

# Preschool Promise Eligibility Training

# Agenda

- ▶ Child Eligibility
  - ▶ Age
  - ▶ Income
    - ▶ Calculating Income
    - ▶ Family Size
  - ▶ Residency
- ▶ Enrollment
  - ▶ Application
  - ▶ Reporting
  - ▶ Record Keeping



# Child Eligibility

# Age Requirement

- ▶ Children must be at least three years old, but not older than five years of age, as determined by the date used to determine kindergarten eligibility (by September 1<sup>st</sup>). Age-eligible children may participate in the Preschool Promise Program for up to two Program Years but based on demand, **4 year olds should be prioritized.**
- ▶ Appropriate documentation to validate age:
  - ▶ Birth Certificate
  - ▶ Immunization Records
  - ▶ Passport
  - ▶ Foster Child Blue Form



# Income Eligibility

- ▶ Children must be members of families whose incomes, at the time of enrollment, are at or below 200% of the Federal Poverty Guidelines (<https://aspe.hhs.gov/poverty-guidelines>).
- ▶ Appropriate documentation to validate income:
  - ▶ 6 weeks' worth of paystubs (minimum of 3 paystubs)
  - ▶ W-2 form
  - ▶ Oregon Trail card with identification
  - ▶ TANF documents
  - ▶ Statement of no income- *applies to all adults not working if counted in the family size*
    - ▶ Must verify all adults in the home and their work/income status
  - ▶ Supplemental income:
    - ▶ Child Support
    - ▶ Disability (SSA/SSI)



# Income Eligibility- *Calculating Income*

## Pay Check Types

- ▶ **Bi-weekly- 26 checks**
  - ▶ Hourly Rate X Hours = Bi-weekly Pay
  - ▶ Bi-weekly pay X 26 = Annual Pay
  - ▶ Annual pay / 12 = Monthly Pay
- ▶ **Semi-monthly- 24 checks (2 checks a month ie 1st and 15th)**
  - ▶ Hourly rate X hours = semi-Monthly Pay
  - ▶ Bi-monthly pay X 24 = Annual Pay
  - ▶ Annual Pay / 12 = Monthly Pay

## Pay Check Types

- ▶ **Monthly- 12 checks**
  - ▶ Hourly Rate X Hours = Monthly Pay
  - ▶ Monthly pay X 12 = Annual Pay
- ▶ **Weekly- 52 checks**
  - ▶ Hourly rate X hours = Weekly Pay
  - ▶ Weekly pay X 52 = Annual Pay
  - ▶ Annual Pay / 12 = Monthly Pay
- ▶ **Tax Return (W-2)**
  - ▶ Annual Salary / 12 = Monthly Pay



# Income Eligibility- *Family Size*

- ▶ *Need to clearly to be able to identify the family size including all children and adults.*
  - ▶ Appropriate documentation to verify family size:
    - ▶ Children- *for all children...*
      - ▶ Birth Certificate
      - ▶ Immunization Records
      - ▶ Passport
      - ▶ Foster Child Blue Form
    - ▶ Adults- *if counted in the family size...*
      - ▶ Current License
      - ▶ Current Utility Bill
      - ▶ Current Lease
      - ▶ Current Benefit Recipient Letter
        - ▶ Current = past 3 months or includes expiration date ie. lease/benefits
  - ▶ Must determine working status, income and residency of all adults, if included in the family size.





# Income Verification





# Residency

- ▶ Children participating in the Preschool Promise program must be Oregon residents. Proof of residency based on parent statement or acceptable documentation, such as a family's current utility/service bill, Oregon driver's license or picture identification, must be on file with the Provider the day the child begins the Preschool Promise Program and must be provided to the Early Learning Hub or ELD upon request.
- ▶ Appropriate documentation to validate residency:
  - ▶ Current License
  - ▶ Current Utility Bill
  - ▶ Current Lease
  - ▶ Current Benefit Recipient Letter
  - ▶ *Parent statement should be used as last resort*



# Enrollment

# Application

- ▶ Parents must complete an application as part of the intake process. The Provider or designee will determine eligibility for each student within fourteen (14) days of receiving the application. Providers will notify families by preferred method identified by the family (email, phone, standard mail).
  - ▶ A parent may appeal a determination of non-eligibility by submitting a written request to the Provider or Hub. The Provider or Hub must review the application and respond to the parent within 10 business days of receipt of appeal.
  - ▶ If the Provider or Hub sustains the determination of non-eligibility, the parent may further appeal the determination to the ELD. All Providers must incorporate a Preschool Promise enrollment and non-eligibility appeal process into their operating procedures.
- ▶ **Date and initial the application when it is received and date and initial when contact is made with the parent.**



# Reporting

- ▶ A parent consent and enrollment form must be completed by the parent/guardian of children participating in the Preschool Promise program and must be verified by the Provider or designee in order for the child to be considered enrolled and eligible for Preschool Promise funding. Copies of the consent and enrollment forms must be kept on site for review by the Hub or ELD upon request.



# Record Keeping

- ▶ Provider will maintain student and financial records in a secure location to ensure confidentiality and prevent unauthorized access. Provider must maintain detailed financial records including, but not limited to, general ledgers, receipts, invoices and all supporting documentation to track Preschool Promise program expenditures.
- ▶ Current-year student records should be maintained at Provider's program office or classroom site including:
  - ▶ Application
  - ▶ Enrollment form
  - ▶ Age verification
  - ▶ Income verification
  - ▶ Residence verification



# Questions

