

2021-2022 Birth to Three Seats Family Eligibility Worksheet

CHILD'S NAME _____ DATE OF BIRTH _____ APPLICATION DATE _____

Special Populations (Experiencing Homelessness or Foster Care) who are Categorically Eligible

_____ McKinney-Vento verification form to be completed for families experiencing homelessness

_____ DCFS Documentation verifying foster status

Family Status

_____ Employed or in training

_____ Actively Seeking Employment

Child and Family Documentation (One of more of these are needed for all members of the household to verify the members of the household and household size)

_____ Verify child's date of birth using a state-issued or foreign birth certificate or a current passport or visa.

_____ Verify person completing application is the parent listed on the birth certificate. *(If applicant is not parent on birth certificate, court-issued custody papers or a Non-Legal Custodian Affidavit must be submitted).*

_____ Louisiana driver's license or state-issued ID card

_____ Current utility bill with the parent's name and address.

_____ Current lease or mortgage statement

_____ In a temporary living arrangement due to loss of housing or economic hardship (Verified by LEA)

Work (Earned Income) or School/Training Documentation

_____ Two (2) sequential pay statements for **EACH ADULT or CAREGIVER IN THE HOUSEHOLD** (within two months from the date of filling out this application.) **Use tables included on page 2 to calculate. Use the hourly rate and income formula whenever possible. (MINIMUM OF 20 HOURS PER WEEK).**

_____ Parents or guardians who are enrolled in a school or training program provide a transcript to show full-time or part time status *(full time is at least twelve credit hours per week, part time is less than 12 credit hours)*. **OR**, A letter from the registrar on school or training letterhead with hours attending and courses being taken, or a letter from a school advisor signed on the institution's letterhead could also verify student status.

_____ An official letter from your employer stating *all* of the following: Where parent/guardian is employed, work hours, rate of pay, and start date of employment.

_____ Parents or guardians who are employed intermittently, self-employed, or who do not have tax forms, check stubs, or other applicable income verification documentation must submit a [Declaration of Income for Irregular Employment](#) form.

Actively Seeking Employment Documentation

_____ HIRE account registration with date of registration.

_____ Parents or guardians who are **actively seeking employment** can submit proof of unemployment pay statement

Unearned Income Documentation

_____ Positive match via the *eScholar DirectMatch* system *(This is not sufficient evidence of eligibility on its own. Must verify employment, training/school, or actively seeking employment in addition to the income)*.

_____ SNAP/Food Stamps – must include the child's name and valid effective dates. If using this documentation, family must provide employment or actively seeking employment or school/training documentation. SNAP/Food stamps is not a stand alone eligibility qualifier. (Certified through _____)

_____ A statement from the Social Security Administration verifying that the child listed on the application is a recipient of SSI benefits. SSI benefits for any other household member must be accompanied by other income documentation, if applicable.

_____ A statement of no income for a family claiming no unearned income benefits (only if none of the above applies, with no earned income)

CERTIFICATION

- *I confirm that the information provided on this form has been submitted by the parent/legal guardian and is true and correct to the best of my knowledge.*
- *I have verified original documents as are applicable and determined that this child meets applicable eligibility requirements.*
- *I understand that I may be audited for accuracy and eligibility. I further understand that should this student be found ineligible, the agency, organization, district, school or center may be required to return any funds received for this child or future funding may be reduced.*
- *I agree to retain for five years, for local audits and state-level monitoring and auditing purposes, original versions of pages 1 and 2 of this document.*

Signature of Authorized Personnel

Date signed

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2021-2022 INCOME ELIGIBILITY LIMITS

Total Number of People in Household: <input style="width: 50px;" type="text"/> ;	
Number of Adults in Household: <input style="width: 50px;" type="text"/> ;	Number of Children in Household: <input style="width: 50px;" type="text"/> ;
Total Monthly Household Income \$ <input style="width: 150px;" type="text"/>	

LA 4, NSECD, B-3 Seats: 200% FPL (effective January 2021)	
Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$2,903	3 People ~ \$3,660
4 People ~ \$4,417	5 People ~ \$5,173
6 People ~ \$5,930	7 People ~ \$6,687
8 People ~ \$7,443	9 People ~ \$8,200

The below tables are not B-3 qualifiers, but helpful for families who may need other program information.

Child Care Assistance Program (CCAP): 65% SMI (effective February 1, 2021)	
Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$2,927	3 People ~ \$3,616
4 People ~ \$4,304	5 People ~ \$4,993
6 People ~ \$5,682	7 People ~ \$5,811
8 People ~ \$5,940	9 People ~ \$6,069

Head Start: 100% FPL	
Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$1,452	3 People ~ \$1,830
4 People ~ \$2,208	5 People ~ \$2,587
6 People ~ \$2,965	7 People ~ \$3,343
8 People ~ \$3,722	9 People ~ \$4,100

Head Start: 130% FPL	
Family Size/Gross Monthly Income	Family Size/Gross Monthly Income
2 People ~ \$1,887	3 People ~ \$2,379
4 People ~ \$2,871	5 People ~ \$3,363
6 People ~ \$3,855	7 People ~ \$4,346
8 People ~ \$4,838	9 People ~ \$5,330

Income limits are current as of January 2021 and may be subject to change.
The LDOE may amend this document as needed.

INCOME CALCULATION GUIDE

How to Translate Income into a Monthly Figure	
Pay Period	Formula
Weekly Income	average income x 4.33
Biweekly Income	average income x 2.167
Twice per month income	average income x 2

Monthly Income	Use income amount
Yearly Income (salary)	Divide salary by 12 (months)