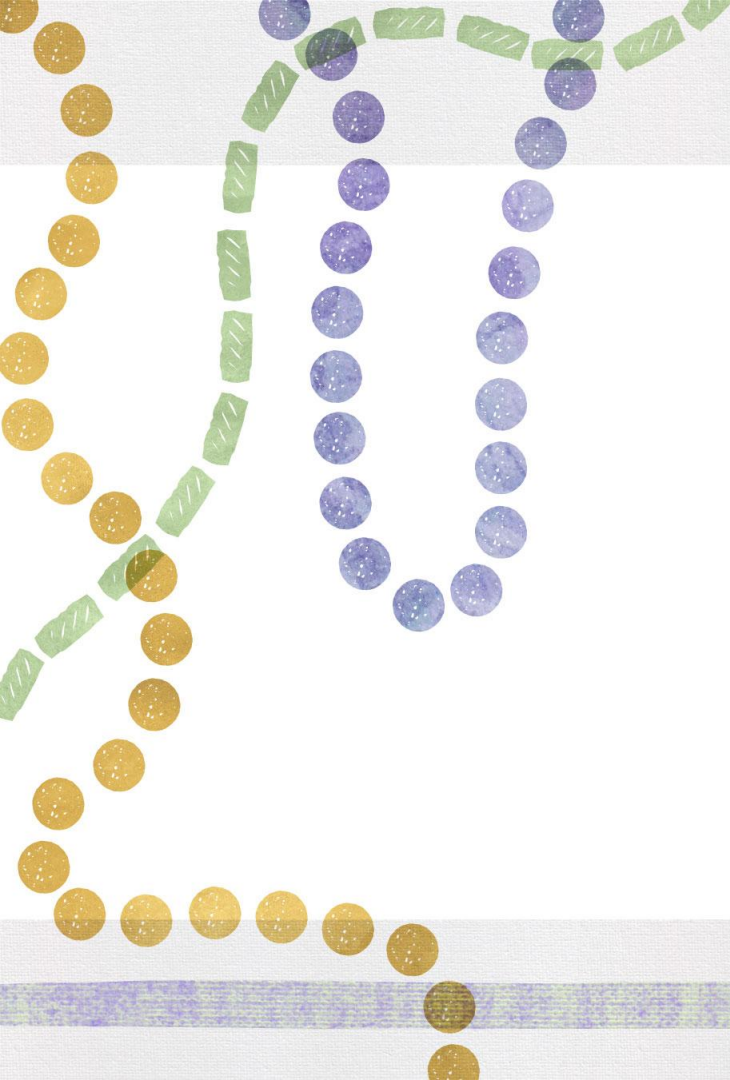




B-3 Seats Kickoff
Part II: B-3 Eligibility Deep
Dive
April 6

Eligibility Webinar Agenda

1. Follow Up From Kickoff Webinar
2. Eligibility
 - a. Center and Teacher Requirements
 - b. Family Eligibility Determination
 - i. Unearned Income Eligibility
 - ii. Categorical Eligibility
 - iii. Family Documents
 - iv. Work Eligibility
 - v. School or Training Eligibility
 - vi. Actively Seeking Employment Eligibility
 - vii. Calculating Total Family Income
 - viii. Redetermination
3. Enrollment
4. Practice Scenarios
5. Next Steps



Follow Up from Kickoff Webinar

Questions from Kickoff Webinar on March 23

1. Are foster children really categorically eligible? What is needed to verify?
 - *Foster children **are** categorically eligible. The only required verification is their placement agreement with DCFS. You are encouraged to collect other verification they may have, such as immunization records and birth certificates.*
2. Are families experiencing homelessness categorically eligible?
 - *Families experiencing homelessness are not categorically eligible. Families experiencing homelessness must be verified as experiencing homelessness through your local McKinney Vento Liaison, and should have an extended period of time to retrieve eligibility documents, the LDOE recommends 90 days.*

Questions from Kickoff Webinar on March 23

2. Are families experiencing homelessness categorically eligible (CONTINUED)?

- *You still must request income verification for families experiencing homelessness. If their income is over 85% State Median Income, they are no longer eligible. **Note**, if you encounter a family with this circumstance, please contact devon.camarota@la.gov before communicating final decisions to verify all documentation is in alignment, and all calculations are correct.*

Questions from Kickoff Webinar on March 23

1. Eligibility Documentation should be aligned with which date(s)?

- *Families will submit applications with eligibility documentation, many of which are required to have recent dates. The date of eligibility documentation must be **within 60 days of the date of the family's application**. Not the enrollment date, not your review date. The LDOE recommends RSNs review all applications within 10 days of application submission.*

2. What is the 12 months of care start date?

- *12 months of care begins when you have determined eligibility based on their application date (no more than 10 days from the date of their application). Families should include an enrollment date they would prefer their child to begin care. Eligibility begins when the RSN deems the family eligible and notifies the family of enrollment. Ideally, notification and enrollment dates will be as close as possible. If a parent defers start until later month(s), they are cutting into their eligibility.*

Questions from Kickoff Webinar on March 23

1. Are B-3 Seats and CCAP the same thing?

- *No. B-3 seats has aligned eligibility requirements with CCAP with a few small exceptions, but they are two different publicly funded seat programs.*

2. Can children be enrolled in both CCAP and B-3 Seats?

- *CCAP allows for part-time, holiday, before/after care, and/or summer care that may extend beyond what you are able to offer with B-3 funding. Children can use B-3 seats for their full regular day, and enroll in CCAP for after or before care as the family needs.*
- *CCAP should not, or should no longer if you have previously layered in the past, split funding for a full day of care with B-3 seats. This is because the dollar amounts are nearly equal, and the funding for B-3 seats must be used for a child's full-time seat, not part of a full-time seat or a part time seat.*



Eligibility Requirements
Centers and Teachers



Center Eligibility

Ready Start Networks must determine which centers in their network will be partners in this pilot and receive allocated B-3 Seats.

In order to participate in the B-3 Seats pilot, centers must:

- Be a Type III center, **not** located in a school setting
- Have a [2021-2022 Performance Rating](#) of Proficient or above
 - If a Ready Start Network is interested in partnering with a new Type III site that is not yet rated, please let the Department know, be prepared to provide rationale for partnership, and make additional measures for support of quality in center in partnership agreement
- Have infant spots available or plan to have infant spots available beginning in Fall 2022 (may use B-3 funds to create infant spots)
- Ensure seats are full time (30 hours per week minimum, six hours of continuous care per day minimum), [Bulletin 139](#) in “definitions” of full time care.
- Meet the ECAC requirement for teachers
 - Teachers in classrooms where B-3 seats are placed should have their ECAC or be enrolled in an [ECAC program](#) by Fall 2022

RSNs participating may also increase the rigor of their center participation requirements, or expand to include other metrics that are indicators of quality.



Family Eligibility



Family Eligibility

Why

*Eligibility determination is critical to ensure that families who are most in need are served by this **tuition-free** pilot.*

The eligibility criteria demonstrates that:

- *adults are out of the household doing something (work, job search, or school) preventing them from caring for children full-time themselves*
- *adults are involved in activities (work, job search, or school) that will help ensure safety, stability, and security for family and children in the future*
- *current family income is not enough to support full-time care for children in high-quality care at the center of their choice while also supporting other family needs*
- *the most underserved children in our state are now being served through this pilot*

Understanding the “why” behind eligibility will help you explain to families and pursue the **correct** eligibility documents.

Family Eligibility General Logistics

Ready Start Networks awarded B-3 seat funding will be required to determine eligibility for families in order to place children in these seats based on LDOE eligibility requirements.

Eligibility Determination for Ready Start Networks can be embedded into existing coordinated enrollment strategies and eligibility determination.

- Families determined eligible at the time of application are eligible for **a full year, or twelve months**, from their application date. For administrative purposes, you can also state this is eligibility for the Fiscal Year 2022-2023, and renew eligibility in Spring 2023
- Families should be given a reasonable opportunity to present documentation to the Ready Start Networks; the LDOE's recommendation is 30 days.
- All eligibility documents should be retained and protected for family privacy. **The LDOE will monitor all eligibility and attendance documents mid-fiscal year.**

Family Eligibility

Key Tips

- Document **everything with a paper trail**
 - Did you call Devon and ask a question?
 - *Follow it up with an email confirming conversation, print it out, put it with that family's documents*
 - Did Devon send you an email answer with guidance on next steps?
 - *Print it out, put it with that family's documents*
 - Did a family member call/email/connect with updated information?
 - *Make a written record of it, put it with the family's documentation*
- In doubt?
 - Contact Devon
 - Reference your guidance documents
 - Ask for more clear documents from the family

Eligibility Requirements Criteria

Family eligibility requirements are aligned with CCAP, with a few loosened restrictions for specific categories.

Include the following criteria in your current eligibility determination:

- Verification of birth date and immunization records
- Income eligibility (**85% State Median Income**)
 - If family consists of Minor Unmarried Parent (MUP) income requirement is raised to 95% SMI (table on slide 61)
- Work/school/training confirmation or actively *seeking* work for **20 hours per week**
 - Families of children with disabilities need to only meet **15 hours per week** of work or training
- DCFS Placement agreement for children in foster care*

**Categorically eligible children should be enrolled immediately. Categorically eligible children still require documentation to verify their categorical eligibility.*

Family Eligibility Household Composition

The members of the household include: the head of household, legal or non-legal spouse, children below the age of 18, and, if applicable, a minor unmarried parent.

Household Composition:

- Head of household (caregiver applying, HOH)
- Legal or non-legal spouse of parent applying
- All dependent children below the age of 18
 - *If parent is a minor unmarried parent (MUP), the parent of the MUP is the head of household*
 - *A MUP aged 16-17 years must additionally meet the school or training requirements*
 - *If they are 18 years of age or older, they are a HOH.*

*Household composition does **not** include: aunts, uncles, adult children, grandparents, etc. Only people who are a legal guardian of a child, or a legal dependent under the age of 18 of the HOH.*

Family Eligibility

Adults with a Disability

*Verification of disability allows adults in a household to be **exempt** from work or actively seeking employment requirements for the B-3 Seats pilot.*

Verification of disability includes:

- Social Security Administration payments
- Supplemental Security Income payments
- Veterans Affairs disability benefits at 70% or higher
- Doctor's statement of disability with date of letter

All disability verification must include the name of the person, the dates of validity of those benefits, and the dollar value of those benefits, if applicable. If one parent is disabled and the other is not, the not-disabled parent must still meet employment or training requirements.

Family Eligibility Household Composition

Common errors in eligibility determination stems from misunderstanding the household composition

- If a grandparent(s) applies for grandchild, **they must still meet the work requirements of the pilot**, even if “retired.”
- Ensure that the “family” has the same number of household members on all eligibility documents (i.e. application, family eligibility worksheet, etc.).
- If there are two parents in the household, **both must meet the work/training/actively seeking employment requirements.**
- Adults with a disability **do not** need to meet work requirements, with proper verification.

Family Eligibility

Household Composition Examples

Household Example 1	
Head of Household	Mom - Jane
Legal/Non-legal spouse	Dad - Jack
Child 1, aged 3	Jolene
Child 2, aged 7	John
Total Members	4 - all

Household Example 2	
Other Adult	Grandmother living in home - Bertie
Other Adult	19 year old son college student working from home - Billy
Head of Household	Mom - Barbara
Legal/Non-legal spouse	none
Child, aged 2 months	Beth
Total Members	2 - Barbara and Beth

Family Eligibility

Example 2

The Camarota Family		
Member	Bio	Documents needed?
Devon (Bio mom)	Works at LDOE, part time volleyball coach	<input type="button" value="Yes"/>
Winston (Bio Child)	three years old. very adorable.	<input type="button" value="Yes"/>
Ron (Disabled grandfather)	Has had a few knee replacements and very proud of his handicap parking tag	<input type="button" value="No!"/>

Eligibility Requirements

Example 2

The Camarota Family		
Member	Bio	Documents needed?
Devon (Bio mom)	Works at LDOE, part time volleyball coach	<input type="button" value="Yes"/>
Winston (Bio Child)	three years old. very adorable.	<input type="button" value="Yes"/>
Jon (Disabled husband)	Has had a few knee replacements and very proud of his handicap parking tag	<input type="button" value="Yes!"/>

Eligibility Requirements

Family Income (Total of Earned and Unearned)

Families that are at or below 85% State Median Income (SMI) are eligible to participate in the B-3 seats pilot. Income trumps all other eligibility. Over income means the family cannot participate.

Federal Income Limits: 85% SMI	
Family Size	Gross Monthly Income
2	\$3,939
3	\$4,866
4	\$5,793
5	\$6,720
6	\$7,646
7	\$7,820
8	\$7,994
9	\$8,168
10	\$8,341
11	\$8,515
12	\$8,689

Documentation to Verify Income:

- 2 sequential pay statements (within two months, or 60 days, of the application)
- If pay statements are not available, a professional written statement from the employer is sufficient.
 - *Details on what this letter should include are discussed later in the webinar*
- Monthly unearned income is included in the total monthly income for families
 - *Earned income and unearned income are added together to make the total monthly income*

RSNs SHOULD NOT USE DIRECTMATCH FOR B-3
ELIGIBILITY DETERMINATION

Family Eligibility Special Circumstances

Minor Unmarried Parents (under age 18 years old) and children with special needs have additional considerations with eligibility.

Families with a Minor Unmarried Parent will qualify for the 2022-23 year of B-3 seats at **95% State Median Income** (see table below). This is **only** for families with a minor unmarried parent.

95% State Median Income for Minor Unmarried Parent Families Only					
2 Person	3 Person	4 Person	5 Person	6 Person	7 Person
\$4,402	\$5,438	\$6,474	\$7,510	\$8,546	\$8,740

Children with Special Needs may be required to complete various additional services in other settings besides the child care center. These children still qualify as “full time” if their chosen center is not able to provide all of their needed services. If this circumstance occurs, consider how you can encourage centers to use the full-time funding to support acquiring those special services in-house.

Eligibility Requirements

Household Composition

Remember...

- Households may be comprised of more than one adult. If so, **both** must submit eligibility documents
- All adults in the household must meet the eligibility requirements
 - *If retired grandparents are legal guardians, they still must meet employment or training or actively seeking employment requirement*
- Households may be comprised of children who are not B-3 seats recipients
 - *You should still collect their birth certificates or I.D.s as applicable to verify household size*

A decorative graphic on the left side of the slide. It features three vertical lines of beads: a yellow line on the left, a green line in the middle, and a blue line on the right. The beads are arranged in a pattern that suggests a stylized letter 'D' or a similar shape. The background is white with a light gray horizontal band at the top and bottom, and a purple and blue textured horizontal band at the very bottom.

Earned and Unearned Income

Earned Income

Earned income is any income that is earned by the family through employment. Earned income is determined by pay statements from employers, letters from employers, or “Declaration of Income For Irregular Employment”.

Pay Statements - the typical “check stub” that shows hours worked, rate of pay, parent’s name, and frequency of pay

Letter from employer - handwritten or typed letter on company letterhead (as able), with contact information for employer, and the same information you would find on a pay statement

Declaration of Income for Irregular Employment - a form that a family member can submit to declare non-traditional employment and income (i.e. seasonal or temporary work, given money regularly by family members). Copies will be sent, and are available on the [Lead Agency Library](#).

Very rarely should parents be providing federal tax documents from the previous calendar year.

Unearned Income Types

Families may receive a variety of types of unearned income that contribute to their overall household income through various federal programs, court order child support, alimony, or other benefits.

Typical examples of these include but are not limited to:

- Unemployment benefits
- Retirement benefits
- Alimony
- Child support
- Veteran's benefits
- Disability benefits
- Social Security income

Ready Start
Networks should
be sure to ask
specifically for
unearned income.

Unearned income must be calculated in total income, and you must have a copy of their unearned income documentation with their application.

Unearned Income Child Support (DCFS)

▶ Case Number : 86708501

Child Information

Child Name	[REDACTED]
Date of Birth	[REDACTED]
Emancipation Date	[REDACTED]
Paternity Established	[REDACTED]

Payments Sent To You

Check Number	[REDACTED]
Amount	\$ 53.00
Check Date	08/20/2020
Check Number	[REDACTED]
Amount	\$ 53.00
Check Date	08/12/2020

Unearned Income Veteran's Benefits

Download VA benefit letters

To receive some benefits, Veterans need a letter proving their status. Access and download your VA Benefit Summary Letter (sometimes called a VA award letter) and other benefit letters and documents online.



Please sign in to get your VA benefit letters

Try signing in with your **DS Logon**, **My HealtheVet**, or **ID.me** account. If you don't have any of those accounts, you can create one now.

[Sign in or create an account](#)

Unearned Income Social Security Income

Your New Benefit Amount

BENEFICIARY'S NAME: [REDACTED]

Your Social Security benefit will increase by 1.3% in 2021 because of a rise in the cost of living. You can use this letter as proof of your benefit amount if you need to apply for food, rent, or energy assistance. You can also use it to apply for bank loans or for other business. Keep this letter with your important financial records.

How Much You Will Get

Your monthly benefit before deductions	\$1,479.00
Deductions:	
Medicare Medical Insurance (If you did not have Medicare as of November 19, 2020 or if someone else pays your premium, we show \$0.00)	\$0.00
Medicare Prescription Drug Plan (We will notify you if the amount changes in 2021. If you did not elect withholding as of November 1, 2020, we show \$0.00)	\$0.00
U.S. Federal tax withholding	\$0.00

Voluntary E.I. 1.1

Unearned Income

Remember...

- Unearned income is self-reported, so families may not realize something they receive counts. **Ask for each specifically.**
- Unearned income counts towards the total monthly average income for the family, it should appear in all of your calculations to determine income.
- Frequency of pay may vary, so **pay careful attention to dates** on the statements provided by the family.
- Keep copies of all unearned income statements with the family's documents.

Unearned Income

Remember...

Use **Declaration of Income for Irregular Employment** when parents:

- receive money for seasonal or temporary work;
- are given money each month from family members to help with monthly living expenses; or
- are earning cash payments for work considered self-employment.

[Declaration of Unearned Income B-3 Seats Pilot Form 2022-2023](#)



Special Circumstances Eligibility



Special Circumstances Eligibility

Experiencing Homelessness and Foster Care

Children experiencing homelessness or in foster care are categorically eligible for B-3 Seats, but families experiencing homelessness must still verify income.

Experiencing Homelessness*	Living in Foster Care
<p>Every school district has a homelessness liaison to verify a family's temporary living arrangement or loss of housing due to economic hardship. You should begin this process by using the McKinney-Vento form.</p>	<p>Children in foster care can be verified with a copy of a Child Placement Agreement from DCFS.</p>
<p>Families experiencing homelessness may have an extended period to supply verification documents and are not subject to the 60 days within application date for verification documents rule. You must still collect income verification, and if that family is over income they are no longer eligible. The LDOE recommends 90 days from the application date to collect income verification.</p>	<p>Families with children in foster care do not need to verify income.</p>



Child and Family Documentation
What to collect and keep to verify eligibility



Child and Family Documentation All Families

All applying families (who are not categorically eligible) need to provide documents to prove relationship to the child, verification of age and immunization, and Louisiana residency.

Required for all applications (except categorically eligible families)	Child and Family Documentation	Immunization records or Immunization Exemption (child only) Identification and proof of residency (e.g., state-issued ID, such as Driver's License or social security card) (head of household applying on behalf of child and legal or non-legal spouse) Birth certificates or hospital records (child only) Custodial documentation (only if not biological parent of child) such as Custody Judgments, Child Placement Agreement from DCFS, Provisional Custody by Mandate, Military Power of Attorney, Non-Legal Custodian Affidavit.
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Child and Family Documentation

Verify Age

The program is exclusively for children aged birth through three, and the cut-off date is September 30, aligned with all other publicly funded education programs.

Birthdate (for 2022-2023 School Year)	Age Group
10/1/2021 - Present	Infant
10/1/2020 - 9/30/2021	One Year Old
10/1/2019 - 9/30/2020	Two Year Old
10/1/2018 - 9/30/2019	Three Year Old

Any child born prior to **10/1/2018** is not eligible for B-3 seats. Assist families in applying for CCAP or LA4 if children are over age.

Child and Family Documentation

Immunizations, Age, and Custody Verification

Children must meet the age requirements, have appropriate immunization records or exception documentation, and present proof of relationship to adult(s) enrolling the child/children.

Age and Custody:

Use the child's state-issued or foreign birth certificate or hospital record or current passport or visa to:

- Verify **date of birth** and
- Verify that the person completing the application is the person listed on the birth certificate; or
- Verify **court-issued** and **signed** documentation showing permanent or temporary legal custody, such as
 - Custody Judgments, Child Placement Agreement from DCFS, Provisional Custody by Mandate, Military Power of Attorney, Non-Legal Custodian Affidavit
 - Adults without **verified custodial documents** cannot apply for care on behalf of the child. If you encounter a situation where this is the case, direct adult to DCFS or Family Court.

Immunization:

- Children should be up-to date on all age appropriate immunizations. For additional guidance, review immunization schedules for each age group at [Louisiana LINKS'](#) website.

Child and Family Documentation Immunizations

Children may not be determined ineligible for a B-3-funded seat due to lack of immunizations.

- If a family cannot afford to pay for their child's shots, families can receive free immunizations through [Shots for Tots](#).
- If a child has never been vaccinated but parents would like for them to be, they may be able to follow the [accelerated schedule for children starting immunizations late](#). Families should ask their pediatrician for more information.
- If a child is unvaccinated due to medical, religious, or philosophical beliefs, parents or guardians may claim exemption from the immunization requirements by submitting the [Statement of Exemption](#) form.



Work, School/Training, Actively Seeking Employment Eligibility



Work, School/Training, Actively Seeking Employment Eligibility

Head of household, legal or non-legal spouse of head of household, and (if applicable) minor unmarried parent aged 16-18 need to submit documentation that falls into one of these three categories:

Work Eligibility

School/Training Eligibility

Actively Seeking Work Eligibility

Each adult in the household must meet these requirements individually. For example, Mother must be working 20 hours per week, **and** Father must be working 20 hours per week, or Mother must be a full time student **and** Father must be working 20 hours per week.

Work Eligibility Required Documents

Recipients are responsible for collecting and verifying all eligibility documentation for families and should be prepared to share with LDOE during mid-year internal audits.

Work Eligibility

Minimum of **two sequential pay statements** dated within two months (60 days) of the application date that show the rate of pay, hours worked, and the dates of the pay period

OR

If newly employed, a **professional letter** from the employer with the work hours, the weekly schedule, the rate of pay, and the start date of employment.

Contact information of the employer must be included, and then verified by Ready Start Network

OR

If self employed, the adult can submit the statement of irregular employment form and state hours worked per week, earned income, and start date of work. The person completing the form must provide an IRS 1099 form **or** statement from employer/financial supporter to verify information

Adults with disabilities, if verified, do not need to be employed or in training.

Work Eligibility Pay Statement



Baslack, LLC
414 Hospital [REDACTED]

Name	TC#	Store#	Department	SSN	Filing Status	Fed Exempt:	S: Exempt:	Pay Period	Check Date	Check#
[REDACTED]	-	26359	CREW	[REDACTED]	[REDACTED]	0	0	02/22/21 to 03/07/21	3/15/21	33076

Store #	Department	Type	Reg Rate	Reg Hrs	Reg Pay	OT Rate	OT Hrs	OT Pay
26359	CREW	Hourly	7.50	76.150	571.13	11.25	0.000	0.00

	Current	YTD		Current	YTD
Regular Hours	76.150	336.400	Gross Pay	571.13	2,523.02
Overtime Hours	0.000	0.000	- Fed-Income Tax	43.40	175.51
Sick Taken	0.000	0.000	- Fed-Medicare	8.28	36.57
Regular Pay	571.13	2,523.02	- Fed-Social Security	35.41	156.43
Overtime Pay	0.00	-	- LA -Income Tax	13.62	57.00
Gross Pay	571.13	2,523.02	= Net Pay	470.42	2,097.51
			- EFT Pay Card ****194	470.42	-
			= Check Amount	0.00	-

Work Eligibility Professional Letter



To whom it may concern,

Winston Camarota works for the Louisiana Department of Education at 1201 N 3rd Street Baton Rouge, LA 70806 20 hours per week at a rate of \$10 per hour. She will begin employment on June 1, 2021. My name is Devon Camarota, and I am his direct supervisor. You can contact me at 225-225-2225 to verify employment.

Sincerely,

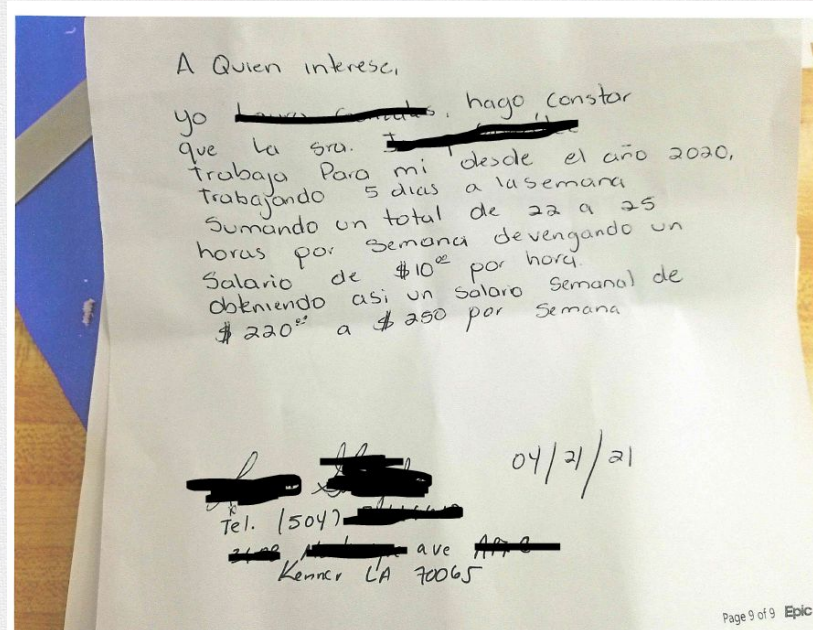
Devon Camarota

A handwritten signature in black ink, appearing to read "Devon Camarota". The signature is stylized and cursive.

Ready Start
Networks
should verify
employment
by contacting
the employer.

Work Eligibility Example

Employer Letter (Not a Business)



Ready Start
Networks
should verify
employment
by contacting
the employer.

Work Eligibility

Upcoming Employment

There are some cases where a parent may not yet be starting work at the time of the application but has employment lined up and is already hired.

The following information should be collected when a parent is about to start work or on a medical leave (i.e., maternity/paternity/short-term disability):

- Signed letter from the employer on employer letterhead
- Number of hours to be worked and rate of pay
- Employment start date
- Dated letter within two months (60 days) of the application for child care

Work Eligibility

Special Circumstances with Family Income

In the case of a caregiver who is providing for a child with special needs, the work or school eligibility requirements are only 15 hours per week minimum of work or training.

Eligibility requirements are adjusted to a 15 hour per week minimum of work or school if parent or caregiver has a child with special needs.

Unless disabled as established by receipt of Social Security Administration disability benefits, supplemental security income, Veterans' Administration disability benefits for a disability of at least 70 percent, or unless disabled and unable to care for his or her child(ren), as verified by a doctor's statement or by worker determination, the head of household must meet the training or employment requirements.

This is per [Bulletin 139, section §507. Certification Requirements for Categorically Eligible Households](#).

Work Eligibility

Special Circumstances with Family Income

*Families who work seasonal, temporary, or otherwise irregular work may complete a Declaration of Irregular Employment Form **only if there is absolutely no other documentation to verify work.***

The [Declaration of Irregular Employment Form](#) requires families to report their income for the twelve months prior to application:

- To calculate, divide total income for year by 12 (months) to determine average monthly income
- Enter the number of hours worked per week
- The person completing the form must provide IRS 1099 form **or** statement from employer/financial supporter to verify information.
 - *Ready Start Network should contact employer and verify employment for at least month of most recent work.*

If you have any questions while actively determining eligibility, you may contact devon.camarota@la.gov for advisement.

Earned Income Declaration of Irregular Income

- Self-employment (provide most recent IRS Form 1099) _____
- Parents/Family (attach a statement from person providing support)
- Circle all that apply: Seasonal employment Irregular employment Cash payments

Provide gross income for the past 12 months:

Average Hours Worked per Week: _____ Average Monthly Earned Income: _____

Month	Gross Income	Average Weekly Hours Worked		Month	Gross Income	Average Weekly Hours Worked

Work Eligibility

Earned Income Common Errors

Common errors in determining earned income eligibility typically result from misreading the number of hours worked based on the frequency of pay.

- Pay statements **must be within two months (60 days) of the application date**
 - *unless family is verified experiencing homelessness through MV Liaison*
- Confirm 20 hours worked **per week** – not per pay statement
 - *15 hours if parent of a child with disabilities*
- Please **do not** submit tax documents to prove income (ex: W2)
- Statement of Irregular Income should only be used if there is truly **no other documentation** to show work (i.e. working “under the table”) and **must include** hours worked per week
- Provide pay statements for **all** work, and if no statements, letter from employer

Work, School/Training, Actively Seeking Employment Eligibility

Head of household, legal or non-legal spouse of head of household, and (if applicable) minor unmarried parent aged 16-18 need to submit documentation that falls into one of these three categories:
(except categorically eligible families)

Work Eligibility

School/Training Eligibility

Actively Seeking Work Eligibility

Each adult in the household must meet these requirements individually. For example, Mother must be working 20 hours per week, **and** Father must be working 20 hours per week, or Mother must be a full time student **and** Father must be working 20 hours per week.

School or Training Eligibility Required Documents

Parents may be working for 20 hours a week or more OR be a full-time student or in full-time training for a career.

School/Training Eligibility

Official school or training transcript with full time or part-time status indicated (enrolled within two months (60 days) of the application)

OR

A detailed school schedule (if applicable) from an accredited college or training program deeming full-time status

OR

Letter from a school advisor signed on the institution's letterhead verifying student status

Calculating Credit Hours

12 Credit Hours = Minimum Full Time School

If 12 credit hours = 20 clock hours...

1.6 Credit Hours = 1 clock hour

EX: If a person is in school for 3 credit hours, she is utilizing 4.8 clock hours

(3 credit hours x 1.6 clock hours = 4.8 clock hours)

She would need to work at least an additional 15.2 hours a week to meet eligibility requirements.

School or Training Eligibility Transcript with Hours

SPRING 2012				
GOVT-527	GOV REGULATION & DEREGULATION	03.00	B	09.00
JLS-280	INTRO TO JUSTICE RESEARCH	03.00	B+	09.90
JLS-333	LAW, PSYCHOLOGY AND JUSTICE	03.00	A	12.00
JLS-402	COMP SYSTEMS OF LAW & JUSTICE	03.00	A-	11.10
JLS-491	INTERNSHIP IN JUSTICE SETTING			
	INTERNSHIP	05.00	A	20.00
	DEAN'S LIST			
AU SEM	SUM: 17.00HRS ATT 17.00HRS ERND 62.00QP 3.64GPA			

*The typical minimum
full-time status is 12 credit
hours.*

School or Training Eligibility

Letter of upcoming classes with hours

Concise Student Schedule

2150145 Briana Rouge
Spring 2018
May 17, 2018 2:23pm

*This page lists the classes for which you are registered for the term: All of the detail information about the class is included.

Name: Briana Rouge

Address: 3716 Quality Way
Baton Rouge, LA 70802

Classification: Junior

Level: Undergraduate

College: Business & Social Sciences

Major/Department: Psychology

Enrollment Status: Fulltime

CRN	Course	Title	Campus	Time	Credits	Start Date	End Date	Days	Instructor
3145	BIOL101	Living World	Main	1:15-3:00	3.00	01/19/2017	05/31/2018	TR	BELL
3145	PSYC201	Human Behavior	Main	1:15-3:00	3.00	01/19/2017	05/31/2018	MW	COOPER

Work, School/Training, Actively Seeking Employment Eligibility

Head of household, legal or non-legal spouse of head of household, and (if applicable) minor unmarried parent aged 16-18 need to submit documentation that falls into one of these three categories:

Work Eligibility

School/Training Eligibility

Actively Seeking Work Eligibility

Each adult in the household must meet these requirements individually. For example, Mother must be working 20 hours per week, **and** Father must be working 20 hours per week, or Mother must be a full time student **and** Father must be actively seeking employment.

Actively Seeking Employment Required Documents

If family members are not working, they may qualify as “actively seeking work” (ASE) by providing validated documentation that demonstrates they are actively seeking employment.

Actively Seeking Work Eligibility

HIRE Account Registration screen shot with client name and date of registration
OR

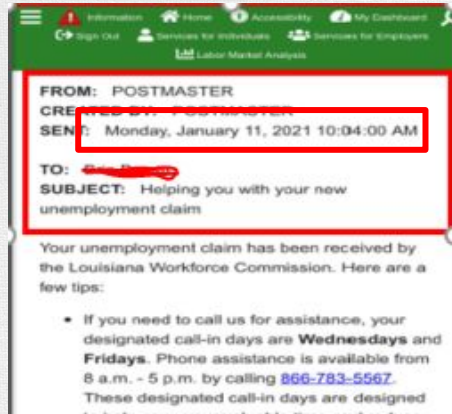
Unemployment statements with client’s name and date of payments for all adults in the household who are not employed or in training.

A family deemed eligible through actively seeking employment in a previous year(s) of this pilot **must be employed or in training for subsequent year(s) of eligibility.**

Note: a family previously deemed eligible in 20-21 or 21-22 year through ASE must be determined eligible by being employed or in school/training for 22-23.

Actively Seeking Employment Eligibility Document Examples

If family members are not working, they may qualify as “actively seeking work” (ASE) by providing validated documentation that demonstrates they are actively seeking employment.



louisianaworks.net/hire

Claimant Summary	
Claimant Name:	Sanora [redacted]
Claimant SSN:	###-##-****
Claimant Address:	[redacted] d Harvey, LA 70058
Program Code:	PEUC-UI
Benefit Year Start Date:	12/27/2020
Benefit Year End Date:	3/13/2021
Application ID:	[redacted]
Eligibility Review Date:	1/31/2021

Payment Summary	
Week End Date:	01/30/2021
Claim Filed Date:	01/31/2021
Payment Issue Date:	01/31/2021
Maximum Benefit Amount:	\$5,376.00
Weekly Benefit Amount:	\$224.00
Earnings Claimed:	\$0.00
Total Deductions:	\$52.00
Stimulus Amount:	\$270.00
Payment Amount:	\$472.00
Prevent Payment:	No

A person applying as ASE cannot also be already employed.

Remember: A family previously certified as ASE must be employed or in training in their subsequent year of care to remain eligible.

Work, School/Training, Actively Seeking Employment Eligibility

Families must submit proof of employment, in training, or actively seeking employment. Without these, families cannot be enrolled. *The only exception is families of children in foster care, or an individual parent with a verified disability.*

Families in redetermination must submit these eligibility documents, too, even if they did not submit that previously in error.

Families previously deemed eligible by Actively Seeking Work in redetermination must be employed or in training for their subsequent year to remain eligible.

All documentation must be **signed**, **dated**, and **match** other documents submitted for that family.



Calculating Family Income



Calculating Total Family Income Formulas

Family income is made up of earned income plus unearned income, if the family received additional benefits. Calculating total income is important in determining whether families meet 85% SMI income requirements.

Calculating Total Monthly Income	
Pay Frequency	Formula
Hourly	$(\text{Hourly Wage} \times \text{hours per week}) \times 4.33$
Monthly (same gross pay each month)	Use gross salary
Paid same gross amount exactly 2 times per month (e.g. 1st and 15th of month)	Gross salary \times 2
Paid same gross amount every 2 weeks (e.g. every other Friday)	$(\text{Gross salary} \div 2) \times 4.33$
Weekly	Gross salary \times 4.33

Use these formulas for earned *and* unearned income, then add together all income for total monthly income.

For Reference: Income Eligibility

Federal Income Limits: 85% SMI	
Family Size	Gross Monthly Income
2	\$3,939
3	\$4,866
4	\$5,793
5	\$6,720
6	\$7,646
7	\$7,820
8	\$7,994
9	\$8,168
10	\$8,341
11	\$8,515
12	\$8,689

Average monthly income must correlate with the family size. Ensure you have the correct family size when determining eligibility.

Calculating Family Income Example

Pay Period Date	Pay Amount
May 3 - 14	\$345
May 17- 28	\$322.5
May 31 - June 11	\$350

1. Find Average Monthly Pay
 $\$345 + \$322.5 + \$350 = \$1,017.5 / 3$ (number of statements) = \$339.17
2. Use formula multiplier
 $(\$339.17 / 2) \times 4.33 = \734.30 is average monthly earned income

Unearned Income Type	Date and Frequency	Amount
Child Support	Weekly	\$200
Alimony	Monthly	\$500

1. Find average monthly pay for each income type
CS - $\$200 \times 4.33 = \866
Alimony = \$500
2. Add all income together
 $\$734.30 + \$866 + \$500 = \$2,100.30$

Calculating Family Income

When calculating income, you should be meticulous in your calculations, and ensure that you are utilizing all earned and unearned income for each family.

- If a household has two adults (parent and legal or non-legal spouse) **both** must meet the work requirements. Earned and unearned income for **both** must be calculated for the entire family income
- Income trumps all – if a family is above the income threshold, regardless of all other qualifications *except foster care*, **they do not qualify for B-3 seats.**
- Your eligibility documentation should include your “math” to verify the eligibility of a family. Channel your inner elementary school math student and show your work!

Redetermination



Redetermination

Families Entering a Second or Third Year of Eligibility

Families who participated in previous years of the B-3 Seats Pilot are eligible for a full twelve months after their application date, and you do not need to collect new documentation 45 days prior to “end date.”

If you have a family who was determined in 2021-2022, their eligibility review for monitoring purposes will be based upon year 2021-2022 eligibility determination guidance until they are eligible for redetermination, 12 months after the initial application date.

Example:

- Joey the 2 year old and his mom, Jodi applied and enrolled on November 1, 2021.
- Joey is eligible for his B-3 seat until November 1, 2022.
- The Ready Start Network should notify Jodi of redetermination process and requirements (22-23 Guidance) by October 1, 2022 to give Jodi ample time to acquire documentation.
- The Ready Start Network should maintain all eligibility documents for Joey and Jodi for the 12 month period between November 1, 2022 to November 1, 2023.

Check for understanding: If Jodi was eligible as Actively Seeking Employment previously, what should the RSN tell her?

Eligibility Summary



Eligibility Summary

Ready Start Networks are required to:

- determine family eligibility based on LDOE requirements
- maintain **all** eligibility documents for all families enrolled in B-3 seats, and be prepared to share with the LDOE monitoring team
- track attendance for all B-3 seats children and submit to the LDOE by the 10th of each month
- follow up with families before the end of 12 months for redetermination
- follow up with families throughout the application process, if they are not able to provide all eligibility documents at initial meeting



Practice Scenarios



Family Eligibility Example 1

Mother and father are each working 20 hours per week. Mom earns \$10 per hour, and Dad earns \$12 per hour, and both get paid weekly. They have three children, born on 3/21/22, 4/30/18, and 8/13/16. They earn no additional income. **How many family members are in this household?**

There are 5 members of this household.

Mom, Dad, Child 1, Child 2, and Child 3.

Family Eligibility Example 1

Mother and father are each working 20 hours per week. Mom earns \$10 per hour, and Dad earns \$12 per hour, and both get paid weekly. They have three children, born on 3/21/22, 4/30/19, and 8/13/17. They earn no additional income. **Are the children in this household aged birth to three and eligible for B-3 seats?**

The children born on 3/21/22 and 4/30/19 are eligible because they are an infant and three year old. The child born on 8/13/17 is turning five years old, and thus is not eligible.

Family Eligibility Example 1

Mother and father are each working 20 hours per week. Mom earns \$10 per hour, and Dad earns \$12 per hour, and both get paid weekly. They have three children, born on 3/21/22, 4/30/18, and 8/13/16. They earn no additional income. **Is this family meeting the income eligibility for B-3 Seats?**

Calculating Total Monthly	
Pay Frequency	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)

Yes.

Mom's income = $\$10 \times 20 = \200
 $\$200 \times 4.33$ (weekly multiplier) = \$866
Dad's income = $\$12 \times 20 = \240
 $\$240 \times 4.33$ (weekly multiplier) = \$1,039.20
Total income = $\$866 + \$1,039.20 = \$1,905.20$
\$1,905.20 is less than \$6,720 max for 5 person family

Family Eligibility Example 2

Mother is working part-time and provided one pay statement. She is also in community college and provided the note below to verify her enrollment. **Has she provided enough information to verify eligibility?**

I am a student at Louisiana Community College. I start on August 1, 2022 and I'm a full time student.

No. She needs to provide at least one more pay statement and an official letter from the university, not a personal statement.

Family Eligibility Example 3

Mom and dad are both unemployed. They have each signed up for a HIRE account through Louisiana Workforce Commission, have provided unemployment benefit statements with dates of statements, and have brought appointment cards for their five children's next immunization visit. **Has the family provided enough documentation to verify eligibility?**

For income verification yes. For family documentation, they still need birth certificates or hospital records.

Bonus: fast forward 12 months. What must mom and dad demonstrate for their second year of eligibility?

They must either be employed or in training or in school, and able to verify.

Family Eligibility Example 4

Mother Barbara lives with her mother and father (the child's grandparents, Bertie and Billy), adult son Bob, and three infants, Joe, Jack, and John. Father of adult son, Robert, has passed away, and father of three infants, Sam, lives in town and has visitation rights. **What is the "size" of this household for income threshold?**

In terms of the B-3 eligibility requirements, there are **four** members of this household; mother Barbara and three infants, Joe, Jack, and John.

Family Eligibility Example 5

The mother and child live with the mother's parents. The mother is not working and provided a Statement of No Income Form. Mother did not provide evidence of seeking work or attending school. The grandmother supports the family and her income is within the eligibility limit. The grandfather provided a Statement of No Income, but no evidence of seeking work or attending school. **Is this family eligible for B-3 Seats?**

Not yet. Mother needs to provide eligibility documentation for working or actively seeking employment. Grandmother's income does not count at this time because she is not legally responsible for the care of the child.

Family Eligibility Example 6

A single mother of one child makes \$4,000 per month as a nurse. She works 40 hours per week and has provided her child's birth certificate, immunization records, and all other employment verification. **Is this family eligible for B-3 seats?**

No. This family is above the 85% SMI threshold for a two person household.

Federal Income Limits: 85% SMI	
Family Size	Gross Monthly Income
2	\$3,939
3	\$4,866
4	\$5,793
5	\$6,720
6	\$7,646
7	\$7,820
8	\$7,994
9	\$8,168
10	\$8,341
11	\$8,515
12	\$8,689

Family Eligibility Example 7

Mother is applying for B-3 seats on June 1. She receives statements biweekly, and provides you with three pay statements dated March 12, March 26, and April 30. **Does this parent have the appropriate documentation to prove eligibility?**

No. The only eligible pay statement is the one dated April 30th because the other two are out of the two month acceptable window.

What will the date of the next eligible statement be?

April 16th or May 14th, because we require subsequent pay statements.

Family Eligibility Example 8

Mother and father live together in the household with their quintuplets. Mother provides you with two pay statements within two months (60 days) of her application date. Father is working as well. They have a copy of the five children's birth certificates. **What else do you need from this family?**

You still need to gather:

- Father's employment verification and pay statements
- Immunization records for all children
- Licenses/identification

You still need to verify:

- Income amount for 85% SMI
- Number of hours worked per week
- Ages of children



Next Steps



Next Steps

1. Complete and submit Planning Document by **May 6** to devon.camarota@la.gov
 - a. Choose centers with whom to partner
 - b. Get to know your business office
 - c. Prepare eligibility document procedures
 - d. Plan your budget
2. Review the [Louisiana Believes Lead Agency Library](#)
3. Prepare any onboarding for administrative staff and collect documents for first reimbursement requests by July 1
4. Sign Contact Information and Assurances on June 1 in eGMS
5. Submit budget in eGMS by July 15
6. Enroll children!

Remember

There are no “secrets” in eligibility determination between the LDOE and RSNs. If you come across a family that has a circumstance that makes you hesitate, **contact devon.camarota@la.gov or call her at 484-368-6695 for guidance.**

Any communication with Devon should be put with the eligibility determination documents for that family, as applicable.