

Yes No

Income Documentation

1. Pay stubs to show income for at least one month
2. Tax forms (W-2, 1040, etc)
3. Unemployment Compensation
4. Documentation showing receipt of public assistance (TANF, SSI, SNAP)
5. Family Residency Questionnaire
6. Court document showing child support or alimony
7. Foster/Kinship Care document
8. Written statements from parent or employers
9. Statement from parent showing income (*Acceptable only as a last option*)
10. "0" Income Verification form
11. Other: _____

| Family Member | Total Gross Amount | Income Schedule | Income Period | Income Doc. Used (choose # from above) | Annual Total | | | | |
|--|-----------------------------------|---|--|---|--------------|----------|----------|----------|----------------|
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | 7 | \$ | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | |
| | | <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Semi-Monthly <input type="checkbox"/> Yearly | <input type="checkbox"/> Previous 12 Months <input type="checkbox"/> Previous Calendar Year <input type="checkbox"/> Current Situation | | \$ | | | | |
| Total number in the family (from application) <u>1</u> | 2025-26 Poverty Guidelines | | | | | | | | |
| | # in Family | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Annual Income |
| | Amount | \$21,150 | \$26,650 | \$32,150 | \$37,650 | \$43,150 | \$48,650 | \$54,150 | - Housing Cost |
| Total Annual Income | | | | | | | | | \$0 |

Based on the information above, this child's eligibility category:

Foster

eligibility category:

- Income Eligible
 Categorically Eligible
 Overincome

I certify that I have conducted either an in-person or telephone interview with this family, examined the documentation indicated on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

Rhonda Newman

Staff Name & Title

3/18/25

Date



FILLING OUT THE ENROLLMENT APPLICATION

Change Presentation



RECRUITING KIDS FOR YOUR CLASSROOM

RECRUITMENT

How many families should we recruit each year?

**Each program must obtain a number of applications that is greater than the number of enrollment opportunities that are anticipated to be available over the course of the next enrollment year.
This is your minimum recruitment goal!!**

RECRUITMENT

How many families should we recruit each year?

We will use a fictional program to determine this number:

1. Our program is funded for 100 children.
2. 78 of our currently enrolled children will be going on to Kindergarten next year.
3. 22 of our currently enrolled children are expected to return.
4. We estimate that 11 children will withdraw during the year based on last year's PIR info.

Add $78 + 11$ Result – We need to recruit 89 children

RECRUITMENT

What is our best recruitment method?

**Former parents who tell
others about their own
experience**

Recruitment & Enrollment

When a child withdraws from a classroom, do you have to enroll another child in that classroom?

The answer varies. Pike County is funded to serve 410 kids, no more no less. When a child withdraws from the program, they have 30 days to replace him/her. But the child that withdrew may be at Mullins, and the new child they enroll may be at Feds Creek. So when a classroom loses a child, that does not necessarily mean that there is a vacancy in that classroom.

ATTENDANCE

When should a child be counted in attendance?

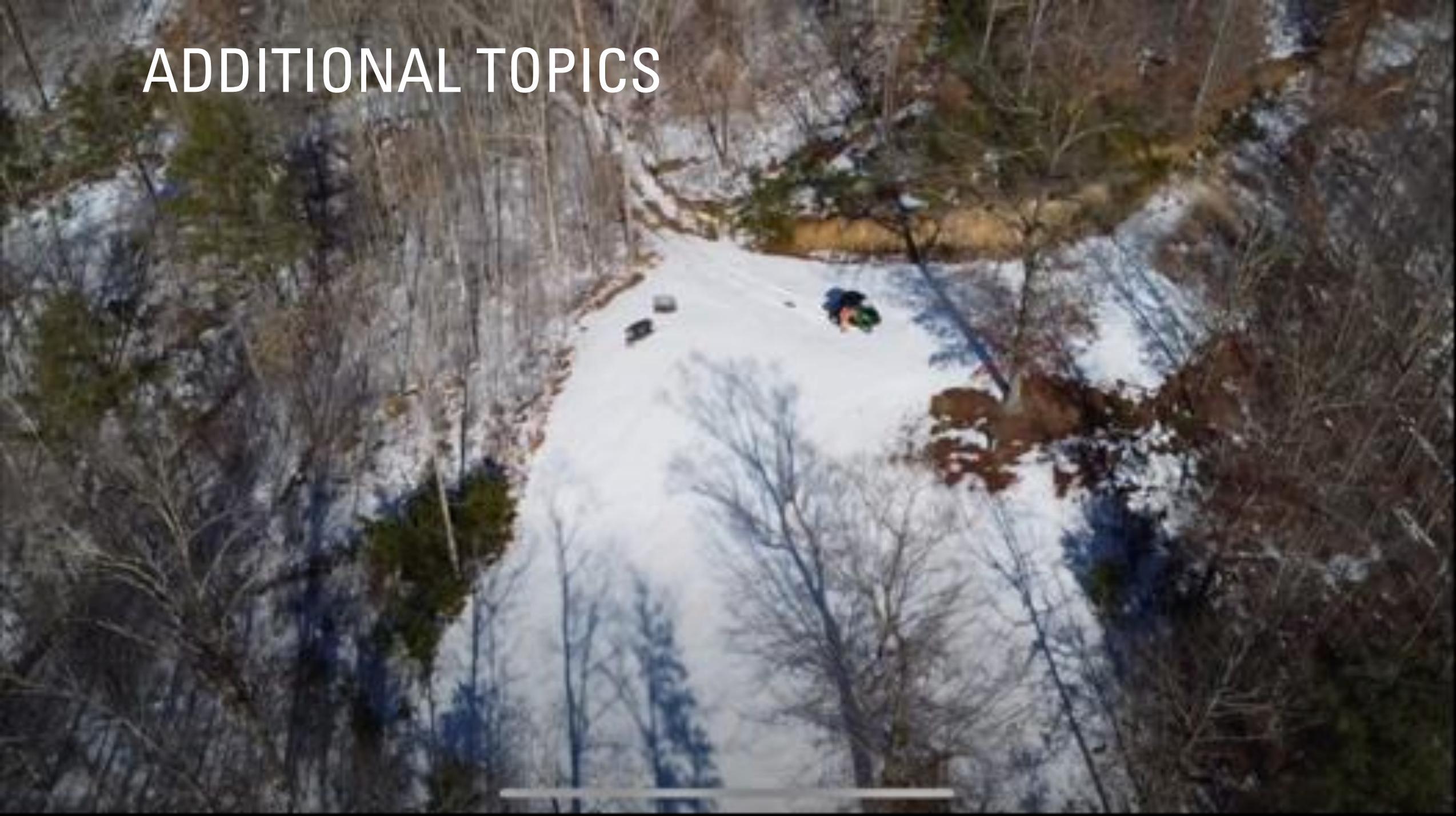
Our policy is that if a child shows up in the classroom for any amount of time at any point in the school day, you will count that child in attendance.

If the parent takes the child offsite for some type of Head Start required service such as a dental exam, physical, etc., you will not count that child in attendance unless he makes an appearance in the classroom.

Attendance

- If a child is UNEXPECTEDLY absent and the parent hasn't contacted the staff within 1 hour, a staff person must contact the parent in a timely manner.
- If a child has 2 consecutive UNEXPLAINED absences, the family advocate must make a home visit or direct contact with the family. The term "Unexplained " should be interpreted as: Not knowing why the child is absent due to not having contact with the parent.
- A program must analyze child attendance data to identify children who have missed 10% or more of the scheduled days of school. Once identified, programs should develop strategies to improve attendance for those children including visiting the child's home.
- Classrooms must keep at least 85% child attendance each month. This is something that is frequently monitored at the grantee office.

ADDITIONAL TOPICS



Should the program list a child on COPA by the name that appears on their birth certificate or the name the family uses?

The child's LEGAL name must be listed on COPA as it appears on the birth certificate.



In July, you accept a child for enrollment that has never enrolled before. He doesn't show up on the first day of school. When you call mom, she says she changed her mind and he won't be enrolling. She calls back two months later and says she wants him to be considered for enrollment again. Since it has been 30 days since he was supposed to enroll, do you have to do another application and EV form?

No, because he never enrolled.



Same scenario as before. However, this is a second year child that was enrolled at the end of the previous school year and he doesn't show up on day one of the new year. Mom calls two months later and wants him considered for enrollment. Do you now need a new application and EV form?

Yes. Since he was previously enrolled, you have to reverify everything if he crosses the 30 day threshold after the first day of school.



Jack is enrolled in Head Start this year and will return next year. COPA shows that it is a "Two Parent" family. Mom and dad divorce. Mom comes to fill out an application for Jack's little brother next year. Mom says it's a "Single Parent" family now. Should the interviewer list it as a Single Parent family on COPA even though it will change the family data sheet and show that Jack is now in a Single Parent family and won't match his application?

Yes, the information from the new application should be put on COPA. Jack's "snapshot" will still have it recorded that he was in a two parent family when he was made eligible.



Frequently Asked Questions

Q.

Which of the following **CANNOT** be used to verify child support?

A.

- A. A written statement from the person receiving child support
- B. A written statement from the person giving the child support
- C. A court document
- D. A letter from an attorney

Frequently Asked Questions

Q.

If a child has an IEP, they must automatically be accepted into the Head Start program.

A.

True

False

Depends on the disability

Frequently Asked Questions

Q.

If a child is age eligible and wants to return for a 3rd year in Head Start, which of the following must occur?

A.

- A. A new application must be completed**
- B. A new EV sheet must be completed**
- C. A new Brigance must be completed**
- D. All of the above**

Frequently Asked Questions

Q.

What is the rule for how many 3 year olds vs 4 year olds can be enrolled in a classroom?

A.

If there are more 3 year olds than 4 year olds in a classroom, the total enrollment can't be more than 17. In other words, if your classroom is supposed to have more than 17 kids, there must be more 4 year olds than 3 year olds.

Frequently Asked Questions

A blue square icon with rounded corners containing a white letter 'Q' followed by a period.

Is there a minimum number of children that must be enrolled in a classroom?

A dark red square icon with rounded corners containing a white letter 'A' followed by a period.

Yes. Every classroom must have a minimum of 13 total kids and at least 10 of those must be Head Start kids.



Questions?