

Washtenaw County Head Start and
Great Start Readiness Program Collaboration

Application Form

Please Print:

Parent Name: _____

Child Name (as on birth certificate): _____

Child's Birth Date: _____ School District: _____

Address: _____

Daytime Phone: _____ Cell: _____ Email: _____

To enroll in pre-school you will need:

Proof of residency

Immunization Record

Child's Birth Certificate

Proof of Income

To attend you will also need a completed physical and may need a dental exam

Parent Permission to Share Information with Washtenaw Success by 6 and appropriate county publicly funded preschool programs:

In order to facilitate the enrollment of my child, I _____ give permission to share this information with Washtenaw Success by 6 and the preschool programs that are appropriate for my child.

Parent Signature

Date

Fax to Washtenaw Success by 6
Fax # 994-2203 attn: Siân



For questions please contact:
Siân Owen-Cruise
Director
Washtenaw Success by 6

2305 Platt Rd, Ann Arbor, Mi 48104
sowencruise@wuway.org
www.washtenawsuccessby6.org
734-994-8100, ext 1277

Washtenaw County Head Start and
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Income Eligibility

Child's Name: _____

Family Monthly Income (as calculated using calculating form): _____

Is Child Head Start Income Eligible? Yes No

Is Child GSRP Income Eligible? Yes No

I understand that to enroll my child in a publicly funded preschool I will need to provide proof of my income to the program which I choose for my child.

I understand that this referral is based on the information that I have shared today, and that I will need to show documentation of my reported income before enrolling.

Signature

Date



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Income Eligibility

Calculate monthly income of family:

Remember:

- Count income of both parents if both in the household
- Remind parent that their qualification is based on proving their income at the time of enrollment—good referral can only come from accurate information
- Use the methods on the following page to calculate:

Family Income is _____ a month

Child is eligible for Head Start or GSRP if the month family income is below:

Household Size	Head Start Income Eligibility 100 % of Federal Poverty	GSRP Income Eligibility 300 % of Federal Poverty
1	903	2,708
2	1,214	3,643
3	1,526	4,578
4	1,838	5,513
5	2,149	6,448
6	2,461	7,383
7	2,773	8,318
8	3,084	9,253
For each additional family member	Add \$312	Add \$935



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Income Eligibility

You need to calculate a monthly income for the family. Use the self-reported amounts, but remind the parent that the referral will only be a good one if the data is accurate and can later be proven before enrollment

Monthly Income can be calculated as:

1. If paid twice per month: Monthly income is twice each payroll
2. If paid every other Friday: Monthly income is 26 x payroll divided by 12
3. If receiving TANF, SSI or other support income: Monthly income is total provided in one month
4. If income is from 1040: Monthly income is total income divided by 12
5. If income is inconsistent (from serving and tips for instance): Monthly income is the total amount for three pay stubs divided by three
6. If family is unable to prove income (such as an international student on scholarship, grants and support from home) the family may use a notarized letter to state their income.

If the parent provides documentation and it is not familiar to you, compare it to the examples in the training manual.

Remember, to make a referral you do not need to see proof of income, but family will need to provide it to enroll.



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Eligibility Criteria

If child is Head Start Income Eligible you do not need to complete this form

Child's Name: _____

Head Start Criteria: (must have one circled to be Head Start Criteria Eligible)

1 2 3

GSRP Criteria: (must have two circled to be GSRP Criteria Eligible)

1 2 3 4 5
6 7 8 9 10
11 12 13 14 15
16 17 18 19 20
21 22 23 24 25



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Eligibility Criteria Guide

Head Start Criteria:

- | | | |
|---|-----|----|
| 1. Is the child a foster child? | Yes | No |
| 2. Does the family receive TANF
[Child Care Assistance of at least 80%, or Cash Assistance]
[WIC and food stamps do NOT count for TANF Eligibility] | Yes | No |
| 3. Does the family receive SSI (disability) | Yes | No |



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Eligibility Criteria Guide

If child is Head Start Eligible you do not need to complete this form

GSRP Criteria (for more detail on definition of criteria see your manual)

To be eligible for GSRP a child must have two eligibility criteria, one of which can be, although does not have to be, low income. Therefore a child who is income eligible for GSRP must have at least one additional eligibility criteria to qualify

Child Health Factors:

Child Health Factors

1. Low birth weight
4. Nutritionally deficient/WIC
5. Long-term or chronic illness
6. Diagnosed handicapping condition
9. Substance abuse or addiction (child)

Child Development Factors

2. Developmentally immature
10. Language deficiency or immaturity
8. Destructive or violent temperament (child)

Parent/Parenting factors

3. Physical and/or sexual abuse or neglect
8. Destructive or violent temperament (adult)
9. Substance abuse or addiction (parent)
14. Family history of diagnosed family problems
21. Teenage parent
22. Chronically ill parent/sibling
(physical, mental or emotional)
23. Incarcerated parent

Community/Financial Factors

7. Lack of a stable support system or residence
24. Housing in rural or segregated area
17. Unemployed parent/parents
18. Low Family Income

Family Circumstance Factors

11. Non-English or limited English-speaking household (primary language in home is not English)
12. Family history of low school achievement or drop out
13. Family history of delinquency
15. Low parental/sibling educational attainment or illiteracy
16. Single parent
19. Family density (if the child does not have a space of their own)
20. Parental/sibling loss by death or parental loss by divorce

Two risk factors must reflect two situations—for instance low income and teenage parent, not low income and unemployed parent; or Single parent and non-English speaker, not developmentally delayed and diagnosed handicap.



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Special Circumstance

If child is not Head Start Eligible you do not need to complete this form

Child's Name: _____

- | | | |
|---|-----|----|
| 1. EMU | Yes | No |
| | Yes | No |
| 2. Perry Nursery School | Yes | No |
| | Yes | No |
| 3. Central Academy | Yes | No |
| 4. Eastern Washtenaw
Multicultural Academy | Yes | No |
| 5. Champions for
Children | Yes | No |
| | Yes | No |
| 6. UM Northwood | Yes | No |

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Decision Making Form

Is Child Geographically Eligible: (Do they live in Washtenaw County? Or for competitive GSRP, does the parent work in Washtenaw County?) (from application form)	Yes	No
Is Child Head Start Income Eligible: (from income eligibility form)	Yes	No
Is Child Head Start Criteria Eligible: (from eligibility criteria form)	Yes	No
Is Child GSRP Eligible: (Must have two Yes's below)	Yes	No
Is Child GSRP Income Eligible: (from income eligibility form)	Yes	No
Does Child have One Eligible Criteria (from eligibility criteria form)	Yes	No
Does Child have Second Eligible Criteria	Yes	No
Does child or family have a special circumstance (from special circumstance form)	Yes	No

**If child is either income or criteria eligible for Head Start
they are eligible for Head Start**

**If child is both income and one criteria eligible for GSRP, or
has two criteria for eligibility they are eligible for GSRP**



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**Washtenaw County Head Start and
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Decision Making Guide

Eastern Washtenaw Multicultural Academy

If child is *Head Start Eligible* and has no *Special Circumstance* and lives in a district with Head Start—refer only to the district they live in

Refer to: Ann Arbor: Preschool and Family Center Head Start
 Willow Run: Willow Run Head Start
 Whitmore Lake: Whitmore Lake Head Start
 Ypsilanti: Washtenaw County Head Start

If Child is *Head Start Eligible* and does not live in a district with Head Start—can enroll at Eastern Washtenaw Multicultural Academy after conversation with Head Start

Refer to: Washtenaw County Head Start
 Local School district GSRP
 EMU Children's Institute
 Perry Nursery School
 High/Scope GSRP
 Champions for Children GSRP
 UM Northwood Community Child Development Center
 New Beginnings Academy

If child is *Head Start Eligible* and has a *Special Circumstance*— can enroll at Eastern Washtenaw Multicultural Academy after conversation with Head Start

Refer to: Washtenaw County Head Start
 Special Circumstance GSRP

If Child is *not Head Start Eligible* and is *GSRP Eligible*—can immediately enroll at Eastern Washtenaw Multicultural Academy, but if they want to look further:

Refer to: Local district GSRP
 EMU Children's Institute
 Perry Nursery School
 High/Scope GSRP
 Champions for Children GSRP
 UM Northwood Community Child Development Center
 New Beginnings Academy

If Child is *not Head Start* and *not GSRP Eligible*

Refer to: Child Care Network



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Referral Form

Name of Child: _____

Child Is Referred to:

_1. _____

_2. _____

_3. _____

_4. _____

_5. _____

_6. _____

_7. _____

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**Profile of
Eastern Washtenaw Multicultural
Academy
Great Start Readiness Program**

Eastern Washtenaw Multicultural Academy is a Public School Academy, also known as a Charter School, and Offers the Great Start Readiness Program.

Eastern Washtenaw Multicultural Academy is located at 5550 Platt Rd in Ann Arbor

The program serves GSRP eligible children who live in Washtenaw County.

The program runs on a school year calendar and is a full day program.

The phone number is: (734) 677-0732



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Enrollment Form

Parent Name: _____

Child Name (as on birth certificate): _____

Child's Birth Date: _____ School District: _____

Address: _____

This child has enrolled in the following program:

Enrollment date: _____

Any comments or special information:

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Technical Assistance Numbers

For assistance with Head Start Questions:

Sean Slay: 734-484-7119

For assistance with income eligibility:

Sean Slay: 734-484-7119

For assistance with GSRP Questions:

Carolyn Ayres: 734-662-7050, ext 212

For assistance with GSRP Risk Factors:

Carolyn Ayres: 734-662-7050, ext 212

For any other help:

Siân Owen-Cruise: 734-994-8100, ext 1277



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