



# Kawerak, Inc.

## Head Start / Early Head Start Early Head Start/Child Care Early Head Start Immersion Program 2019-2020 School Year



### Enrollment packet checklist

- Completed application signed and dated by parent and staff
- Copy of student's updated immunizations. All immunizations and current TB screen will need to be completed before student may attend school this fall
- Income verification- one of the following for the past 12 months
  - 2018 W2s for primary and secondary applying parents
  - 2018 Taxes
  - Paystubs (past twelve months)
- Proof of subsidy, if applicable
  - Verification Letter from SSI or Public Assistance to include the month amount received.
- Proof of birth date- one of the following
  - A copy of student's tribal enrollment or tribal eligibility document.
  - Birth Certificate
  - Hospital birth record or Immunizations record.
- Official documents to support referrals such as OCS, Shelters, Child Care Subsidy, IEP/IFSP (educational or medical disability) or doctor.

\*\* When applying for **Early Head Start- Child Care Center Based Programs** you will also need to provide proof of current enrollment with State Child Care Assistance, or with a valid Tribal Child Care Assistance program. Contact Child Care Program Manager, Lori Hughes , for more information, at 443-4352.

All required items need to be completed and turned into Kawerak Head Start/Early Head Start by July 1<sup>st</sup> to be considered for priority placement for the Head Start 2019-20 school year. All others will be processed and put on waitlist for next available opening.

Kawerak Head Start/Early Head Start Staff and Kawerak Child Care Services are available to assist you with completing the application.

**Brenda Adams**

[badams@kawerak.org](mailto:badams@kawerak.org)

ERSEA Specialist

Kawerak Head Start

P.O. Box 948 Nome, AK, 99762



Kaverak, Inc.

Child Development Programs- Participant Application for Enrollment

Community (Site):		Program:		For Central Office Use:	
		<input type="radio"/> HS <input type="radio"/> EHS <input type="radio"/> EHS-CC <input type="radio"/> EHS-HB		Received by:	Date Received:
<b>Applicant (child applying for services)</b>					
First Name	Middle Name	Last Name	Traditional Name	Date of Birth	Male/Female
Race <input type="checkbox"/> AK Native/AM. Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hawaiiin/Pac. Is. <input type="checkbox"/> Multi-Racial		Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No	English Proficiency <input type="checkbox"/> None <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient	Other Language	Other Language Proficiency <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient
Tribally Enrolled   Yes   or   No		Tribal Name:			
<b>Primary Adult</b>					
First Name	Middle	Last Name	Previous Names	Date of Birth	Male/Female
Race <input type="checkbox"/> AK Native/AM. Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hawaiiin/Pac. Is. <input type="checkbox"/> Multi-Racial		Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No	English Proficiency <input type="checkbox"/> None <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient	Other Language	Other Language Proficiency <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient
<b>Highest Grade COMPLETED</b>					
<input type="checkbox"/> AA <input type="checkbox"/> BA <input type="checkbox"/> College Degree/ Training Cert <input type="checkbox"/> College or Advance Training <input type="checkbox"/> GED <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12 <input type="checkbox"/> 9th grade or less <input type="checkbox"/> High School Graduate <input type="checkbox"/> Master's Degree					
<b>Employment Status</b>					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Unemployed <input type="checkbox"/> Full Time & Training <input type="checkbox"/> Part Time & Training <input type="checkbox"/> Training or School <input type="checkbox"/> Retired or Disabled					
<b>Relationship to Child</b> <input type="checkbox"/> Biological/Adopted/ Step <input type="checkbox"/> Foster <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/> Other Relative			<b>Custody</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Check all that apply:</b> <input type="checkbox"/> Lives with child <input type="checkbox"/> Provides Financial Support <input type="checkbox"/> Subsidized <input type="checkbox"/> Teen Parent	
Email Address:					
<b>Secondary Adult</b>					
First Name	Middle	Last Name	Previous Names	Date of Birth	Male/Female
Race <input type="checkbox"/> AK Native/AM. Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hawaiiin/Pac. Is. <input type="checkbox"/> Multi-Racial		Hispanic <input type="checkbox"/> Yes <input type="checkbox"/> No	English Proficiency <input type="checkbox"/> None <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient	Other Language	Other Language Proficiency <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient
<b>Highest Grade COMPLETED</b>					
<input type="checkbox"/> AA <input type="checkbox"/> BA <input type="checkbox"/> College Degree/ Training Cert <input type="checkbox"/> College or Advance Training <input type="checkbox"/> GED <input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Grade 12 <input type="checkbox"/> 9th grade or less <input type="checkbox"/> High School Graduate <input type="checkbox"/> Master's Degree					
<b>Employment Status</b>					
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Unemployed <input type="checkbox"/> Full Time & Training <input type="checkbox"/> Part Time & Training <input type="checkbox"/> Training or School <input type="checkbox"/> Retired or Disabled					
<b>Relationship to Child</b> <input type="checkbox"/> Biological/Adopted/ Step <input type="checkbox"/> Foster <input type="checkbox"/> Grandchild <input type="checkbox"/> Other <input type="checkbox"/> Other Relative			<b>Custody</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Check all that apply:</b> <input type="checkbox"/> Lives with child <input type="checkbox"/> Provides Financial Support <input type="checkbox"/> Subsidized <input type="checkbox"/> Teen Parent	
Email Address:					

Additional children in family home financially supported by Primary/Secondary adults					
First Name	Middle Name	Last Name	Alternative	Date of Birth	Male/Female
<b>★ IF additional family members need to be listed then request a FAMILY MEMBER SHEET.</b>					
Family Information					
Physical Address (not PO Box)		Mailing Address (PO Box)		City	Zip
Phone Numbers		Type		Note (name, primary number, etc.)	
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Message			
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Message			
		<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Message			
Parental Status	Primary Language at Home	Homeless***	Military Status	Referred by Child Welfare Agency	Receiving Welfare Assistance
<input type="checkbox"/> 1 parent parent <input type="checkbox"/> 2	<input type="checkbox"/> English <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Active <input type="checkbox"/> Veteran	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Emergency Contacts: List at least 2 contacts OTHER THAN the Primary & Secondary adults listed.					
Contact 1: Name		Relationship	Telephone	Type	
				<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
Physical Address		City	Zip	Emergency Contact	Release Child to:
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact 2: Name		Relationship	Telephone	Type	
				<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
Physical Address		City	Zip	Emergency Contact	Release Child to:
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Child's Needs					
Does your child have a disability or medical condition diagnosed by a doctor or specialist? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please clarify:					
Does your child have an Individual Education Plan OR an Individual Family Service Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If YES, which program set up your IEP/IFSP?					
Services or Events that have occurred within the past 12 months: (Check all that apply.)					
<input type="checkbox"/> Emergency or Crisis intervention		<input type="checkbox"/> Domestic violence concerns		<input type="checkbox"/> OCS Intervention	
<input type="checkbox"/> Chemical Dependency with in family		<input type="checkbox"/> Health/Mental Health services		<input type="checkbox"/> Dysfunctional or unstable living environment	
<input type="checkbox"/> Food Stamp		<input type="checkbox"/> Military Deployment		<input type="checkbox"/> WIC	
Additional Information					
<input type="checkbox"/> Adopted Native Child	<input type="checkbox"/> Sibling currently enrolled to EHS or HS	<input type="checkbox"/> Child applicant was a high risk pregnancy (EHS only)	<input type="checkbox"/> Child applicant born pre-mature	<input type="checkbox"/> Parent with Mental Health or Disability issue	<input type="checkbox"/> Parent Incarcerated
Previous Preschool					
Has your child previously been enrolled in Head Start/Early Head Start or another preschool program?					
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what program?					
Documented Referral					
<input type="checkbox"/> Child applicant is currently in Early Head Start and is transitioning to Head Start					
<input type="checkbox"/> Professional referral (OCS, Shelter, Doctor)			<input type="checkbox"/> Child Care Assistance Approved		<input type="checkbox"/> Other
Please sign here to verify that you have completed this application and provided true information.					
Parent/Guardian Signature		Printed Name		Date	
ERSEA signature		Printed Name		Date	

## ELIGIBILITY DETERMINATION 2019-20 SCHOOL YEAR

Student Name	Community/School Site	Child's Date of Birth	Child's Age by Sept. 1st
Primary Adult		Secondary Adult	
I work ____ hours/week for ____ months.		I work ____ hours/week for ____ months.	
Total Number Supported by Income of Primary & Secondary Adults			
Total Number of Children	Total Number of Adults	Is either Primary or Secondary Adult pregnant?	Total Number in Household
Additional Qualifications: All require supportive documentation for verification			
Check all circumstances that apply: <input type="checkbox"/> I live in a shelter. <input type="checkbox"/> In a motel/weekly rate housing. <input type="checkbox"/> Doubled-up with relatives (not by choice) <input type="checkbox"/> Temporary foster care placement <input type="checkbox"/> In an abandoned building, other inadequate accommodations, or a vehicle? If any boxes checked attach a completed Alaska Residency Form.			
Is the child in foster care? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide OCS Documentation.			
Does the family receive regular & on-going public assistance? (Temporary Assistance to Needy Families or Social Security Income) <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, document reviewed:			
My child has an Individual Education Plan or Individual Family Service Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide a copy of IEP/IFSP with application.			
Zero family income requires third party verification form			
<input type="checkbox"/> Family income is \$0.	Explanation		Applicant Signature

**STOP**

\*\*TO BE COMPLETED BY HEAD START STAFF\*\*

### POVERTY INCOME GUIDELINES FOR ALASKA FOR 2019 (effective 1/31/19)

Household #	Annual Income Below	This family's income is:
1	15,600	<input type="checkbox"/> 0-100% UNDER  <input type="checkbox"/> OVER income between 101% & 130%  <input type="checkbox"/> OVER 131% the 2019 poverty guidelines
2	21,130	
3	26,660	
4	32,190	
5	37,720	
6	43,250	
7	48,780	
8	54,310	
Each over 8	5,530	

Primary Adult	Amount (specify per hr./wk./mth)	Annual Amount	Source (check stub, W2, etc.)
Secondary Adult	Amount (specify per hr./wk./mth)	Annual Amount	Source (check stub, W2, etc.)
Income Notes			Total Annual Amount
Staff Certification			
I certify that I have reviewed all information and documentation that the above calculations were completed accurately and to the best of my ability, and that the information on this form represents the family's current situation.			
Signature of Staff	Printed Name	Date	
2nd Staff or ERSEA Certification (calculations and documents verified)			
ERSEA signature	Printed Name	Date	