

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

As your program enrolls children for the **2021-22 program year**, we strongly recommend applying the following guidelines to prioritize enrollment for all Early Learning Scholarship and/or Preschool for All spaces. OECE'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.

INSTRUCTIONS: Centers enrolling children using their **Maximum Reimbursable Amount (MRA)** funding (excluding PFA enrollments) shall 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 **Sections II** and **III** below.

Applicable Enrollment Type: **Center-MRA**

I. PRIORITY ENROLLMENTS

When enrolling families into Center-MRA funded spaces, please ensure families in Category One are prioritized for enrollment before enrolling families in Category Two.

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
- 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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II. INCOME ELIGIBILITY

The Family qualifies for ELS because their income is at or below the appropriate income bracket in the following table. (Monthly Income represents the maximum Income at 85% SMI)

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
\$5,540	\$6,157	\$7,069	\$8,199	\$9,330	\$9,542	\$9,755

Determining Family Size:

“Family size” means the number of people constituting a “family” as determined by the number of biological or adoptive parents and their dependent children living in the household. When a child and his or her siblings are living in a family that does not include their biological or adoptive parent (e.g., Foster Care), only the child and related siblings shall be counted to determine family size.

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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V. PARENT/GUARDIAN SIGNATURE

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.

Parent Signature: _____ Date: _____

VI. Additional Questions & Answers:

What is an 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.

Do I charge Family Fees?

Family Fees do not apply in Fiscal Year 2021-2022 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 for these payment categories without any Family Fees taken out.

What is the income eligibility for Center-MRA funded spaces?

Families' total gross monthly income must be at or below 85% of the State Median Income (SMI) to qualify as eligible for Center-MRA funding.

How often do I need to recertify a family's income and eligibility?

Only the initial certification is required. You do not need to recertify a family's eligibility once they have been determined eligible and enrolled in your program.

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, the parent(s) may self-certify by indicated their total gross income amount, family size, and signing in *Section V*