

Dear Parent or Guardian,

Attached is the Head Start Preschool Application that you requested for the 2022-2023 school year.  
**We welcome all students, regardless of nationality or place of birth /No proof of citizenship is required**

Please fill out all forms completely and include proof of the child's date of birth, proof of income, and the child's immunization records. Families who are homeless may submit the Application without proof of income, and may submit proof of date of birth and immunization records at a later date if they are not available.

A completed application packet should include the following:

- Be sure to sign and date where appropriate.
- A copy of the child's birth certificate or hospital record of birth.
- The child's immunization records.
- And, if applicable one of the following:
  - ✓ Proof of **current** (within the last 30 days) Temporary Assistance to Needy Families (TANF) or Supplemental Social Security Income (SSI).
  - ✓ Foster parents need only provide a copy of the child's placement letter from DHS Child Welfare.
  - ✓ If you do not receive any of the above, please submit proof of income for the last 12 months or last calendar year.

**Submit one of the following:**

- ❖ 1040 Tax returns (pages 1 & 2)
- ❖ W2 form(s) all W2 forms issued for the year
- ❖ Pay stubs (for all pay periods during the past 12 months or last calendar year)

**And, if applicable any of the following (in addition to income above):**

- ❖ Financial aid award letters
  - ❖ Unemployment statements
  - ❖ Copies of child support awards or checks
  - ❖ Certain types of military pay (some are exempt, please call if you need information).
- If your child has special needs, please provide documentation you have concerning them. This may be information from a doctor or special services provider.

After we receive your application, it will be processed by the program that serves your area and scored based on your child's needs and your family income. **Completing this application does not guarantee your child a place in the classroom.** If you have questions about the application process, please call the numbers below. Completed application packet should be mailed or brought to one of the following addresses:

<b>Community Action Head Start</b> (503) 581-1152      hs.app@mwvcaa.org	<b>Salem-Keizer Head Start</b> (503) 399-5510      preapplications@salkeiz.k12.or.us	
<b>Office/Mailing:</b> 2475 Center St NE Salem, OR 97301	<b>Office:</b> 1850 45 <sup>th</sup> Ave NE Salem, OR 97305	<b>Mailing:</b> PO Box 12024 Salem, OR 97309

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# Family Income Worksheet

(Must be included with application)

Head Start Preschool for 2022-2023 school year  
Community Action Head Start and Salem Keizer Head Start

1. Is the child in a state approved foster care placement?
  - Yes - attach proof of foster placement from DHS, and go to step 6
  - No - go to step 2
  
2. Does your family receive Supplemental Social Security Income (SSI) or Temporary Assistance to Needy Families (TANF)?
  - Yes - attach **current** (within the last 30 days) proof of SSI or TANF and go to step 6
  - No - go to step 3
  
3. *Is your family currently homeless?*
  - Yes - Currently homeless at the time of application and meet the Federal Definition of homelessness from the "McKinney-Vento Homeless Assistance Act". Homeless children and youth are defined as those who lack a fixed, regular, or adequate night time residence including:
    - ✓ Doubled up sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
    - ✓ Emergency or transitional shelters.
    - ✓ Motels, trailer parks or camping due to lack of alternative accommodations.
    - ✓ Vehicle, parks, or other public spaces.
    - ✓ Abandoned buildings or substandard housing.
    - ✓ Migrant students living in any of the above situations.

No proof of income submitted because our family is eligible because we meet the federal definition of homelessness. Go to step 6 and sign and date Family Income Worksheet.

- No - go to step 4.

4. Check the boxes for all the proof of income you are sending with your application. Income can be for the past 12 months or the last calendar year. All income must be reported for all parents/guardians who are living with the child. You do not need to report income of other family members who live in the household, or for a parent/guardian who does not live with the child.

**Submit one of the following and go to step 6.**

- 1040 Tax Returns (pages 1 & 2)
- W2 form(s) all W2 forms issued for the year
- Pay stubs (for all pay periods during the past 12 months or last calendar year)

**If applicable, submit any of the following (in addition to income above) and go to step 6.**

- Unemployment statement or pay stubs
- Child support statement or pay stubs
- Financial aid or scholarship award letters
- Alimony statement or pay stubs
- Other (specify): \_\_\_\_\_

5. **If you had no income for the past 12 months, please attach a statement or a written declaration explaining how you and your child were supported for each of the last 12 months, please include date and signature.**

6. Sign and date to indicate that you declare the above information to be true and correct, and that you have reported all income for the designated period for all parents/guardians who live in the household with the child.

Name of Parent/Guardian (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Head Start Preschool Application for 2022-2023 School Year**  
**Community Action Head Start & Salem-Keizer Head Start**

Child's Name: \_\_\_\_\_, \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Language Spoken at Home: \_\_\_\_\_

Male  Female How well does the child speak English?  Very Well  Well  Very Little  None

Address: \_\_\_\_\_  
Street City Zip Code

(Check all that apply)

Living  Mailing  School Bus Pick Up  School Bus Drop Off

Additional Address: \_\_\_\_\_  
Street City Zip Code

(Check all that apply)

Living  Mailing  School Bus Pick Up  School Bus Drop Off

Home Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_  Message  Cell

Does child have a medical diagnosis?  Yes  No If yes, diagnosis given: \_\_\_\_\_

Does your child qualify for special education services?  Yes  No

Does your child have an Individual Family Service Plan? If yes, name of specialist \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_, \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Language Spoken at Home: \_\_\_\_\_

Male  Female How well does the parent speak English?  Very Well  Well  Very Little  None

Relationship to Child:  Parent  Step-Parent  Foster Parent  Other Relative  Legal Guardian

Living with Child?  Yes lives with child  No (provide address below)

Address: \_\_\_\_\_  
Street City Zip Code

Telephone Numbers: \_\_\_\_\_  
 Home/Cell  Work  Message  Home/Cell  Work  Message  Email

Employment Status:  Employed Full Time (32-40 hours per week)  Employed Part Time  Student  
 Homemaker  Unemployed  Other (explain): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_, \_\_\_\_\_  
Last First M.I.

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Language Spoken at Home: \_\_\_\_\_

Male  Female How well does the parent speak English?  Very Well  Well  Very Little  None

Relationship to Child:  Parent  Step-Parent  Foster Parent  Other Relative  Legal Guardian

Living with Child?  Yes, lives with child  No (provide address below)

Address: \_\_\_\_\_  
Street City Zip Code

Telephone Numbers: \_\_\_\_\_  
 Home/Cell  Work  Message  Home/Cell  Work  Message  Email

Employment Status:  Employed Full Time (32-40 hours per week)  Employed Part Time  Student  
 Homemaker  Unemployed  Other (explain): \_\_\_\_\_

Family Type:     Two Parents                       Single Parent                       Other Relative  
                          Legal Guardian  Foster Home (caseworker: \_\_\_\_\_)

How many people are in your immediate family that live in your household? Adults\_\_\_\_ Children\_\_\_\_

Does your family receive: Temporary Assistance to Needy Families (TANF)?  Yes  No      Child Support?  Yes  No

How did you learn about Head Start?  Word of Mouth  Flyer  Yard Sign  School District  WIC  Health Department  
 Teen Parent Program  Early Head Start  Family Building Blocks  WESD  Referral  Other: \_\_\_\_\_

I have a child who is currently enrolled in Head Start. Child's Name: \_\_\_\_\_

Has the child you are applying for ever received Head Start or Early Head Start services?  Yes  No

If yes, name of program: \_\_\_\_\_

- ✓ Full day, full year services are offered in Salem to parents who work (Mon-Fri) during daytimes (at least 25 hours). If you are receiving Employment Related Day Care or are willing to apply check this box  (FDY has no bus service).
- ✓ Full day, school year services are offered in Salem to parents who attend college or trade school full time or are working families who do not receive Employment Related Day Care. If you are interested check this box  (FDSY has no bus service).
- ✓ All year classes/longer hours with or without bus service. If you are interested, check this box
- ✓ If you work for MWVCAA or SKHS, please indicate which program you work for: \_\_\_\_\_

**SPECIAL CONCERNS (Check all that apply):** *This information is used to determine the needs of your child, and will not be shared with any other agency. All information you give to Head Start is confidential.*

**Family**

- Family is displaced or severely impacted due to natural disaster, (specify \_\_\_\_\_) loss of employment/housing
- Family is seeking refuge in the United States because of wartime conditions in their country
- Parent is away from home due to work. How long? \_\_\_\_\_
- Parent has a diagnosed disability
- Parent has Mental Health Condition
- Parent is incarcerated or  On parole/probation
- Parent is absent from home due to deportation/or in process
- Parent is unable to read or write in any language
- Parent currently has drug/alcohol issues
- Parent has had drug/alcohol issues and is now in recovery
- Parent or family is currently receiving individual or family counseling
- Parent age was 17 or younger when this child was born
- Family is in the process of eviction. How long? \_\_\_\_\_
- Sibling has a diagnosed disability
- Parent is deceased or has a terminal illness
- Parent is absent from home due to active military duty
- Family does not have a vehicle
- Parent does not have high school diploma/GED
- Member of household participates in gang activity
- Sibling has a mental health condition

**Child**

- Physical development or behavioral concerns (specify): \_\_\_\_\_
- Child has a serious health condition (specify): \_\_\_\_\_
- Child was expose to drugs/alcohol during pregnancy
- Child is currently receiving individual mental health counseling
- Child has witnessed or experience any type of abuse (physical, emotional, sexual, verbal, etc...)
- Child is experiencing trauma due to divorce or end of relationship between parents. How long ago? \_\_\_\_\_
- Child is exposed to second hand smoke

*I declare the above information is true to the best of my knowledge, and that I have reported all sources of income.*

***I understand this application does not guarantee enrollment in Head Start. I understand that children will be placed in Head Start based on their score and geographic location. I understand this application is used jointly by Community Action Head Start and Salem-Keizer Head Start, and authorize each program to refer this application and attached supporting documents to the program that is appropriate for my family's needs and geographic location.***

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail completed application and attachments to one of the following addresses:**

<b>Community Action Head Start</b> (503) 581-1152                      hs.app@mwvcaa.org	<b>Salem-Keizer Head Start</b> (503) 399-5510                      prekapplications@salkeiz.k12.or.us	
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