

# Early Learning San Francisco (ELS) Family's Eligibility Certification

As your program enrolls children for the **2022-23 program year**, we strongly recommend applying the following guidelines to prioritize enrollment for all Early Learning San Francisco and/or Preschool for All spaces. Department of Early Childhood's priorities are aligned with City [public health guidance](#) that takes into account structural oppression and aims to focus attention on people experiencing marginalization, systemic inequity, and health inequities.

Centers enrolling children using their **Maximum Reimbursable Amount (MRA)** funding (excluding PFA enrollments) must follow the Priority Enrollment procedures in *Section I* below as well as ensure the family is income eligible for an MRA funded enrollment using the information and form in *Section II* and *II* below.

**INSTRUCTIONS:** For enrollments utilizing Maximum Reimbursable Amount (MRA) funds, all programs will utilize the DEC priority enrollment categories and obtain income eligibility information from those families to determine eligibility and enrollment prioritization.

Applicable Enrollment Type: **Center-MRA**

## I. PRIORITY ENROLLMENTS

When enrolling families into Center-MRA funded spaces, please ensure families are enrolled in the following priority order:

### Category 1 (Top Priority)

We ask that you grant the following groups top priority for enrollment in in-person ECE, regardless of age (in no particular order):

- Children who are clients of Family and Children's Services (FCS) or are at risk of abuse, neglect, or exploitation
- Children eligible through the Emergency Child Care Bridge Program for Foster Children
- Children experiencing homelessness
- Children of domestic violence survivors

### Category 2 (Second Priority)

We ask that you grant the following groups second priority for enrollment according to lowest income first, for families earning up to 110% of the AMI:

- Black/African American children
- Latina/o/x children
- Native Americans/Indigenous children
- Pacific Islander children
- Immigrant children
- Children with disabilities or special health care needs whose individualized education programs (IEP) and/or individual family support plans (IFSP) include ECE services
- Children from low-income families, including those who receive or are eligible for free or reduced meals, Medi-Cal, SNAP (food stamps), WIC, CalWORKs, and other public assistance programs

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### Category 3 (Third Priority)

We ask that you grant the following groups third priority for enrollment for families earning up to 110% of the AMI:

- Families not represented in Category 1 or 2

## II. INCOME ELIGIBILITY

The Family qualifies for ELS because their income is below one of the income brackets in the following table. (Monthly Income represents the maximum Income at 110% AMI)

Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8 or more
\$10,162	\$11,429	\$12,700	\$13,717	\$14,729	\$15,750	\$16,767

### Determining Family Size:

“Family size” means the number of people constituting a “family” as determined by the number of dependent children and parents living in the household.

### Determining Income:

“Total countable income” means all income of the individuals counted in the family size including, but not limited to, the following:

1. Gross wages or salary
2. Pensions and retirement benefits;
3. Wages for migrant, agricultural, or seasonal work;
4. Public cash assistance;
5. Gross income from self-employment less business expenses with the exception of wage draws;
6. Disability or unemployment compensation;
7. Workers compensation;
8. Spousal support;
9. Rent for room within the family's residence;
10. Foster care grant payments

## III. CERTIFIED FAMILY SIZE AND INCOME

**Family Size:**

**Total Income:**

## IV. FAMILY INFORMATION

PARENT/GAURDIAN NAME	CHILD NAME	CHILD'S DOB

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<b>V. PARENT/GUARDIAN SIGNATURE</b>
<p>I declare, under penalty of perjury, that all of the above family and income information provided is true and accurate. I understand that I have not been officially approved for services until I am notified by the Center that my child(ren) have been enrolled in the program.</p> <p>Parent Signature: _____ Date: _____</p>

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## Additional Questions & Answers:

### **What is a MRA or PFA funded enrollment?**

DEC has provided local, contracted MRA and PFA funding for specific family child care and center based programs in order to support their child enrollments and early education services. While MRA funding serves children 0-5 years with a fully funded enrollment, PFA offers a tuition discount for preschool age children enrolling in part-day or full day care at participating PFA center or family child care programs.

### **What are Family Fees?**

Family fee is the portion of the care and education costs that a family pays directly to the program. Following State guidelines for family fees, ELS-MRA funded programs must establish Family Fees by using a simple formula of gross family income and family size. Family fee is a cost per family, not a per child fee.

### **Do I charge Family Fees?**

**Family Fees do not apply in Fiscal Year 2022-2023 for MRA-Center, ELS (local) Voucher, and State Voucher enrollments. Please do not charge Family Fees for these enrollment categories.** Programs are reimbursed at the full ELS Rate without any Family Fees taken out. For Title 5 enrollments family fees still apply per state requirements.

### **What documents do I need to certify the family as income eligible?**

- Payroll check stubs
- A letter from the employer, or other record of wages issued by the employer for the month preceding eligibility certification
- If the parent is self-employed:
  1. A letter from the source of the income;
  2. A copy of the most recently signed and completed tax
  3. Other business records, such as ledgers, receipts, or business logs
- If the above is not available, a last resort, the parent(s) may self-certify their income and signs in *Section V*