Guidelines for Using Family Income Criteria in Determining Student Eligibility for the State-funded Virginia Preschool Initiative (VPI) and Best Practices for Implementing a Local Eligibility Process

*Draft Section II – Pending final approval by General Assembly/Governor*
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I. Purpose
These guidelines provide assistance with implementing and meeting the income-based and locally established at-risk student eligibility criteria and reporting requirements for the state-funded VPI program by:

1. Providing General Assembly Appropriation Act language related to student eligibility for VPI;
2. Establishing a poverty level of income with which to apply the income eligibility criteria;
3. Establishing a definition of family income and what to include as family income;
4. Establishing processes for verification of family income based on source documents in qualifying students to attend state-funded VPI programs;
5. Using locally determined at-risk criteria; and
6. Providing best practices for implementing an eligibility process for VPI.

Note for spring 2020 – Important Changes: The 2020 Proposed Appropriation Act proposes several changes for the VPI program. These proposed expansions and enhancements will affect student eligibility in three critical ways:

1. Divisions are able to submit a waiver to increase the number of at-risk children served through local criteria to be more than 15%.
2. Divisions may apply for the VPI three-year-old pilot and begin serving three-year-olds in VPI classrooms.
3. There is an increased emphasis on increasing inclusive classrooms for children with identified disabilities.

While the 2020 Proposed Appropriation Act will not be final until this spring, divisions should begin planning for these changes now. More information is included below.

II. Appropriation Act Language and Student Eligibility – Draft, Pending Final Approval of General Assembly/Governor
Each year the General Assembly approves an annual Appropriation Act, which sets forth requirements for the VPI program. The language related to specific student eligibility criteria for participation in the state-funded VPI is below.

This year, several expansions and enhancements have been proposed for the VPI Program. These proposed revisions will be finalized, pending approval of the General Assembly and Governor with sign off of the 2020 Appropriations Act, which is expected to take place in April 2020. These proposed revisions are noted below.

Intent of the VPI Program
...to provide quality preschool programs for at-risk four-year-olds who are residents of Virginia and unserved by Head Start program funding and for at-risk five-year-olds who are not eligible to attend kindergarten...

General Eligibility Criteria:
Local plans must indicate the number of at-risk four-year-old children to be served, and the eligibility criteria for participation in this program shall be consistent with the economic and educational risk factors stated in the 2015-2016 programs guidelines that are specific to:

- family income at or below 200 percent of federal poverty guidelines,
- (ii) homelessness,
- (iii) student's parents or guardians are school dropouts, or
- (iv) family income is above 200 percent but at or below 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.
Up to 15 percent of a division’s slots may be filled based on locally established eligibility criteria so as to meet the unique needs of at-risk children in the community.

**Homelessness:** Please see the definition for homelessness provided on Project-Hope for Virginia’s website (authorized under the federal McKinney-Vento Homeless Education Assistance Act).

**Parents/Guardians are Dropouts:** According to the 2013-2017 American Community Survey, over 700,000 Virginia adults do not have a high school diploma or high school equivalency credential, and many more lack literacy in key areas such as math or workforce preparation skills. A question asking if parent/guardian has a high school diploma or a GED on a VPI Application Form (see sample in Appendix) can assist with eligibility determination.

**Locally Established Eligibility Criteria (Proposed Change for 2020-2021):**
Up to 15 percent of a division’s slots may be filled based on locally established eligibility criteria so as to meet the unique needs of at-risk children in the community. If applicable, local plans must also indicate the number of at-risk three-year-old children to be served using the same eligibility criteria listed above.

Localities that can demonstrate that more than 15 percent of slots are needed to meet the needs of at-risk children in their community may apply for a waiver from the Superintendent of Public Instruction to use a larger percentage of their slots. Localities must demonstrate that increasing eligibility will enable the maximization of federal funds and will not have a negative impact on access for other individuals currently being served.

**Note:** The ability to submit a waiver allowing for additional use of locally established eligibility criteria is pending final approval. The Virginia Department of Education is developing the process for requesting this waiver, and will release a process in February 2020 to division PreK contracts.

**Eligibility Reporting Requirements for Divisions**
The Department of Education is directed to compile from each school division the aggregated information as to the number of enrolled students whose families are (i) at or below 130 percent of poverty, (ii) above 130 percent but at or below 200 percent of poverty, (iii) above 200 percent but at or below 350 percent of poverty, and (iv) above 350 percent of poverty. The Department shall report this information annually, after the application and fall participation reports are submitted to the Department from the school divisions, to the Chairmen of House Appropriations and Senate Finance Committees. In addition, the Department will post and maintain the summary information by division on the Department’s website in keeping with current student privacy policies.

**New Three-Year-Olds Pilot for VPI (Proposed Change for 2020-21):**
Out of this appropriation, $2,837,266 the first year and $6,117,049 the second year from the general fund is provided to serve at-risk three-year-olds who are residents of Virginia and unserved by Head Start funding on a pilot basis using criteria as determined by the Department of Education. Localities may apply to participate in the pilot by May 15 each year and shall be selected on a competitive basis. Pilot providers shall be required to: (i) demonstrate broad stakeholder support, (ii) track outcomes for participating children, (iii) demonstrate how they will maximize federal and state funds to preserve existing birth to five slots, (iv) support inclusive practices of children with identified special needs, and (v) collaborate among the school division, local department of social services, programs accepting child care subsidy payments, and providers for Head Start, private child care, and early childhood special education and early intervention programs. In addition, localities shall be selected using other criteria that include prioritizing: (i) communities with limited childcare options; (ii) programs serving children in private, mixed-delivery settings; or (iii) communities that demonstrate full support of public and private providers. Grants shall be distributed based on an allocation formula providing the state share of a $6,959 per pupil grant in the first year, and a $7,655 per pupil grant in the second year. Grants to half-day programs shall be funded based on the state share of $3,480 in the first year, and $3,828 in the second year.
Note: School divisions should consider applying for the three-year-old VPI Pilot this year. Divisions selected for the pilot will use the income eligibility criteria listed in Section III to determine VPI eligibility for three-year-olds. Divisions serving three-year-olds may include them in their locally established eligibility criteria. Additional information on pilot for serving three-year-olds coming soon.

Inclusion of Students with Disabilities – Local VPI Plan (Proposed Change for 2020-2021):
The proposal must also demonstrate a plan for supporting inclusive practices for children with identified special needs.

Note: This year divisions will be asked to explain in detail their plan for supporting inclusive practices for children with special needs. State funding to support VPI programs is intended for all at-risk four-year-old children, including those who have an Individualized Education Program (IEP) or those who may later be identified as a child with a disability requiring special education and related services. It is an expectation that children with disabilities will be included in VPI classrooms.

Children with IEPs may be eligible for a VPI program in one of three ways:
1. The child with an IEP meets the regular income eligibility criteria for VPI;
2. Family income is at or below 350 percent of federal poverty guidelines; or
3. Up to 15 percent of a division’s slots may be filled based on locally established criteria so as to meet the unique needs of at-risk children in the community and having a disability is considered a locally established criteria (divisions with approved waivers may use more than 15% of slots based on local at-risk criteria).

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) require that all early childhood programs make reasonable accommodations to provide access for children with disabilities or developmental delays.
III. Establishing a Poverty Level of Income Based on Federal Poverty Guidelines

<table>
<thead>
<tr>
<th>Persons in Family/Household</th>
<th>100% of Poverty Guideline:</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>$12,760</td>
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<tr>
<td>2</td>
<td>$17,240</td>
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<tr>
<td>3</td>
<td>$21,720</td>
</tr>
<tr>
<td>4</td>
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<tr>
<td>7</td>
<td>$39,640</td>
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<tr>
<td>8</td>
<td>$44,120</td>
</tr>
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</table>

*For families/households with more than 8 persons, add $4,480 for each additional person. Source 2020 Poverty Guidelines.

<table>
<thead>
<tr>
<th>Persons in Family/Household</th>
<th>2020 Poverty Guidelines Percentage Thresholds Applicable to VPI Requirements</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>130%</td>
</tr>
<tr>
<td>2</td>
<td>$16,588</td>
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<tr>
<td>3</td>
<td>$22,412</td>
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<td>4</td>
<td>$28,236</td>
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<td>5</td>
<td>$34,060</td>
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<td>7</td>
<td>$45,708</td>
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<tr>
<td>8</td>
<td>$51,532</td>
</tr>
<tr>
<td></td>
<td>$57,356</td>
</tr>
</tbody>
</table>

IV. What to Include as Family Income in Determining Student Eligibility for VPI and for VPI Reporting Requirements

- **Include** gross money income, **before** taxes. Partial year income (i.e., single pay period, monthly, etc.) information must be annualized for an estimate of annual family income.

- **Include** as income:
  - employment earnings
  - unemployment and workers’ compensation payments
  - veterans’ benefits payments
  - survivor benefit payments
  - pension or retirement income
  - interest and dividends
  - rents and royalties
  - income from estates and trusts
  - income from educational assistance, alimony, and child support
  - financial assistance from outside the household
• **Do not** include noncash benefits such as Supplemental Nutrition Assistance Program (SNAP) (i.e., food stamps), Medicaid, public housing, housing subsidies, or military allowances (e.g., housing allowance).

• **Do not** include capital gains or losses.

• **Based on the income items listed in the bullets above in this section, only include as “family income” the total annual income of the child’s “parent” or “parents” as those terms are defined in Section 22.1-1, Code of Virginia, as the “parent, guardian, legal custodian, or other person having control or charge of a child.” Do not include as “family income” the income of other immediate or extended family members living in the household or non-relatives in the household, such as housemates.

V. How to Certify/Verify Annual Family Income for Determining Student Eligibility for VPI and Reporting Requirements

Income verification is the process of verifying family income at the time of application based on review and approval of original source documentation demonstrating income.

• Annual family income is documented on VPI enrollment applications through “income verification” as specified in this section.

• Partial year income information (i.e., single pay period, monthly, etc.) must be annualized for an estimate of annual family income.

• **VPI income eligibility can be verified for a family if a parent/guardian qualifies for any of the following public assistance programs: Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Medicaid, or Supplemental Nutrition Assistance Program (SNAP). Official documentation (e.g., award letter, Notice of Action, SNAP card) must be used to verify VPI eligibility.**

**Documents for Income Verification:**

• For income verification, use original source documents such as employee pay stubs/earnings notices, income tax returns, employer W-2 forms, and public assistance program payment documentation (for programs such as those listed in Section II.) in verifying annual family income to determine student eligibility for VPI.

• Documents containing income information must be considered and treated as sensitive and confidential personally identifiable information. While school divisions may choose to receive copies of such information and maintain the records in their files according to the state records retention policy, divisions may also review and approve such documentation at the time of registration/application and then return the documents directly to the parent/guardian without actually receiving and maintaining the documents in the division records.

• Whether or not income documents are received and maintained on file by the school division, VPI personnel and the parent/guardian must certify by their signatures on the application form which specific document(s) were provided and reviewed in making the VPI income eligibility determination and that the information on the documents met the income eligibility requirements.

• If copies of the income documents are maintained on file by the school division and not returned to the parent/guardian, they must be handled and stored in a secure manner preventing unauthorized access and disclosure. The information must only be accessible to personnel with responsibility for making student eligibility decisions for the VPI program.

**Children Living in Foster Care or with Other Relatives:**

• In the case of children in foster care, student eligibility should be based on the income of the custodial parent(s) (if known) and not on the income of the foster parents that serve as temporary custodians.
Where family income documentation may not be available for verification, VPI program personnel may make reasonable efforts to contact the custodial parent(s) to obtain an estimate of annual family income. Alternatively, the foster parent or foster entity enrolling the student in the VPI program may certify by signature as to an estimate of the student’s family income based on the income of the student’s custodial parent(s).

- When a student enrolling in VPI lives with a grandparent(s) or other relative, student eligibility should be based on the income of the grandparent or other relative only when they have permanent custody of the child; otherwise, use the income of the custodial parent(s) in determining student eligibility. Alternatively, the grandparent(s) or other relative that has permanent custody may provide a certification by signature as to an estimate of the student’s family income based on the income of the student’s custodial parent(s).

**Use of Free or Reduced-Price Lunch Eligibility Status for Determining VPI Eligibility:**

- Please note that the ability to use a student’s Free or Reduced-Price Lunch eligibility status to determine VPI eligibility may have limited application since, at the time of VPI application, few preschool-aged children will have gone through the Free or Reduced-Price Lunch eligibility process since they are just entering the public education system and likely have not participated in programs where the National School Lunch program is offered; thus, they are not likely to have a Free or Reduced-Price Lunch eligibility determination at the time of VPI application/enrollment.

- Since income eligibility for the National Free or Reduced-Price Lunch program is based on 130 percent of poverty (for Free) and 185 percent of poverty (for Reduced), which are lower income thresholds than the income eligibility criteria for VPI, or Free-Reduced Lunch eligibility is based on participation in other income-tested programs such as SNAP or TANF, a student’s Free or Reduced-Price Lunch eligibility status (“yes” or “no” only) may be used at the time of VPI application/enrollment to determine the student’s eligibility for VPI.

- Only personnel with responsibility for making student eligibility decisions for the VPI program should be provided a student’s Free or Reduced-Price Lunch eligibility status; this information must be treated as confidential personally identifiable information and must not be disclosed or released outside of the VPI program except for the purpose of qualifying students for other preschool programs operated by the school division (e.g., Head Start, Title I preschool). However, parental permission should be obtained in order to use Free-Reduced Lunch eligibility status information for other preschool program eligibility determinations. Parents/guardians may grant this permission on the school division application form.

- The VPI personnel requesting the Free or Reduced-Price Lunch eligibility information must sign and submit a completed Memorandum of Understanding (MOU) to the division school nutrition programs office prior to receiving the eligibility status information.

- When students are determined eligible for VPI based on their Free or Reduced-Price Lunch eligibility status, the division must accurately report those students within the correct income range per the Appropriation Act reporting requirements (see d.2 on page 1).

- Parents/guardians may not be required to complete a school meal application form specifically for the purpose of determining student eligibility for VPI.

**VI. Locally Determined At-Risk Criteria**

School divisions have the opportunity to consider factors, other than families’ income levels, that might affect children’s risk factors for entering school ready. Locally established eligibility criteria may be established to meet the unique needs of at-risk children within their community.

The key question is “What other factors in our community are attributing to children’s readiness for kindergarten?” Historically school divisions have reported the following local at-risk criteria to the VDOE.
• Higher income is tied to being at-risk within their community
• A child demonstrates a special need or disability that will be best addressed in an inclusive classroom
• A family member suffers from abuse including all forms of trauma and/or adverse childhood experiences
• Single parent home
• Child is in foster care or at risk based on involvement in the child welfare system
• Child is Dual Language Learner
• A parent is incarcerated
• A parent is on military deployment
• Child is raised by relatives other than parents

All divisions may use locally established eligibility criteria for up to 15% of their VPI slots. Beginning in 2020, divisions may apply for a waiver to increase the percentage of children served through locally established eligibility criteria to be above 15%

VII. Best Practices for Implementing and Eligibility Process for VPI

When verifying eligibility of children for VPI programs based on the families’ income levels or locally established at-risk criteria it is critical to establish a clear systematic process, guide families through completion of the process, and annually train local staff to determine eligibility consistently.

The following guidance provides best practices for implementing a local eligibility process.

Establish a Clear Systematic Process

1. Communication: Always engage community early childhood providers in the recruitment and registration process. Collaboration with Head Start programs to provide a single-point of entry and registration process for families is critical for maximizing resources. Determine where families in the community regularly receive announcements, news, and information. Use these avenues to spread the word about the VPI program and registration opportunities. Always provide written and verbal communication in the home languages of families served.
   - School and division websites
   - Social media accounts (Facebook, Twitter, etc.)
   - Recorded voice messages to parents
   - Text messages to parents
   - Printed notes/fliers sent home
   - Brochures in main office
   - Posters throughout buildings
   - Billboards
   - Single point of entry registration w/ Head Start
   - Ask school bus drivers to be alert for 4 year olds at the bus stop and hand VPI registration flyer to parent
   - Partner with school division’s Child Find staff in locating at-risk preschool students
   - Flyers and posters distributed in key locations throughout the community (e.g., stores, cell phone companies, restaurants, pharmacy)
   - Engage local partners in conversations, share printed materials for posting/distribution and ask for referrals
     - County/City Government (Social Services, Health Dept., Parks and Recreation, Treasurer, Utilities, Housing and Redevelopment, Employment Commission)
• Military bases (contact base commander; check base child care centers)
• Smart Beginnings chapters/Virginia Early Childhood Foundation
• Adult education providers (GED, ELL, etc.)
• Senior-focused centers programs (grandparent guardians)
• Community Colleges/Universities (info to counselors, admissions and financial aid offices)
• Community Services Board (CSB)
• Community based organizations (Chamber of Commerce, Rotary, Kiwanis, Knights of Columbus)
• Child care providers with waiting lists
• Local charities (food pantry, shelters, free clinics, Salvation Army, Goodwill)
• Pediatricians, family physicians, & free clinics

Churches and places of worship

2. **Application Form**: Provide families with an initial Application Form (sample provided in Appendix) in their home language via online and paper. The Application Form is submitted by email, postal service, or in person to trained staff.
   a. Trained staff are available via phone or in person to answer questions regarding the program, eligibility requirements (income and local at-risk criteria), and completion of the Application Form. Provide families assistance using their home languages.
   b. Trained staff review completed Application Forms and send families a flyer (email, postal service) in their home languages announcing VPI Registration Dates with title and description of documents that must be brought with them to registration (e.g., child’s birth certificate, proof of income documents, proof of residency documents).

3. **Registration Dates**: Provide families with a wide variety of days and times (evenings, weekends) to meet with trained school staff to complete the VPI Income Verification Form (sample provided in Appendix) using the required income documents provided by the family. If families cannot attend a registration date, schedule a separate time to meet with a trained staff member.

4. **Selection Process**: A second staff member reviews completed Income Verification Forms with income documentation (including any requested documentation for local at-risk criteria) to check for accuracy and parent/guardian signature and staff signature before final selections are made and families are informed of acceptance or non-acceptance into the program.

   Provide families with clear communication regarding when final eligibility and selections will be made for the program. Many programs provide final communication to families after the majority of recruitment and registration efforts have been completed (e.g., late spring/early summer). Communicate with all families after final selections have been determined (child eligible and accepted, child not eligible, child eligible but placed on wait list).

5. **Wait Lists**: If all classroom slots are filled, keep an ongoing and updated wait list of eligible (income/local criteria) children with their families contact information. In case families move or contact information changes, encourage families to check back with the staff periodically for any openings in the program. Note that beginning in 2020-21, divisions that report a VPI waitlist on the May 15 Spring Application may receive additional slots to be used.

**Guide Families through Completion of the Process**

Throughout the registration and income verification process, families may need ongoing assistance in submitting required documents and completing forms. Develop a process for touching-base with families who have started, but not completed, the registration process.
Provide Annual Staff Income Verification Training
Staff members verifying eligibility for VPI should be trained in the process annually to ensure consistency and accuracy. Training should include the following topics:
1. Program Components (e.g., school calendar, daily start/stop time, transportation)
2. Eligibility Requirements
3. Application Form
4. VPI Income Verification Form & Documentation
5. Local Criteria Used for Risk Factors
### Sample VPI Application Form

<table>
<thead>
<tr>
<th>Child’s First, Middle and Last Name:</th>
<th>Child’s Birthdate</th>
<th>Mother or Legal Guardian Name:</th>
<th>Father or Legal Guardian Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parental Status (Legal Custody of Child:</th>
<th>Child Lives with:</th>
<th>Address</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Mother ☐ Father</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sole Custody:</th>
<th>Physical Custody:</th>
<th>Joint Custody:</th>
<th>Day Phone Number(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evening Phone Number(s):</th>
<th>Email Addresses</th>
<th># of members in family:</th>
<th># of members in household:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

**Is your family currently receiving any of the following forms of income and/or assistance? (Check all that apply).**

- ☐ TANF (Temporary Assistance for Needy Families)
- ☐ SSI (Supplemental Security Income)
- ☐ Unemployment Benefits
- ☐ Child Support
- ☐ Daycare Assistance
- ☐ Food Stamps (SNAP)
- ☐ WIC (Women, Infants, & Children)
- ☐ Alimony/Spousal Support
- ☐ Disability
- ☐ Social Security
- ☐ Scholarships/Grants
- ☐ Section 8/Subsidized Housing
- ☐ Utility Assistance
- ☐ VA Benefits
- ☐ Rental Income

**Do any of the following situations apply to your family? (Check all that apply).**

- ☐ Homeless or living in shelter
- ☐ Living with relatives or others due to loss of housing or economic hardship
- ☐ Living with relatives or others by choice
- ☐ Unsafe or unhealthy environment
- ☐ Abusive home
- ☐ Child’s mother does not have high school diploma or GED
- ☐ Child’s father does not have a high school diploma or GED
- ☐ Child’s mother is currently incarcerated
- ☐ Child’s father is currently incarcerated
- ☐ Active duty military
- ☐ In need of emergency food/shelter
- ☐ Disabled parent/legal guardian
Child History and Specific Information. (Check all that apply).

<table>
<thead>
<tr>
<th>Child’s First, Middle, and Last Name:</th>
<th>Click or tap here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Current IEP</td>
<td>☐ Referral by Pediatrician for Speech or Developmental Delay</td>
</tr>
<tr>
<td>☐ Evaluated or Child Find/Early Intervention or other agency</td>
<td></td>
</tr>
</tbody>
</table>

Parent/Guardian Signature                      Date
Sample VPI Income Verification Form

CONFIDENTIAL INFORMATION (Only if submitted)
Include total gross annual income (before taxes) of the child’s parent or parents (defined as patent, guardian, legal custodian, or other person having control or charge of the child – see VPI Income Criteria Guidelines)

Parent/Guardian (P/G) #1:

<table>
<thead>
<tr>
<th>Weekly</th>
<th>X 52</th>
<th>= Annual Income</th>
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</thead>
<tbody>
<tr>
<td>Every 2 weeks</td>
<td>X 26</td>
<td>= Click or tap here to enter text.</td>
</tr>
<tr>
<td>Twice a month</td>
<td>X 24</td>
<td>= Click or tap here to enter text.</td>
</tr>
<tr>
<td>Monthly</td>
<td>X 12</td>
<td>= Click or tap here to enter text.</td>
</tr>
<tr>
<td>Other Income</td>
<td>Click or tap here to enter text.</td>
<td>= Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

Parent/Guardian (P/G) #2:

<table>
<thead>
<tr>
<th>Weekly</th>
<th>X 52</th>
<th>= Annual Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every 2 weeks</td>
<td>X 26</td>
<td>= Click or tap here to enter text.</td>
</tr>
<tr>
<td>Twice a month</td>
<td>X 24</td>
<td>= Click or tap here to enter text.</td>
</tr>
<tr>
<td>Monthly</td>
<td>X 12</td>
<td>= Click or tap here to enter text.</td>
</tr>
<tr>
<td>Other Income</td>
<td>Click or tap here to enter text.</td>
<td>= Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

Total Household Income

<table>
<thead>
<tr>
<th>#1 P/G Income:</th>
<th>#2 P/G Income:</th>
<th>Other Income:</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap here to enter text. (+)</td>
<td>Click or tap here to enter text.(+)</td>
<td>Click or tap here to enter text. (=)</td>
<td>Click or tap here to enter text.</td>
</tr>
</tbody>
</table>

VERIFICATION OF INCOME

Staff Member Income Verified by:
(please print)

How Verified:

☐ W-2 Form □ Tax Forms □ Pay Stubs (Salary) ☐ SSI Verification  ☐ SNAP Verification ☐ TANF Verification
☐ Written statement from employer □ Child Support ☐ Social Security Benefits/Unemployment/Other

Number of people in household:

<table>
<thead>
<tr>
<th>Children</th>
<th>Adults</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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Are you currently working for the same employer as documented on the W-2/tax form?

- P/G #1: □ Yes □ No
- P/G #2: □ Yes □ No

(If either P/G answered “No” above, current income information is needed to determine income eligibility.)

Do you have any other forms of income not reported on this document, such as rental income, trust fund, etc.?
• P/G #1: ☐ Yes ☐ No
• P/G #2: ☐ Yes ☐ No

CERTIFICATION
I certify that all of the above information is true and correct and that all income is reported (if submitted). I understand that if any of this information changes, I am obligated to notify the program immediately. I understand that the school/program will receive state funds based on the information I give. I understand that deliberate misrepresentation of any of this information may disqualify my child from being considered for a preschool program.

__________________________________________  ____________________________
Signature of Parent/Guardian (Required for Consideration)  Date

__________________________________________  ____________________________
I verify that I have examined ALL information (Staff Signature)  Date

__________________________________________
STUDENT NAME