

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

The San Francisco Office of Early Care and Education (OECE) is committed to ensuring all children are ready for kindergarten. We take the stance that in-person educational experiences are essential for young children to develop the cognitive, social-emotional, and physical skills they need to succeed. Children who attend high-quality early care and education (ECE) are better prepared for school and life-long success.

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

Enrollment Type: MRA

I. PRIORITY ENROLLMENTS: Program Check Option that Applies to the Family being enrolled in your program and that will receive full or partial OECE funding as part of the Agency's MRA.

CATEGORY ONE (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 TWO (Second Priority) We ask that you grant the following groups second priority for enrollment in in-person ECE (in no particular order) before enrolling children outside of these groups:

- Black/African American children
- Latina/o/x children
- Native Americans/Indigenous children
- Pacific Islander children
- Immigrant children and children without a defined immigration status
- 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

II. 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 85% SMI)

- A family's gross monthly (pre-tax) income should not exceed the maximum allowable, outlined below.

Family Size	1 or 2	3	4	5	6	7	8	9	10	11	12
Max. Monthly Income	\$5,540	\$6,157	\$7,069	\$8,199	\$9,330	\$9,542	\$9,755	\$9,755	\$9,755	\$9,755	\$9,755

Income and Family Fee Calculation			
Family Size:		Full Time Family Fee:	\$
Gross Income:	\$	Part Time Family Fee:	\$

If Family Fee is \$0.00, reason:

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III. FAMILY'S RIGHT TO VOLUNTARILY REPORT CHANGES

Families have a right to voluntarily report changes in the family size or income, if it reduces the Family Fee.

IV. PARENT/GUARDIAN SIGNATURE

I declare, under penalty of perjury, that I will adhere to the requirements outlined above and that all 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.

Parent/Guardian Signature

Date

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Additional Information About Family Fee for Purposes of ELS-MRA

What is a MRA or PFA funded enrollment?

OECE 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. **Family Fee does not apply to PFA enrollments.**

How is family size determined?

Family size is determined by the total number of children and adults in the household. Parents enrolling in MRA funded enrollments (does not apply to PFA) will provide the full names of each adult in the household and the names and birthdates of the children in the household.

What is a family fee and how is it calculated?

A family fee is the amount a family is required to pay towards their child care costs based on the family's income and fee schedule established by the State and using the following three factors.

1. Family's adjusted gross monthly income
2. Family size
3. Part time or full time care

(NOTE: Use the form above to assess and calculate the applicable family fee. Keep form in the Family's file at the program)

How are family fees collected?

Programs may collect the family fees at the beginning or the end of the month. Prior to start using services, programs communicate the collection of family fees. Family Fees are not retroactive and the parent pays them directly to the program.

Can I opt-out of collecting Family Fees?

Family Fees are a good way to maximize your Program MRA. The families that you collect are part of the program earnings and can be reinvested in the program. It is up to each program to set policy about collecting family fees or opt-out from collecting the fees, however it must be a consistent practice and board approved policy.

What are the allowed uses of Family Fees in the program?

Programs collecting family fees can use them for the following purposes:

- Re-invest in them as part of the MRA and used them to serve more families,
- Use them as part of the Program's Scholarship efforts,
- To support program's quality projects and expenses.

What happens if a parent cannot cover their Family Fee?

OECE encourages all programs to set a board approved policy outlining the "delinquent" family fee process. Programs are at their discretion adjust family fees to meet family's needs and changes in family's income and family size. Prior to any adverse action towards the family's services, program must demonstrate that families received adequate notice and opportunities to cover their family fee.

**Alameda, San Francisco, San Mateo, & Santa Clara County Pilot Family Monthly Fee
Schedule with ELS Extension (SF Only)**

California Department of Education – Effective: July 1, 2020

State initial enrollment cutoff = 85% of 2018 SMI from CA DOF

ELS cutoff = 110% AMI from US HUD

Family Fee Schedule

Monthly Part-time Fee	Monthly Full-time Fee	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
\$ 32.00	\$ 64.00	2,542	2,825	3,243	3,762	4,281	4,378	4,476
\$ 39.00	\$ 78.00	2,607	2,897	3,326	3,859	4,391	4,491	4,590
\$ 47.00	\$ 94.00	2,672	2,970	3,409	3,955	4,501	4,603	4,705
\$ 55.00	\$ 109.00	2,737	3,042	3,493	4,051	4,611	4,715	4,820
\$ 70.00	\$ 140.00	2,803	3,115	3,576	4,148	4,720	4,827	4,935
\$ 79.00	\$ 158.00	2,868	3,187	3,659	4,244	4,830	4,940	5,049
\$ 88.00	\$ 176.00	2,933	3,260	3,742	4,341	4,940	5,052	5,164
\$ 98.00	\$ 195.00	2,998	3,332	3,825	4,437	5,050	5,164	5,279
\$ 107.00	\$ 214.00	3,063	3,405	3,908	4,534	5,160	5,276	5,394
\$ 118.00	\$ 235.00	3,128	3,477	3,992	4,630	5,269	5,389	5,508
\$ 128.00	\$ 255.00	3,194	3,549	4,075	4,727	5,379	5,501	5,623
\$ 139.00	\$ 277.00	3,259	3,622	4,158	4,823	5,489	5,613	5,738
\$ 150.00	\$ 299.00	3,324	3,694	4,241	4,920	5,599	5,725	5,853
\$ 161.00	\$ 322.00	3,389	3,767	4,324	5,016	5,708	5,838	5,967
\$ 164.00	\$ 328.00	3,454	3,839	4,407	5,113	5,818	5,950	6,082
\$ 167.00	\$ 334.00	3,519	3,912	4,491	5,209	5,928	6,062	6,197
\$ 171.00	\$ 341.00	3,585	3,984	4,574	5,306	6,038	6,175	6,312
\$ 174.00	\$ 347.00	3,650	4,056	4,657	5,402	6,148	6,287	6,426
\$ 184.00	\$ 368.00	3,715	4,129	4,740	5,498	6,257	6,399	6,541
\$ 187.00	\$ 374.00	3,780	4,201	4,823	5,595	6,367	6,511	6,656
\$ 191.00	\$ 381.00	3,845	4,274	4,906	5,691	6,477	6,624	6,771
\$ 194.00	\$ 387.00	3,911	4,346	4,990	5,788	6,587	6,736	6,886
\$ 197.00	\$ 394.00	3,976	4,419	5,073	5,884	6,696	6,848	7,000
\$ 200.00	\$ 400.00	4,041	4,491	5,156	5,981	6,806	6,960	7,115
\$ 204.00	\$ 407.00	4,106	4,564	5,239	6,077	6,916	7,073	7,230
\$ 207.00	\$ 413.00	4,171	4,636	5,322	6,174	7,026	7,185	7,345
\$ 210.00	\$ 419.00	4,236	4,708	5,405	6,270	7,136	7,297	7,459
\$ 213.00	\$ 426.00	4,302	4,781	5,488	6,367	7,245	7,409	7,574
\$ 216.00	\$ 432.00	4,367	4,853	5,572	6,463	7,355	7,522	7,689
\$ 220.00	\$ 439.00	4,432	4,926	5,655	6,560	7,465	7,634	7,804
\$ 223.00	\$ 445.00	4,497	4,998	5,738	6,656	7,575	7,746	7,918
\$ 226.00	\$ 452.00	4,562	5,071	5,821	6,752	7,684	7,858	8,033
\$ 229.00	\$ 458.00	4,627	5,143	5,904	6,849	7,794	7,971	8,148
\$ 236.00	\$ 471.00	4,758	5,288	6,071	7,042	8,014	8,195	8,377
\$ 242.00	\$ 484.00	4,888	5,433	6,237	7,235	8,233	8,420	8,607
\$ 249.00	\$ 497.00	5,019	5,578	6,403	7,428	8,453	8,644	8,836
\$ 255.00	\$ 510.00	5,149	5,722	6,570	7,621	8,672	8,869	9,066
\$ 262.00	\$ 523.00	5,279	5,867	6,736	7,814	8,892	9,093	9,295
\$ 268.00	\$ 536.00	5,410	6,012	6,902	8,006	9,112	9,318	9,525

For Enrollment and Recertification

\$ 274.00	\$ 548.00	5,540	6,157	7,069	8,199	9,330	9,542	9,755
\$ 281.00	\$ 561.00	5,670	6,302	7,235	8,392	9,551	9,767	9,984
\$ 287.00	\$ 574.00	5,801	6,447	7,401	8,585	9,770	9,991	10,214
\$ 294.00	\$ 587.00	5,931	6,592	7,567	8,778	9,990	10,216	10,443
\$ 300.00	\$ 600.00	6,061	6,737	7,734	8,971	10,209	10,441	10,673
\$ 307.00	\$ 613.00	6,192	6,881	7,900	9,164	10,429	10,665	10,902
\$ 313.00	\$ 626.00	6,322	7,026	8,066	9,357	10,648	10,890	11,132
\$ 320.00	\$ 639.00	6,452	7,171	8,233	9,550	10,868	11,114	11,361
\$ 323.00	\$ 645.00	6,518	7,244	8,316	9,646	10,978	11,226	11,476
\$ 329.00	\$ 658.00	6,643	7,388	8,465	9,778	11,093	11,371	11,651
\$ 335.00	\$ 670.00	6,768	7,533	8,614	9,910	11,207	11,516	11,826
\$ 342.00	\$ 683.00	6,893	7,678	8,763	10,042	11,322	11,662	12,001
\$ 348.00	\$ 695.00	7,018	7,822	8,912	10,175	11,437	11,807	12,176
\$ 354.00	\$ 708.00	7,143	7,967	9,061	10,307	11,552	11,952	12,351
\$ 360.00	\$ 720.00	7,268	8,112	9,210	10,439	11,667	12,097	12,526
\$ 367.00	\$ 733.00	7,394	8,256	9,358	10,571	11,782	12,242	12,701
\$ 373.00	\$ 745.00	7,519	8,401	9,507	10,703	11,897	12,387	12,876
\$ 379.00	\$ 757.00	7,644	8,546	9,656	10,835	12,012	12,532	13,051
\$ 385.00	\$ 769.00	7,769	8,690	9,805	10,967	12,127	12,677	13,225
\$ 391.00	\$ 782.00	7,894	8,835	9,954	11,099	12,242	12,822	13,400
\$ 397.00	\$ 794.00	8,019	8,980	10,103	11,231	12,357	12,967	13,575
\$ 404.00	\$ 807.00	8,144	9,124	10,252	11,363	12,472	13,112	13,750
\$ 410.00	\$ 819.00	8,270	9,269	10,401	11,495	12,587	13,257	13,925
\$ 416.00	\$ 832.00	8,395	9,414	10,550	11,627	12,701	13,402	14,100
\$ 422.00	\$ 844.00	8,520	9,558	10,699	11,759	12,816	13,547	14,275
\$ 428.00	\$ 856.00	8,645	9,703	10,848	11,891	12,931	13,692	14,450
\$ 435.00	\$ 869.00	8,770	9,848	10,997	12,023	13,046	13,837	14,625
\$ 441.00	\$ 881.00	8,895	9,992	11,146	12,155	13,161	13,982	14,800
\$ 447.00	\$ 893.00	9,020	10,137	11,295	12,287	13,276	14,127	14,975
\$ 453.00	\$ 905.00	9,146	10,282	11,444	12,419	13,391	14,272	15,150
\$ 459.00	\$ 918.00	9,271	10,426	11,593	12,551	13,506	14,417	15,325
\$ 465.00	\$ 930.00	9,396	10,571	11,742	12,683	13,621	14,563	15,500
State Monthly Income Ceilings 39% SMI		2,542	2,825	3,243	3,762	4,281	4,378	4,476
State Monthly Income Ceilings 85% SMI		5,540	6,157	7,069	8,199	9,330	9,542	9,755
State Monthly Income Ceilings 100% SMI		6,518	7,244	8,316	9,646	10,978	11,226	11,476
Area Median Income Ceilings (SF Only) 110% AMI		9,396	10,571	11,742	12,683	13,621	14,563	15,500