

Doña Ana County Head Start Eligibility Determination



Center: _____

In-person Interview Conducted: Yes No

If no, Explain: _____

Head Start Early Head Start Home Based

<input type="checkbox"/> Age Eligibility- Child Information			
Name			
DOB:	Age: Yrs. _____ Mths. _____	Age verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Which of the following documents was used to verify the child's age:			
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Baptismal Certificate	<input type="checkbox"/> Passport	<input type="checkbox"/> Hospital record

<input type="checkbox"/> Categorical Eligibility		
<input type="checkbox"/> Homeless	<input type="checkbox"/> Foster	Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/> Income Eligibility				
Which of the following most accurately reflects the family's current income (Select one):				
<input type="checkbox"/> Past 12 months: Income or employment has changed over the past year				
<input type="checkbox"/> Previous calendar year: Family has had consistent income from the same employer for the past year				
Income Verification Documents used:				
<input type="checkbox"/> Check Stubs	<input type="checkbox"/> Tax Return	<input type="checkbox"/> Unemployment	<input type="checkbox"/> Written Employer Statement	
<input type="checkbox"/> Scholarships	<input type="checkbox"/> Financial Aid	<input type="checkbox"/> TANF	<input type="checkbox"/> Declaration of No Income	
<input type="checkbox"/> Child Support	<input type="checkbox"/> SSI	<input type="checkbox"/> 1-20 Form	<input type="checkbox"/> SNAP:	<input type="checkbox"/> Other:

Time Period for Income: _____ **through** _____

Name of Person receiving income:	Time Frame	Source	Amount	Multiplier	Total

Total Annual Income: _____

* Time Frame: Specify the time frame that the source of income is being calculated is for

** Multipliers: Weekly * 52 Bi-weekly *26 Semi-monthly *24 Monthly *12

Total persons in Family: ____	<input type="checkbox"/> Below FPG	<input type="checkbox"/> 100-130% above FPG	<input type="checkbox"/> 131-250% above FPG	<input type="checkbox"/> Over 250% FPG
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Comments:

Fraud warning: Employees, Families and participants who intentionally commit fraud on income information may suffer legal consequences of arrest, fines, incarceration, etc. These charges might be federal, local, state and civil suits. Agency confidentiality policies and procedures apply.

Parent/Guardian Signature

Date

Staff Certification: Staff acknowledges completion of certification interview with parent or legal guardian and attest to the verification of eligibility determination for income and age.

Staff signature:

Date

Reviewed by:

Date