ERSEA Training 2023

PRESENTED TO STAFF 0-3 YEARS IN POSITION

WHAT IS ERSEA?

(E) Eligibility

(R) Recruitment

(S) Selection

(E) Enrollment

(A) Attendance

fill out an application.

Our program uses a set of eligibility criteria to make sure we enroll the children who have the greatest need. When a parent fills out an application, their child is given a certain number of points based on the eligibility criteria.

Eligible": **Foster Care Homeless**

Family Member Receiving TANF, SSI, or SNAP Benefits

A child determined to be Categorically Eligible will receive the maximum number of eligibility points and the first available enrollment slot.

In any of the following situations, the child is considered "Categorically

When it is determined that a child is Categorically Eligible, you will not ask for any income documentation.

The only thing you will need is a document or item that proves their situation.

(More on This Later)

Beginning on 3/1/23, you will no longer be allowed to take enrollment applications over the phone.

Note: The only time a phone call will be acceptable for completing an enrollment application is a situation when a parent is incarcerated and the person the child is living with does not have legal guardianship. In that case, a phone application is acceptable, and the parent's signature can be obtained by mailing a copy of the application to the parent.

A parent does not have to present age or income documentation on the day they fill out an enrollment application. In a lot of cases, a parent will show up to fill out the application without knowing what you needed them to bring. The parent should be allowed to fill out the application and bring the documents you need at a later time. There is a deadline for bringing in the age and income verification that will be discussed later in this presentation.

Note: You cannot require health screenings to be presented as part of the child's eligibility!

A biological parent does not have to prove that they are the parent of the child they are enrolling. They also don't have to prove that they are married.

If the person filling out the application tells you they have guardianship or foster rights for the child, you DO need a document from them at some point before accepting the child for enrollment. The person can fill out the application without providing the document, but you cannot accept the child until they provide it.

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can dilhout cam application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?
- How to determine members of a child's family?
 How to determine homelessness?
- How to determine foster child status?
- · How to determine roster erma status:
- What can be accepted as income verification?

In order to fill out an enrollment application for a child, the person must be:

The child's biological parent, stepparent or legal guardian

And

Living in the same household with the child the majority of the time

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?

 How to determine members of a child is age eligible?
- How to determine homelessness?
- How to determine foster child status?
- What can be accepted as income verification?

How to determine if a child is age eligible?

for the upcoming school year, a child must be between 3-4 years of age on 8/1/23. However, if a child will be turning 3 years of age after 8/1/23 (as long as it will be during the school year), the parent can still fill out an application for the upcoming year.

A child can be considered for enrollment on the day they turn 3 years of

age during the school year.

In order to be considered for enrollment in Head Start on the first day

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?

 How to determine members of a child's family? & secondary
 - How to detarners in the application?
- How to determine foster child status?
- What can be accepted as income verification?

- The parent filling out the application must be the parent that has primary custody of the child, meaning the child legally lives with them the majority of the time.
- If you have determined that the person is eligible to fill out an enrollment application for a child, that person can choose if they want to be listed as the Primary Caregiver (PC) on the application or if they want to list their spouse as the PC and then list themselves as the Secondary Caregiver (SC). It really doesn't matter which of the parents is the PC or SC because they have the same rights.

- If the biological parents of the child are divorced and living in separate homes, the parent that does not have primary custodial rights cannot fill out the application for the child nor be listed as the PC or SC. For example, if the child lives with mom during the week and with dad on the weekends, dad cannot fill out the application or be listed as the PC or SC.
- If the primary custodial parent is married and living with her husband,
 he will be listed as the SC.
 If the primary custodial parent has a live-in boyfriend but they are not
 - If the primary custodial parent has a live-in boyfriend but they are not married, he will not be listed as the SC nor counted in the child's family number.

- 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.

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 child support from the other parent for the enrolling child
- Either parent receives TANF, SSI or SNAP benefits
- Either parent could be determined as Homeless

If any of those situations (Receiving child support, 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. (Note: If it is child support, the parent receiving it must also provide any additional income she has)

If none of those situations (child support, 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

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Whiteheitems and atheapptile ation the ust be
- How to determine members of a child's family?
- How to determine homelessness?
- How to determine foster child status?
- What can be accepted as income verification?

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?
- · Howototoleitermines membersiof a child's
- How to determine homelessness?
- How to determine foster child status?
- What can be accepted as income verification?

Family means:

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.

In groups, review the family scenarios handout

Jim and Pam are married and have 3 kids. Jim works out of town and only comes home for one weekend each month. Pam comes to fill out an application for one of their children. How many are in the child's family?

5 - Jim, Pam, and all 3 kids. Even though Jim works away, his home is still with the family.

Ryan and Kelly are divorced, living separately, and have 2 biological children. Ryan pays Kelly \$400 per month in child support. He gets the kids on the weekends. Ryan's girlfriend and her son live with him. Kelly comes to fill out an application for one of their children. How many are in the child's family?

3 - Kelly and her two kids

Phyllis and Bob are divorced and have 50/50 custody of their only child. Bob lives with his current wife and she has a child from an earlier relationship that lives with them. Bob works at Vance Refrigeration and makes \$700 per week. Phyllis is unemployed and receives SNAP benefits. Phyllis comes to fill out the enrollment application. How many are in the child's family?

3 - The total of both families is 5 but you would divide this by 2. This gives us 2.5 and you would round up so the number would be 3. Bob would be listed as the SC.

Creed has 2 biological children living with him, 1 adopted child, and 1 foster child. His wife recently moved out of the house and he states that he doesn't know where she lives now. She has not came and seen the kids since she left over a month ago. He comes to fill out an application for his adopted child. How many are in the child's family?

4 - The adopted child, Creed, and his two biological children. A foster child doesn't count in another child's family.

Melissa comes to fill out an application for her son. Melissa is 17 years old. Her dad Stanley brought her and is helping her answer some of the questions. Melissa and her child live with her dad Stanley and always have. She doesn't have a job and Stanley pays for her bills. Last week, Melissa's new boyfriend also moved into the home with them. How many are in the child's family?

2 - Melissa and her child.

Dwight and Angela are not married but have two biological children together. Angela has one biological child from a previous relationship. All the kids are living with them. Dwight's grandmother is also living with them and they financially support her. Angela comes to fill out an application for her child from the previous relationship. How many are in the child's family?

4 - Angela and her three kids. Because she is not married to Dwight and he is not the biological father of the applying child, he nor his grandmother would count in the child's family.

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?
- How to determine members of a child's family?
- Howotedeterminehomelessness?
- How to determine foster child status?
- What can be accepted as income verification?

How to determine homelessness?

Head Start uses the McKinney-Vento Act definition to determine whether a family is homeless. When you are filling out the application with the parent and you get to the section "Current Housing," the answer they give you will determine if you need to fill out a Family Residency Questionnaire (FRQ) which is what will determine a homeless situation. If a family is identified as homeless using the FRQ, the child is Categorically Eligible.

Handout McKinney-Vento Definition and Family Residency Questionnaire

Review the Family Residency Questionnaire

Casey is a 19 year old single mom living with her parents. She has a 4 year old little boy named Bo. She has lived with her parents her entire life. Is she homeless?

No

(From previous scenario) Casey moves out of her parents' house. She and Bo move in with two of her friends. They are going to be sharing the rent. Casey only has a part-time job but her parents are going to help pay her rent until she finds full-time work. Is she homeless?

No

(From previous scenario) After living with her new roommates for 3 months, they leave because they cannot deal with having a 4 year old in the house any longer. So, Casey and Bo are forced to move back in with her parents because she cannot afford the rent by herself. Is she homeless?

Unlike the previous 2 scenarios for Casey, this situation shows that she had to move in with others because of financial hardship. This could easily be viewed as homelessness.

Linda and her husband James have a 3 year old child. They have recently been evicted from their house for failing to pay the rent on time. They stayed in a hotel for 2 weeks after the eviction. After that, they moved in with James' parents. They have been there for the past month. Is this family homeless?

Yes. If they moved in with his parents because of their financial situation, then this would be a homeless family.

(From previous scenario) Linda and James come to fill out an application for another one of their children 6 years after the scenario we just read about. They are still living with James' parents. Are they homeless?

Probably not. Their residence appears to be permanent/fixed and is likely a situation of convenience, not because they can't afford another place to live.

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 this family homeless?

Since the family made the choice to sell their home and the choice had nothing to do with poor economic circumstances, they are not homeless.

Determining Homelessness

A family is living in a house they own. 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. She says that the house is very old and not in good condition at all. They have lived there for 5 years. Is this family homeless?

Even though they have a fixed residence, this could still be viewed as a homeless family because their home may not be "adequate". There should be a lot of questions about the situation from the interviewer to the parent.

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?
- How to determine members of a child's family?
- How to determine homelessness?
- How to determine foster child status?
- What can be accepted as income verification?

How to determine foster child status?

When a child is identified by Head Start as being "Foster", he/she is Categorically Eligible and the only documentation needed is something that proves the situation. One of the clearest documents used to confirm this status is a letter from a foster agency or the Cabinet for Health & Family Services (CHFS) stating that the child is in foster care. However, the document you receive usually won't be that specific. When the document doesn't specifically say that the child is in foster care, the two criteria that must be present are:

 The child has been removed from the home and placed with someone other than biological parents

<u>AND</u>

A worker from CHFS was involved in the process

Let's look at a few examples of what someone may give you to prove that a child is in foster care and you will decide if it meets the criteria.

<u>Handout scenarios</u>

Examples of Foster Care Documentation

In order to fill out an enrollment application with a family, you must have an understanding of the following:

- Who can fill out an application?
- How to determine if a child is age eligible?
- Who will be the primary & secondary caregivers on the application?
- Which items on an application must be completed?
- How to determine members of a child's family?
- How to determine homelessness?
- How to determine foster child status?
- What can be eccepted as income verification?

Now that you know who counts in a child's family, you also know whose income must be verified. If a child is Categorically Eligible, you won't obtain income from anyone. But if not, you must obtain income from both PC and SC. You do not obtain income from anyone else in the child's family other than the PC and SC.

All of the following count as income:

- Wages from a job
- Social Security
- Child Support
- Unemployment
- Self-Employment
- Basically, any payment received for services

What can be accepted as income verification?

None of the following count as income:

- Sale of property
- Tax refunds
- Inheritance
- Compensation for injury
- Food or housing received
- Anything that is considered a gift

You are responsible for asking about <u>ALL income</u>, not just part of it. For example, if a mother is receiving child support from her child's father but she also works at a job, you must get the child support amount as well as the wages she receives from her job.

So what documents should a staff person ask the parent to present?

Let's take a look....

What can be accepted as income verification?

During the time you are filling out the enrollment application with the parent, you will learn a lot about the family situation. You will find out if they have any of the situations that would make the child Categorically Eligible. If not, you must figure out the best documentation to accurately reflect the family's current economic status. Here are some items that may be used:

- Pay stubs
- Tax forms (*W-2*, 1040, etc.)
- Agency letter/notification of social security, unemployment, etc.
- Written statement from employer
- Written statement from parent (as a last resort)

What can be accepted as income verification?

Though the parent may be able to provide multiple documents (tax forms, pay stubs, etc.), you need to ask for the one that shows their current financial situation. For example, if a parent was working most of 2022 but has been unemployed since December, their tax forms from 2022 wouldn't reflect their current situation. You could accept their tax forms, but it may show that the family was better off than they are currently. For this reason, you should ask them for a statement showing their unemployment instead.

When accepting income documentation, the staff person must know what date on the document would be acceptable. Some income documents would have to be more recent than others. Here is a look at the date that must be found on income documentation for all categories:

49

Acceptable Income Documents

- Check Stubs, Unemployment Wages Stub/Document, or Written Statement from 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.

If you are using pay stubs or unemployment stubs, they must be for a consecutive 30 day or 4 week period with the last date of pay no farther in the past than 30 days from the day you are taking the application.

If you are using a parent's <u>current situation</u> instead of tax forms from the previous year, their situation must be consistent for a 30 day period. For example, if a parent was working at a job but was laid off and has been receiving unemployment for the last two weeks, you can't calculate their income using just the two weeks of unemployment.

Let's look at a sample pay stub....

Sample Company Name EARNINGS STATEMENT 1234 Dick Buccanna St Laverne, TN 37086 EMPLOYEE NAME SSN EMPLOYEE ID CHECK NO. PAY PERIOD PAY DATE 12/22/17-12/28/17 Brandon Smith 607221 12/29/17 XXX-XX-01234 1234 INCOME RATE HOURS CURRENT TOTAL DEDUCTIONS CURRENT TOTAL YEAR-TO-DATE **GROSS WAGES** 18 40 720.00 FICA MED TAX 10.44 542.88 FICA SS TAX 44.64 2,321.28 FED TAX 92.40 4,804.75 PAY-STUBS.COM YTD GROSS YTD NET PAY CURRENT TOTAL **NET PAY** YTD DEDUCTIONS CURRENT DEDUCTIONS 188.14 37,440.00 9,783.31 27,656.69 720.00 531.86

In the rare case when a family does not meet any of the criteria for Categorically Eligible or have <u>any income</u>, the staff must complete a Zero Income Form with the parent. 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?

Boyfriend

How do you pay for clothing?

How do you pay for clothing?

My Mom buys My clothes

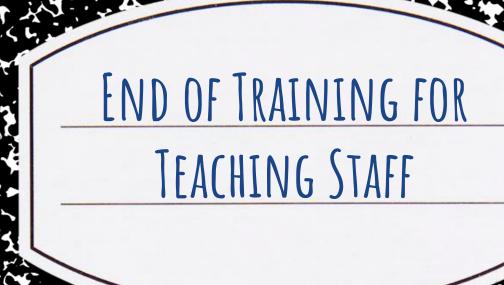
How do you pay for transportation?

Use My boyfriend's CAT

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

1-9-18

We have seen far too many Zero Income forms being used over the past few years. If someone truly has no income at all, that means in most cases that the family would be receiving SNAP benefits which would make them Categorically Eligible and the SNAP card should have been used as the income verification, not a Zero Income form.



The remainder of this training will focus on the duties that come after the application process

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 <u>cannot be used to verify income</u>
- ☐ The income information from the EV form must be entered on COPA under the "Family Income" tab

Age Documentation

	The state of the state of	Age Docume	entation							
Child's Name	Tee Higgins Documentation Used to Verify Birth									
_	- /20/2000	0	blease check one)	Is child currently age eligible						
Date of Birth	7/29/2020	☐ Birth Certificate	Comm. Based Services TANF list	to enroll in Head Start?						
_		Mospital Certificate	Other	Yes □No						
		☐ Immunization Cert.								
		Income Docur	nentation							
1. Pay Stubs to show ino	ome for at least one month	8. Foster	r/Kinship Care document							
2. W-2 employment form	n	9. Writte	en statements from employers							
3. 1040, 1040A, etc. tax fo	orm	10. State	ment from parent showing income (This method	ood						
4. Unemployment Comp	pensation	is only	acceptable if the applicant's situation rules out the a	ability to obtain						
5. Documentation show	ing receipt of public assistance (TANF, SS	I, SNAP) any oti	ber form of income documentation. Must be attached	d to the back of this sheet)						

11. Other:

Family Residency Questionnaire
 Divorce Decree or other legal court document showing child support alimony etc.

12. "0" Income Verification form

(must be attached to the back of this sheet)

child support, alimony, etc.				(must	be attached to	the back of th	is sheet)		
Family Member	Total Gross Amount	Inco	ome Sche	dule	Inc	ome Peri	od	Income Doc. Used (choose # from above)	Annual Total
Ruth Higgins	\$229	Weekly Monthly Yearly	y ☐ Semi-N	ekly Vlonthly	Previou	is 12 Months is Calendar Y t Situation		1	s \$11,908
Zac Higgins	\$116	☐ Weekly ☐ Monthly ☐ Yearly	y ☐ Semi-N		Previou	ıs 12 Months ıs Calendar Y t Situation		4	s \$3,016
		☐ Weekly ☐ Monthly ☐ Yearly	y ☐ Semi-N	-	Previou	ıs 12 Months ıs Calendar Y t Situation			\$
		☐ Weekly ☐ Monthly ☐ Yearly	y ☐ Semi-N	-	_	ıs 12 Months ıs Calendar Y Situation			\$
Total number in the family		2022	-23 Pover	ty Guideli	nes				¢44 024
(from application)	# in Family 2	3	4	5	6	7	8	Total Annual Income	\$ \$14,924
3	Amount \$18,310	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630		
Based on the info	rmation above, t	his child	l is in th	ne follov	ving elig	gibility c	ategory	Mincome E □ Categorio □ Overinco	cally Eligible

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.

Kathy Reed, Family Advocate

1/19/23

Staff Name & Title

Date

	Eligib	ility Verification 2022-23 🖉
Child's Name	Tee Higgins	Age Documentation Documentation Used to Verify Birth
Date of Birth	7/29/2020	(please check one) Birth Certificate Comm. Based Services TANF list Hospital Certificate Other Immunization Cert. Is child currently age eligible to evol in Head Start? Yes No
		Income Documentation
 W-2 employment for 1040, 1040A, etc tax Unemployment Com Documentation show Family Residency Qu 	form npensation wing receipt of public assistance (TANF,	 8. Foster/Kinship Care document 9. Written statements from employers 10. Statement from parent showing income (<i>This m</i> is only acceptable if the applicant's situation rules out pility to obtain
child support, alimo	nv etc	(must be attached to the back of this cheet)
Rutt will filling turn	be 3 years old by 8/ ng out an application	application before the school year begins for a child that 1/23, list the child as "Currently Age Eligible." If you are on any day during the school year and he has already he child as "Currently Age Eligible."
Total numb (from applicat	tion) # In Family 2	3 4 5 6 7 8 Total Annual Income \$ \$\psi 14,924
3	Amount \$18,310	\$23,030 \$27,750 \$32,470 \$37,190 \$41,910 \$46,630
		his child is in the following eligibility category: □ Categorically Eligible □ Overincome
		rview with this family, examined the documentation indicated ility in order to assure the information recorded is accurate.
Kathy Re	ed, Family Advocate	1/19/23

Date

Staff Name & Title

NEligibility Verification 2022-23 🥒

Child's Name	Holly White	Age Documentation Documentation Used to Verify Birth	
		(pleasopheck one)	Is child currently age eligible
Date of Birth	4-28-19	☐ Birth Certificate ☐ Comm. Based Services TANF list	to enroll in Head Start?
		☐ Hospital Certificate ☐ Other	¥Yes □No
		Immunization Cert.	•
		Income Documentation	
ay Stubs to show inc	ome for at least one month	8. Foster/Kinship Care document	
W-2 employment for	m	Written statements from employers	

- 1. P
- 3. 1040, 1040A, etc. tax form
- 4. Unemployment Compensation
- 5. Documentation showing receipt of public assistance (TANF, SSI)
- 6. Family Residency Questionnaire
- 7. Divorce Decree or other legal court document showing child support alimony etc.

- 10. Statement from parent showing income (*This method* is only acceptable if the applicant's situation rules out the ability to obtain any other form of income documentation. Must be attached to the back of this sheet)
- 11. Other:
- 12. "0" Income Verification form (must be attached to the back of this sheet)

dilid support, allifforty, etc.				(musi	oc anacoca io	ine ourk of in	13 31/661)		
Family Member	Total Gross Amount	Inco	ome Sche	dule	Inc	ome Peri	od	Income Doc. Used (choose # from above)	Annual Total
Skyler White	\$0	☐ Weekly ☐ Monthly ☐ Yearly		•	Previou	s 12 Months s Calendar Y Situation	ear	12	s \$0
		☐ Weekly ☐ Month! ☐ Yearly	y Semi-1	•	Previou	s 12 Months s Calendar Y Situation	ear		\$
		☐ Weekly ☐ Month! ☐ Yearly	y Semi-1	•	Previou	s 12 Months s Calendar Y Situation	ear		\$
		☐ Weekly ☐ Monthl ☐ Yearly	y Semi-1	•		s 12 Months s Calendar Y Situation	ear		\$
Total number in the family (from application)	# in Family 2	3	2-23 Pover 4	5	6	7	8	Total Annual Income	\$ \$0
4	Amount \$18,310	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630		
Based on the info					0 0	•	ategory	 Income E □ Categorio □ Overincor	ally Eligible
I certify that I have conducted either an	in-person or telephone inte	rview with th	nis family, exa	amined the d	ocumentation	indicated			

on this form, and followed ERSEA procedures to the best of my ability in order to assure the information recorded is accurate.

NEligibility Verification 2022-23 *▶*

Child's Name	Holly White	Age Documentation Documentation Used to Verify Birth	
Date of Birth	4-28-19	(please theck one) Birth Certificate Comm. Based Services TANF list Hospital Certificate Other	Is child currently age eligible to enroll in Head Start? Yes □No
		☐ Immunization Cert.	
		Income Documentation	

- 1. Pay Stubs to show income for at least one month
- 2. W-2 employment form
- 3. 1040, 1040A, etc. tax form
- 4. Unemployment Compensation
- 5. Documentation showing receipt of public assistance (TANF, SSI)
- 6. Family Residency Questionnaire
- 7. Divorce Decree or other legal court document showing

- 8. Foster/Kinship Care document
- 9. Written statements from employers
- 10. Statement from parent showing income (This method is only acceptable if the applicant's situation rules out the ability to obtain any other form of income documentation. Must be attached to the back of this sheet)
- 11. Other:
- 12. "0" Income Verification form

 (must be attached to the back of this sheet)

child support, alimony, etc.					(must	pe attachea to	the back of th	is sneet)		
Family Member	Total Gross	s Amount	Inco	me Sche	dule	Inc	ome Peri	od	Income Doc. Used (choose # from above)	Annual Total
			Weekly	=	-	_	ıs 12 Months			
			Monthly Monthly	/ Semi-l	Monthly	☐ Previou	ıs Calendar Y	'ear	6	
			☐ Yearly			☐ Curren	t Situation		0	\$
				Bi-We	ekly	☐ Previou	ıs 12 Months			_
			☐ Monthly	/ Semi-l	Vionthly	☐ Previou	ıs Calendar Y	'ear		
			☐ Yearly			☐ Curren	t Situation			\$
			☐ Weekly	Bi-We	ekly	☐ Previou	ıs 12 Months			
			☐ Monthly	/ Semi-l	Vionthly	☐ Previou	ıs Calendar Y	'ear		
			☐ Yearly			☐ Curren	t Situation			
			Weekly	Bi-We	ekly	☐ Previou	ıs 12 Months			
			☐ Monthle	/ Semi-l	Vionthly	☐ Previou	ıs Calendar Y	'ear		1
			Yearly	_	-	Current	Situation			\$
Total number in the family			2022	-23 Pover	ty Guideli	nes				
(from application)	# in Family	2	3	4	5	6	7	8	Total Annu come	\$
4	Amount	\$18,310	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630		
									□ J ncome E	ligible
Based on the info	rmation a	above, t	his child	l is in th	e follov	ving elig	ibility c	ategory	: Categoria	cally Eligible
= 333 5 37 0 31 0 31 0 31 0							,		Overinco	, ,
Leartify that I have conducted either an	in norson or to	lankana inta	i	in family ass	amina d tha d		in dia ata d		_ Overrico	ille

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.

Wendy Woods, Family Advocate
Staff Name & Title

3|19|22



🔪 Eligibility Verification 2022-23 🎤

Child's Name	Holly White	Age Documentation <u>Documentation Used to Verify Birth</u>	
Date of Birth	4-28-19	(pleasytheck one) Birth Certificate Comm. Based Services TANF list Hospital Certificate Other	Is child currently age eligible to enroll in Head Start? Yes □No
		☐ Immunization Cert.	

Income Documentation

- 1. Pay Stubs to show income for at least one month
- 2. W-2 employment form
- 3. 1040, 1040A, etc. tax form
- 4. Unemployment Compensation
- 5. Documentation showing receipt of public assistance (TANF, SSI)
- 6. Family Residency Questionnaire
- 7. Divorce Decree or other legal court document showing

- 8. Foster/Kinship Care document
- 9. Written statements from employers
- 10. Statement from parent showing income (This method is only acceptable if the applicant's situation rules out the ability to obtain any other form of income documentation. Must be attached to the back of this sheet)
- 11. Other:
- 12. "0" Income Verification form

child support, alimony, etc.				(must	be attached to	the back of th	is sheet)		
Family Member	Total Gross Amount	Inco	ome Sche	dule	Inc	come Peri	od	Income Doc. Used (choose # from above)	Annual Total
					Previou	us 12 Months			
					☐ Previou	us Calendar Y	'ear	8	
		☐ Yearly			☐ Curren	t Situation		0	\$
		☐ Weekly	Bi-We	ekly	☐ Previou	us 12 Months			
		☐ Monthly	y Semi-I	Monthly	☐ Previou	us Calendar Y	'ear		
		☐ Yearly			☐ Curren	t Situation			\$
		☐ Weekly	/ 🔲 Bi-We	ekly	Previou	us 12 Months			
		☐ Monthly	y Semi-I	Monthly	☐ Previou	us Calendar Y	'ear		
		☐ Yearly			Current Situation				\$
		☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ Semi-Monthly			Previous 12 Months Previous Calendar Year				
		☐ Yearly			Current	Situation			\$
Total number in the ramily		2022	-23 Pover	ty Guideli	nes				
(from application)	# in Family 2	3	4	5	6	7	8	Total Annual Income	\$
	Amount \$18,310	\$23,030	\$27,750	\$32,470	\$37,190	\$41,910	\$46,630		
								□ Income E	igible
Based on the infe	ormation above, t	his child	d is in th	ne follov	ving elig	ibility c	ategory	: 🗹 Categorio	ally Eligible
	,							Overincor	, ,
ertify that I have conducted either a	un in nasaan as talanhana into		in family av			indiantad		= 6 (6) (1) (6)	

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.



There is a specific timeline for the following three items:

The Enrollment Application

VS

Income documentation

VS

Eligibility Verification form

When the enrollment application is completed (and dated), the clock starts to tick for the family to present income documentation. If they have not provided you with income documentation within 90 days of the application date, the application is then void. If the parent brings in their income verification after that 90 days, they would also need to fill out the application again.

The income documentation must be for a consecutive month, with the ending date no earlier than 1 month (30 days) prior to the date of the application.

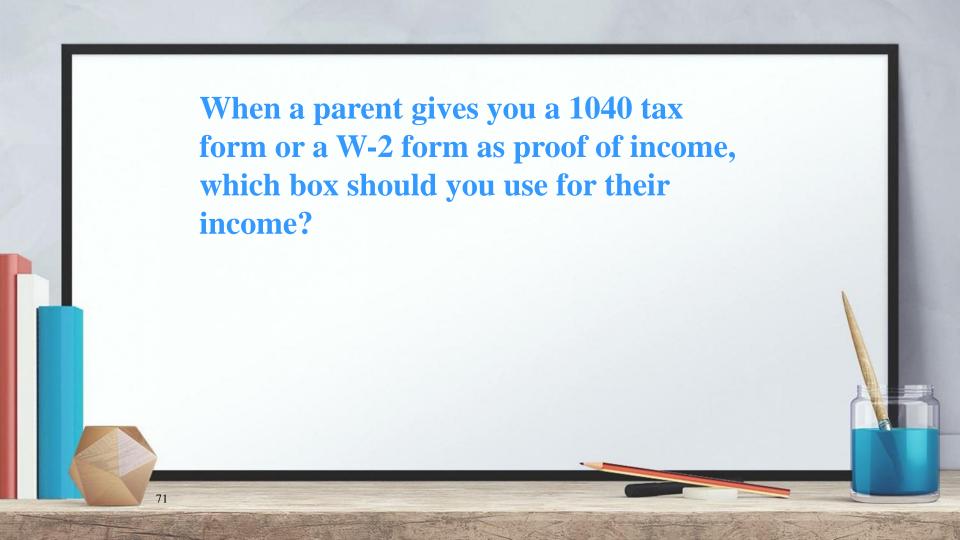
Here is some clarification on that statement:

If paystubs are used for income verification, the ending date for the last period of pay cannot be any older than 1 month (30 days) from the date of the application. It can be more recent than that, but it cannot be any older. For instance, if the application date is 2/3/23, the ending pay period date cannot be older than 1/3/23.

The Eligibility Verification form must be completed within 30 days of receiving the income documentation.

So, if a parent filled out an application today (2/3/23), here is an example of the latest time span that would be allowable:

- Application 2/3/23
- Income presented 5/3/23 (income ending date could be no older than 4/3/23)
- EV form completed 6/3/23



Sample W-2 Form

5555 A010	a Employee's social security number 123-45-6789	For Official Use Only ► OMB No. 1545-0008						
b Employer identification number (El 12-1234567	N)		1 Wages, tips, other compensatio 2 Federal income tax 1,111.00					
c Employer's name, address, and ZI Readdle	P code		35,	000.00	1,111			
795 Folsom Street San Francisco, CA 9410	7		45,	dicare wages and tips 000.00	1,111	6 Medicare tax withheld 1,111.00		
,	,			ial security tips	8 Allocate			
d Control number R3D1				fication code		dent care benefits		
e Employee's first name and initial Nikita V	Bilyk	Suff.		equalified plans	D	12a See instructions for box 12 D 1,234.00		
123 Example Street Sample City, CA 12345			13 State emp	byée plan sick play	12b C	123.45		
f Employee's address and ZIP code					12d			
15 State	er 16 State wages, tips, etc. 50,000	17 State incom 1,535	ne tax	18 Local wages, tips, etc. 50,000	19 Local incor 750	ne tax 20 Locality name CLEVELAND		
		20:	19	For	Privacy Act a	-Internal Revenue Service nd Paperwork Reduction the separate instructions.		
	inistration — Send this entire pag administration; photocopies are no			AC	t Notice, see t	Cat. No. 10134D		

Sample 1040 Tax Form

ling Statu	s 🗆 s	Single Married filing jointly	Me	rried filing	sena	rately (ME	S) Head of	hous	ehold (HOH)	Quali	fvina wide	ow(er) (OM
neck only		u checked the MFS box, enter the		_					–		, ,	
e box.		on is a child but not your depend		oi your spi	ouse.	ii you cile	cked the HOHO	QVI	DOX, CITICI THE	Ciliu 5 i	iame ii ui	e qualifyiii
our first name	and mi	ddle initial	Last	name					١	our soc	ial securit	y number
oint return, s	pouse's	first name and middle initial	Last	name					s	Spouse's	social sec	urity numb
me address	(numbe	r and street). If you have a P.O. box, s	ee instru	uctions.				П	Apt. no.	Presiden	tial Election	n Campaig
											ere if you,	
y, town, or p	oost offic	ce. If you have a foreign address, also	complet	e spaces be	elow.	S	tate	ZIP	t	o go to t		tly, want \$3 Checking a change
reign countr	y name			Foreign p	provinc	e/state/cou	inty	Fore			or refund.	oriango
											You	Spous
any time du	uring 20	21, did you receive, sell, exchang	ge, or o	therwise d	ispos	e of any fi	nancial interest i	n any	virtual currenc	y?	Yes	☐ No
andard	Som	eone can claim: You as a	depend	ent	You	r spouse a	s a dependent					
duction	_	Spouse itemizes on a separate re										
/Rlindnes	e Vou	Were born before January 2	1957	Are b	lind	Spous	was bor	n he	fore January 2,	1057	Is bli	nd
		instructions):	, 1007			security	(3) Relationsh		(4) ✓ if qua			
ore		rst name Last name		number to you Child tax of								er dependen
n four	-											
endents, instruction	_											
check	15											
e ► 🗌												
	1_	Wages, salaries, tips, etc. Attac	n Form	s) W-2 .		. , .				1		
ach h. B if	2a	Tax-exempt interest	2a			b	Taxable interest	t		2b		
uired.	3a	Qualified dividends	3a			b	Ordinary divider	nds		3b		
	4a	IRA distributions	4a			b	Taxable amount	t.		4b		
	5a	Pensions and annuities	5a			b	Taxable amount	t.		5b		
	6a	Social security benefits	6a			b	Taxable amount	t.		6b		
		Capital gain or (loss). Attach Sci	nedule l	D if require	ed. If r	not require	d, check here		🕨 🗌	7		
uction for-	7									8		
gle or rried filing		Other income from Schedule 1,	line 10							9		
gle or rried filing arately,	7	Other income from Schedule 1, Add lines 1, 2b, 3b, 4b, 5b, 6b,		 B. This is ye	ou r to	tal incom	е		🥏	9	_	
gle or rried filing arately, 550	7		7, and 8		ot r to	tal incom	e	:		10		
uction for— gle or rried filing arately, ,550 rried filing tly or alifying	7 8 9	Add lines 1, 2b, 3b, 4b, 5b, 6b,	7, and 8 hedule	1, line 26								
uction for— gle or rried filing sarately, 2,550 rried filing tity or alifying low(er),	7 8 9 10	Add lines 1, 2b, 3b, 4b, 5b, 6b, Adjustments to income from Sc	7, and 8 hedule s is you	1, line 26 r adjusted	gros	 s income				10		
uction for— gle or rried filing sarately, £,550 rried filing titly or alifying low(er), 5,100 ad of	7 8 9 10	Add lines 1, 2b, 3b, 4b, 5b, 6b, Adjustments to income from Sc Subtract line 10 from line 9. This	7, and 8 hedule s is you ed dedu	1, line 26 r adjusted actions (fro	I gros om So	s income		_		10		
uction for— gle or rried filing sarately, £,550 rried filing tty or alifying low(er), 5,00 ad of usehold,	7 8 9 10 11	Add lines 1, 2b, 3b, 4b, 5b, 6b, Adjustments to income from Sc Subtract line 10 from line 9. This Standard deduction or itemize	7, and 8 hedule s is you ed dedu	1, line 26 r adjusted actions (fro	I gros om So	s income		_		10		
uction for— gle or rried filing oarately, 2,550 rried filing thy or allifying low(er), 5,100 ad of usehold, 3,800 ou checked	7 8 9 10 11 12a	Add lines 1, 2b, 3b, 4b, 5b, 6b, Adjustments to income from Sc Subtract line 10 from line 9. This Standard deduction or itemize Charitable contributions if you ta	7, and 8 hedule is is you ed dedu ke the s	1, line 26 r adjusted actions (fro	gros om So educti	s income chedule A) on (see ins	tructions) 12t	_		11		
dard uction for— gle or rried filing parately, 2,550 rried filing thy or alifying low(er), 5,100 ad of usehold, 3,800 ou checked box under undard	7 8 9 10 11 12a b	Add lines 1, 2b, 3b, 4b, 5b, 6b, Adjustments to income from Sc Subtract line 10 from line 9. This Standard deduction or itemize Charitable contributions if you ta Add lines 12a and 12b	7, and 8 hedule is is you ed dedu ke the s	1, line 26 r adjusted actions (fro	gros om So educti	s income chedule A) on (see ins	tructions) 12t	_		10 11		

When a child is placed on your waiting list after March 1, he/she can remain on the waiting list for the entire upcoming year without having his information reverified. This also means that if the parent chooses to move his application from the waiting list of one of our programs to another, the receiving program does not reverify the income, application, etc. If an application is taken prior to March 1, that application cannot be considered for the upcoming year.

If a child is enrolled and then withdraws, he/she can be put back on the waiting list and reenrolled if 30 days have not passed. He/she is not automatically given an enrollment slot when the parent wants it. The child would only be selected if he/she is at the top of the waiting list when a slot opens up. If 30 days have passed since the withdrawal, the child can only be put back on the waiting list (or remain there) if a new application and income verification is obtained. This same rule applies if a child has terminated from one of our delegate programs and wants to enroll in another delegate program.

The main rule to remember when selecting children for enrollment is:

Choose the child with the most eligibility points

There are only 3 situations when you would not select the child with the most points:

- You need a 4 year old to meet the age requirements for a classroom
- ☐ You need a 4 year old to meet your "full utilization" target number
 - (The target number is different for every program)
- ☐ You need a child with an IEP to meet the 10% requirement

- ☐ Each classroom can have a minimum of 13 and a maximum of 20 kids enrolled
 - ☐ There must be a minimum of 10 <u>Head Start</u> kids in each classroom
 - ☐ If you have more 3 year olds than 4 year olds in a classroom, there can only be 17 total kids enrolled.