



Subject: Preschool Limited Term Open Enrollment for Early Learning Scholarship Vouchers

Date: December 6, 2017

Expires: February 6, 2018

Attention: Integrated Services Agencies, ELS Qualified Community Program

Purpose

From December 6, 2017 through February 6, 2018 all subsidy eligible academic three- and four-year olds may be immediately enrolled in an Early Learning Scholarship (ELS) qualified program with openings through an ELS Voucher, regardless of the family's enrollment status on SF3C (subject to funding availability).

Note: Head Start/Early Head Start agencies and SFUSD are not eligible for this special release of ELS Vouchers. Title 5 centers who are currently under-earning their Title 5 contracts must obtain approval from their OECE point of contact before they can enroll children through this special release of ELS Vouchers.

Background

San Francisco has the goal of providing access to high quality preschool for all children, and low-income three- and four- year olds. With the recent launch of the new citywide ELS system this fiscal year, we have encountered some challenges with the referral and enrollment process, and some programs have experienced vacancies following peak enrollment.

To address these challenges and meet our goal of providing high quality preschool to low-income three and four year olds, OECE is allowing the temporary release of ELS vouchers for preschool age children for any subsidy eligible family. Our intent is to expedite enrollment in quality preschool programming for low-income subsidy eligible children. Open enrollment is available for part time or full time enrollment based on family needs and preferences. This is an one-time limited term program to facilitate the immediate enrollment of subsidy eligible academic three- and four- year olds, regardless of SF3C status (e.g., walk-ins not on SF3C may be enrolled), and to capitalize on relationships that programs may have directly with subsidy eligible children and families.

Family and Child Eligibility Requirements

Children enrolled and families served through this one-time limited term program must meet the eligibility requirements stated in the latest (11.20.17 update) *Early Learning Scholarship and Preschool for All Program Operating Guidelines (Fiscal Year 2017-2018)*.

Age: Child must be at least three- years old on or before September 1, 2017.

Residency: Child must be a San Francisco resident during the time that they are enrolled in the funded program.

Income: A family's gross income must be at/or below 85% of the State Median Income (SMI) at the time of their subsidy eligibility determination:

Maximum Monthly Family Gross Income by Family Size:

Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8
\$4,894	\$5,270	\$5,922	\$6,870	\$7,817	\$7,995	\$8,172

Need: Family must demonstrate a “need” for services in order to be eligible. To certify family need for services, the family must document participation in one or more of the following:

- Employment or Seeking employment
- Vocational training
- Seeking housing
- Incapacitation
- Child Protective Services (CPS) case plan or Documented “at risk” child by licensed professional
- If the child meets OECE’s Target Population description and it is determined to be in the best interest of the child for their healthy development and growth to be enrolled in an ECE setting

Program Payments

The program payment requirements including family fees, as stated in the latest (11.20.17 update) *Early Learning Scholarship and Preschool for All Program Operating Guidelines (Fiscal Year 2017-2018)*, remain in effect.

Process for Limited Term Open Enrollment for Early Learning Scholarship Vouchers

1. Ask families of subsidy eligible academic three- and four- year olds who are interested in your program if they meet the criteria described above.
Note: All families must verify their income and need eligibility with their assigned Integrated Services Agency (Wu Yee or Children's Council) within 30 days of enrolling.
2. If the family meets the eligibility criteria, then complete the Preschool Limited Term Open Enrollment ELS Voucher Enrollment Form (Enrollment Form)
<http://sfoece.org/whats-new>.
Note: Parent/guardian must sign the Enrollment Form.
3. Submit the completed Enrollment Form to OECE via email or fax.
 - Email: Ashley.abraham@sfgov.org
 - Fax: (415) 557-5615.

Do not submit the Enrollment Form to Children's Council or Wu Yee.

4. OECE will send an email confirming the receipt of the Enrollment Form.
5. After receipt of the email confirmation from OECE, services for this child may begin.
6. OECE will assign an Integrated Services Agency (ISA) who will contact you and the family within 48 hours of assignment.
7. A representative of the assigned ISA will subsequently send you an attendance sheet and certificate. The assigned ISA will verify the family's income and need eligibility within 30 days of enrollment.
8. Once eligibility is verified, an additional certificate (similar to a contract) that outlines the rates, schedule and extended dates of service for the child and payment will be sent by following the payment schedule.

Questions

If you have any questions regarding the Preschool Limited Term Open Enrollment for Early Learning Scholarship Vouchers program, please contact Elisa Baeza, Fiscal Strategies Analyst, Office of Early Care and Education by phone at (415) 355-3670 or by email at elisa.baeza@sfgov.org.