

## EARLY CHILDHOOD PROGRAM FAMILY ELIGIBILITY WORKSHEET

CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ APPLICATION DATE \_\_\_\_\_

**Proof of Income – *Note: Use hourly rate and income formula whenever possible for the most accurate and consistent verification.* Select which item(s) you have verified:**

- \_\_\_\_\_ Positive match via the eScholar DirectMatch system
- \_\_\_\_\_ Two (2) consecutive check stubs for **EACH PARENT or CAREGIVER IN THE HOUSEHOLD** for the current year (within 2 months from the date of filling out this application.) ***Use tables in the attached guide to calculate.***
- \_\_\_\_\_ An official letter from your employer stating ***all*** of the following: Where parent/guardian is employed, the hourly rate of pay, and the average number of hours parent/guardian works per week.
- \_\_\_\_\_ SNAP/Food Stamps – must include the child's name and valid effective dates. (Certified thru \_\_\_\_\_)
- \_\_\_\_\_ A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits. SSI benefits for any other household member must be accompanied by any other income documentation, if applicable.
- \_\_\_\_\_ Current foster care placement agreement from DCFS
- \_\_\_\_\_ Families who claim zero income of any kind must submit a Statement of No Income form.
- \_\_\_\_\_ Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, W-2 forms, check stubs, or applicable Department of Children and Family Services printouts to verify their income must submit a Declaration of Income for Irregular Employment form.
- \_\_\_\_\_ Families in a temporary living arrangement due to loss of housing or economic hardship (homeless) should have their status verified using the LEA-defined procedures for verifying homeless status.
- \_\_\_\_\_ Other: \_\_\_\_\_
  - May be subject to review. (Note: 2018 tax documentation is allowable only if no other form of income verification documentation exists. Previous tax years are not allowed.)

**Birth Certificate – Initial that both items have been verified:**

- \_\_\_\_\_ Verify child's date of birth (For example: Date of birth for 2019-2020 4-year-old program (LA 4, NSECD) applicants must fall within the date range of October 1, 2014- September 30, 2015.)
- \_\_\_\_\_ Verify person completing application is the parent listed on the birth certificate.
  - If person completing application is NOT listed on the birth certificate, court-issued custody papers or a Non-Legal Custodian Affidavit must be submitted.

**Proof of Residence - Select which item you have verified:**

- \_\_\_\_\_ Louisiana driver's license,
- \_\_\_\_\_ State-issued ID card
- \_\_\_\_\_ Current utility bill with the parent's name and address.
- \_\_\_\_\_ Current lease or mortgage statement
- \_\_\_\_\_ If the parent and child live with a family member or friend, that person is to provide verification with a letter in addition to one of the above items.
- \_\_\_\_\_ In a temporary living arrangement due to loss of housing or economic hardship (Verified by LEA)

### CERTIFICATION

- I confirm that the information provided on this form has been submitted by the parent/legal guardian and is true and correct to the best of my knowledge.
- I have verified original documents as are applicable and determined that this child meets applicable eligibility requirements.
- I understand that I may be audited for accuracy and eligibility. I further understand that should this student be found ineligible, the agency, organization, district, school or center may be required to return any funds received for this child or future funding may be reduced.
- I agree to retain for five years, for local audits and state-level monitoring and auditing purposes, original versions of pages 1 and 2 of this document.

Signature of Authorized Personnel

Date signed

**EARLY CHILDHOOD PROGRAM FAMILY ELIGIBILITY**

**2019-2020 INCOME ELIGIBILITY LIMITS**

<p><b>Total Number of People in Household:</b> <span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>;</p> <p><b>Number of Adults in Household:</b> <span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>; <b>Number of Children in Household:</b> <span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span>;</p> <p><b>Total Monthly Household Income \$</b> <span style="background-color: yellow; border: 1px solid black; padding: 2px 20px;"> </span></p>
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<b>LA 4, NSECD: 200% FPL (effective January 2019)</b>	
<b>Family Size/Gross Monthly Income</b>	<b>Family Size/Gross Monthly Income</b>
2 People ~ \$2,818	3 People ~ \$3,555
4 People ~ \$4,292	5 People ~ \$5,028
6 People ~ \$5,765	7 People ~ \$6,502
8 People ~ \$7,238	9 People ~ \$7,975

<b>Child Care Assistance Program (CCAP): 55% SMI</b>	
<b>Family Size/Gross Monthly Income</b>	<b>Family Size/Gross Monthly Income</b>
2 People ~ \$2,403	3 People ~ \$2,736
4 People ~ \$3,257	5 People ~ \$3,778
6 People ~ \$4,299	7 People ~ \$4,397
8 People ~ \$4,495	9 People ~ \$4,592

<b>Head Start: 100% FPL</b>	
<b>Family Size/Gross Monthly Income</b>	<b>Family Size/Gross Monthly Income</b>
2 People ~ \$1,372	3 People ~ \$1,732
4 People ~ \$2,092	5 People ~ \$2,452
6 People ~ \$2,812	7 People ~ \$3,172
8 People ~ \$3,532	9 People ~ \$3,892

<b>Head Start: 130% FPL</b>	
<b>Family Size/Gross Monthly Income</b>	<b>Family Size/Gross Monthly Income</b>
2 People ~ \$1,783	3 People ~ \$2,251
4 People ~ \$2,719	5 People ~ \$3,187
6 People ~ \$3,655	7 People ~ \$4,123
8 People ~ \$4,591	9 People ~ \$5,059

*Income limits are current as of January 2019 and may be subject to change.  
The LDOE will provide a revision of this document as needed.*

**INCOME CALCULATION GUIDE**

<b>Monthly Income Calculation Table: How to Translate Income into a Monthly Figure</b>	
<b>Pay Period</b>	<b>Formula</b>
Hourly	(Hourly wage x 40 hours per week) x 4.33
Monthly, same gross pay each month	Use gross salary
Paid same gross amount exactly 2 times per month (e.g., 1 <sup>st</sup> and 15 <sup>th</sup> of month)	Gross salary x 2
Paid same gross amount every 2 weeks (e.g., every other Friday)	(Gross salary ÷ 2) x 4.33
Weekly	Gross salary x 4.33