

Dear Parent or Guardian,

Attached is the Early Head Start Application that you requested for the 2023-2024 school year.

**We welcome all families, regardless of nationality or place of birth/no proof of citizenship is required.**

Please fill out all forms completely and include proof of the child's date of birth, proof of income, and the child's immunization records. Families who are homeless may submit the Early Head Start application without proof of income, and may submit proof of date of birth and immunization records at a later date if they are not available.

A completed Early Head Start application packet should include the following:

- Be sure to sign and date them where appropriate.
- A copy of the child's birth certificate or hospital record of birth.
- The child's immunization records.
- And, if applicable one of the following:
  - ✓ Proof of **current** (within the last 30 days) Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) or Supplemental Social Security Income (SSI)
  - ✓ Foster parents need only provide a copy of the child's placement letter from DHS Child Welfare.
  - ✓ If you do not receive any of the above, please submit proof of income for the last 12 months or last calendar year. Items that can be used as proof of income are:

**Submit one of the following:**

- ❖ 1040 Tax returns (pages 1 & 2)
- ❖ W2 form(s) all W2 forms issued for the year
- ❖ Pay stubs (for all pay periods during the past 12 months or the last calendar year)

**And, if applicable any of the following (in addition to income above):**

- ❖ Financial aid award letters for grants or scholarships
- ❖ Unemployment Statements
- ❖ Copies of child support awards or checks
- ❖ Certain types of military pay (some are exempt, please call if you need information).

- If your child has special needs, please provide documentation you have concerning them. This may be information from a doctor or special services provider.

After we receive your Early Head Start application, it will be processed and scored based on your child's needs and your family income. **Completing this Early Head Start application does not guarantee your child a place in the program.** If you have questions about the application process, please call the numbers below. Completed Early Head Start application packet should be mailed or brought to one of the following addresses:

<p>Early Head Start &amp; Childcare Partnership Office 625 Hawthorne Ave SE Suite 100 Salem, OR 97301 503-581-1152 <a href="mailto:hs.app@mwvcaa.org">hs.app@mwvcaa.org</a></p>	<p>Family Building Blocks 180 18<sup>th</sup> St NE Salem, OR 97301 503-566-2132</p>
---	--



# Family Income Worksheet

(Must be included with 2023-2024 Early Head Start Application)  
Early Head Start and Family Building Blocks

1. Is the child in a state approved foster care placement?
  - Yes - attach proof of foster placement from DHS, and go to step 6
  - No - go to step 2
  
2. Does your family receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) or Supplemental Social Security Income (SSI)?
  - Yes - attach **current** (within the last 30 days) proof of SNAP or TANF or SSI and go to step 6
  - No - go to step 3
  
3. *Is your family homeless?*
  - Yes - Currently homeless at the time of application and meet the Federal Definition of homelessness from the “McKinney-Vento Homeless Assistance Act”. Homeless children and youth are defined as those who lack a fixed, regular, or adequate night time residence including:
    - ✓ Doubled up sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
    - ✓ Emergency or transitional shelters.
    - ✓ Motels, trailer parks or camping due to lack of alternative accommodations.
    - ✓ Vehicle, parks, or other public spaces.
    - ✓ Abandoned buildings or substandard housing.
    - ✓ Migrant students living in any of the above situations.

No proof of income submitted because our family is eligible because we meet the federal definition of homelessness. Go to step 6 and sign and date Family Income Worksheet.

- No - go to step 4

4. Check the boxes for all the proof of income you are sending with your Early Head Start application. Income can be for the past 12 months or the last calendar year. All income must be reported for all parents/guardians who are living with the child. You do not need to report income of other family members who live in the household, or for a parent/guardian who does not live with the child.

**Submit one of the following and go to step 6:**

- 1040 Tax returns (pages 1 & 2)
- W2 form(s) all W2 forms issued for the year
- Pay stubs (for all pay periods during the past 12 months or last calendar year)

**And, if applicable any of the following (in addition to income above) and go to step 6:**

- Unemployment statement or pay stubs
- Child support statement or pay stubs
- Financial aid or scholarship award letters
- Alimony statement or pay stubs
- Other (specify):

5. **If you had no income for the past 12 months, please attach a statement or a written declaration explaining how you and your child were supported for each of the last 12 months, please include date and signature.**

6. Sign and date to indicate that you declare the above information to be true and correct, and that you have reported all income for the designated period for all parents/guardians who live in the household with the child.

Name of Parent/Guardian (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



Family Type:  Two Parents  Single Parent  Other Relative  
 Legal Guardian  Foster Home (caseworker name & phone #:\_\_\_\_\_)

How many people are in your immediate family and live in your household? Adults\_\_\_\_Children \_\_\_\_\_

Does your family receive: Temporary Assistance to Needy Families (TANF)? Yes  No  Child Support?  Yes  No

Who referred you to Early Head Start?  Preschool HUB  Family Building Blocks  WESD  STEP Program

DHS  Doctor  WIC  Health Department  Teen Parent Program  Other: \_\_\_\_\_

I have a child who is currently enrolled in Early Head Start or EHS-CCP. Child's Name:\_\_\_\_\_

Child you are applying for was enrolled in another Early Head Start program?  Yes  No

If yes, name of program:\_\_\_\_\_

- **Full day, full year (FDY) services are offered in Salem to parents who work (Mon-Fri) during daytimes (at least 25 hours). If you are receiving Employment Related Day Care or are willing to apply check this box**  
 (FDY has no bus service).

**SPECIAL CONCERNS (Check all that apply):** *This information is used to determine the needs of your child, and will not be shared with any other agency. All information you give to Early Head Start is confidential.*

### Family

- Family is displaced or severely impacted due to natural disaster, (specify\_\_\_\_\_ ) loss of employment/housing
- Family is seeking refuge in the United States because of conditions in their country
- Parent or family is currently receiving mental health treatment or counseling
- Parent and/or child has witnessed or experienced any type of abuse (physical, emotional, sexual, verbal, etc.)
- Parent has a diagnosed disability/Mental health condition  Parent is deceased or has a terminal illness
- Parent is incarcerated or  On parole/probation  Member of household participates in gang activity
- Parent is absent from home due to active military duty  Parent is absent from home due to deportation or in process
- Parent was age 17 or younger at the time of this child's birth  Parent is unable to read or write in any language
- Family is in the process of eviction. How long\_\_\_\_\_  Family does not have a vehicle in household
- Mother has suspected post-partum depression  Parent has had drug or alcohol issues and is now in recovery
- Parent currently has drug or alcohol issues  Sibling has a diagnosed disability/Mental health condition
- Parent does not have high school diploma/GED

### Child

- Child has a serious health condition including premature birth (specify):\_\_\_\_\_
- Child was exposed to drugs or alcohol during pregnancy
- Child is exposed to second hand smoke
- Child is currently receiving individual mental health counseling
- Child is experiencing trauma due to a recent divorce or end of relationship between parents (How long ago?)\_\_\_\_\_
- Child has a physical development or behavior concerns (specify)\_\_\_\_\_
- Child is currently in DHS-mandated out of home care

*I declare the above information is true to the best of my knowledge, and that I have reported all sources of income.*

*I understand this application does not guarantee enrollment in Early Head Start. I understand that children will be placed in Early Head Start based on their age, family needs and geographic location.*

Parent/Guardian's Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Completed Early Head Start application packet should be mailed or brought to one of the following addresses:

Early Head Start & Childcare Partnership Office 625 Hawthorne Ave SE Suite 100 Salem, OR 97301 503-581-1152 <a href="mailto:hs.app@mwvcaa.org">hs.app@mwvcaa.org</a>	Family Building Blocks 180 18 <sup>th</sup> St NE Salem, OR 97301 503-566-2132
--	---

**We welcome all families, regardless of nationality or place of birth/no proof of citizenship is required.**

This institution is an equal opportunity provider