

**2018-19 NC Pre-K Program Scorecard  
State Median Income and Federal Poverty Level Tables  
Documentation for Verification**

**NC Pre-K Program Scorecard**

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

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Determining Eligibility Factors**

- 1) Will the child be four years of age on or before **August 31<sup>st</sup>** of the program year?  
 \_\_\_ No (Child is not eligible)      \_\_\_ Yes (Move to question 2)
- 2) What is the annual family gross income? \_\_\_\_\_ What is the family size? \_\_\_\_\_

**Is either parent(s) - Check all that apply:**

(These are not eligibility requirements but this information will help DCDEE to leverage federal funding)

- Employed     Seeking employment     In post-secondary education  
 In high school or in a GED program     In job training     Other \_\_\_\_\_

- 3) Does the family's countable income fall at or below 75% of the State Median Income (SMI)?  
 \_\_\_ No (Go to question 4)      \_\_\_ Yes (Child is eligible; complete Tables A and B)
- 4) Does the child have an Individualized Education Plan (IEP)?  
 \_\_\_ No (Complete Tables A and B and move to question 5)  
 \_\_\_ Yes (Child is at risk; complete Tables A and B and move to question 5)

TABLE A		
Check one box for each:	Yes	No
Child has identified developmental disability	<input type="checkbox"/>	<input type="checkbox"/>
Child of eligible military family	<input type="checkbox"/>	<input type="checkbox"/>
Child has Limited English Proficiency	<input type="checkbox"/>	<input type="checkbox"/>
Child has chronic health condition(s)	<input type="checkbox"/>	<input type="checkbox"/>
Child has identified educational need(s) and/or IEP	<input type="checkbox"/>	<input type="checkbox"/>
Child and family are identified as homeless	<input type="checkbox"/>	<input type="checkbox"/>

TABLE B (TANF/MOE only)	Check one
130% of poverty and below	<input type="checkbox"/>
131 - 185% of poverty	<input type="checkbox"/>
186 - 200% of poverty	<input type="checkbox"/>
201 - 250% of poverty	<input type="checkbox"/>
251 - 300% of poverty	<input type="checkbox"/>
Above 300% of poverty	<input type="checkbox"/>

**1) (Please complete this question if you have answered question 4)**

Have one or more boxes in Table A been checked "Yes"?

- \_\_\_ No (Child is not eligible)  
 \_\_\_ Yes (Up to 20% of children in families with family incomes above 75% of the state median income may be deemed eligible and enrolled in NC Pre-K if the child has other designated risk factors. Children of eligible military families may be served without regard to income and are NOT required to be included in the allowed 20% of over-income families.)

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**75% of State Median Income Table**

<b>Table 1. 75 % STATE MEDIAN INCOME</b>	
<b>Family Size</b>	<b>75 Percent State Median Income</b>
1	\$27,300
2	\$35,700
3	\$44,100
4	\$52,500
5	\$60,900
6	\$69,300
7	\$70,875
8	\$72,450
9	\$74,025
10	\$75,600
11	\$77,175
12	\$78,750
<b>Effective October 1, 2016</b>	

**Federal Poverty Level Tables**

<b>Table 2. Determining Percent of Poverty Category for TANF/MOE Reporting</b>							
<b>Family Size</b>	<b>Federal Poverty</b>	<b>130%</b>	<b>150%</b>	<b>185%</b>	<b>200%</b>	<b>250%</b>	<b>300%</b>
1	\$12,060	\$15,678	\$18,090	\$22,311	\$24,120	\$30,150	\$36,180
2	\$16,240	\$21,112	\$24,360	\$30,044	\$32,480	\$40,600	\$48,720
3	\$20,420	\$26,546	\$30,630	\$37,777	\$40,840	\$51,050	\$61,260
4	\$24,600	\$31,980	\$36,900	\$45,510	\$49,200	\$61,500	\$73,800
5	\$28,780	\$37,414	\$43,170	\$53,243	\$57,560	\$71,950	\$86,340
6	\$32,960	\$42,848	\$49,440	\$60,976	\$65,920	\$82,400	\$98,880
7	\$37,140	\$48,282	\$55,710	\$68,709	\$74,280	\$92,850	\$111,420
8	\$41,320	\$53,716	\$61,980	\$76,442	\$82,640	\$103,300	\$123,960
9	\$45,500	\$59,150	\$68,250	\$84,175	\$91,000	\$113,750	\$136,500
10	\$49,680	\$64,584	\$74,520	\$91,908	\$99,360	\$124,200	\$149,040
11	\$53,860	\$70,018	\$80,790	\$99,641	\$107,720	\$134,650	\$161,580
12	\$58,040	\$75,452	\$87,060	\$107,374	\$116,080	\$145,100	\$174,120
<b>*Based on 2017 Federal Poverty Levels</b>				<b>Revised: January 2017</b>			

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**Definitions and Recommended Documentation for Verification**

<b>Data Element</b>	<b>Parent, guardian or caregiver statement substantiated by parent, guardian or caregiver signature is required for family size and kinship (e.g., signed and dated NC Pre-K Child Application)</b>
<b>Child's Name</b>	Provided by parent, guardian or caregiver on the signed NC Pre-K Child Application
<b>Birth Date</b>	Copy of child's birth certificate, medical records, immunization records or recorded in Family Bible
<b>Child's US Citizenship</b>	Parent, guardian or caregiver verification indicating "yes" or "no" on the signed NC Pre-K Child Application for US Citizenship (NOTE: US citizenship is not required for NC Pre-K eligibility – Data is used by DCDEE for TANF determination)
<b>Child's Ethnicity and Race</b>	Parent, guardian or caregiver verification indicating "yes" or "no" on the signed NC Pre-K Child Application for Child's Ethnicity and choosing one or more options for the Child's Race (NOTE: Ethnicity and race are not required for NC Pre-K eligibility – Data is used by DCDEE for the NC Pre-K Statewide Evaluation that requires the collection of demographic characteristics to include ethnicity and race.)
<b>County</b>	County of child's residence as documented on the signed NC Pre-K Child Application
<b>Military Status</b>	Military Member's leave and earnings statement
<b>Kinship  (signature required)</b>	<p>Kinship is established when the child in care lives with an adult relative or with a non-relative who has legal guardianship. If child is living with non-relative(s) or other adults that have legal guardianship, there must be a <u>legal document</u> verifying they have <u>legal guardianship</u> presented at the time of application.</p> <ol style="list-style-type: none"> <li>1. A parent that includes a biological mother or father, a legal mother or father or adoptive parent(s) after issuance of the final order of adoption.</li> <li>2. Alleged mother or father or other alleged maternal or paternal relative.</li> <li>3. A biological or half biological relative or adoptive relative limited to brother, sister, grandparent, great-grandparent, great-great-grandparent, uncle or aunt, great-uncle or aunt, great-great-uncle or aunt, nephew, niece or first cousin. Spouses of anyone in the above groups, even after the marriage has been terminated by death or divorce.</li> <li>4. A step relative limited to stepparent, stepbrother and stepsister.</li> <li>5. Other adults who have court ordered legal guardianship of a child. Foster parents <b>do not</b> have legal guardianship. Guardianship remains with the Department of Social Services.</li> </ol>
<b>Family Size  (signature required)  (Number in Family: parents, stepparents, guardians and all minor siblings)</b>	<p>Include the following individuals living in the child's home:</p> <ol style="list-style-type: none"> <li>1. The NC Pre-K child plus all <u>minor</u> brothers and sisters, half-brothers, half-sisters, stepbrothers and stepsisters.</li> <li>2. Parents and stepparents of these children. Minor siblings include anyone up to age 18 and still attending high school when the application is submitted to determine eligibility.</li> <li>3. Incarcerated or institutionalized individuals are not counted in family size.</li> <li>4. If a child is living with a relative such as a grandparent, aunt, uncle, etc., or another individual and these adult(s) are caregivers or have <u>legal custody</u>, then the family size consists of the NC Pre-K child, plus all minor brothers and sisters, half-brothers, half-sisters, stepbrothers and stepsisters living in the same household. The adults are <u>not counted</u>, nor are the children of these adults counted in family size.</li> <li>5. If a child is living with a relative such as a grandparent, aunt, uncle, etc., or another individual and these adult(s) have <u>legal guardianship</u>, then the family size consists of the NC Pre-K child, plus all minor brothers and sisters, half-brothers, half-sisters, stepbrothers and stepsisters living in the same household. The adults and children of these adults <u>are counted</u> as well in family size.</li> </ol>

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<p><b>Family Income</b></p> <p><u>Weekly</u>  <b>Multiply by 4.33 then by 12</b></p> <p><u>Bi-weekly</u>  <b>Multiply by 2.165 then by 12</b></p> <p><u>Semi-monthly</u>  <b>Multiply by 2 then by 12</b></p> <p><u>Monthly</u>  <b>Multiply by 12</b></p>	<p>Count parent, stepparent or guardian’s regular gross income (documentation required).</p> <p><b>Regular gross income may include</b> regular employment, income earned through sales commissions averaged over several months, regular employment through a temporary employment agency, temporary unemployment pay, child support payments, alimony payments, workman’s compensation and retirement/disability benefit income.</p> <p><b>Excluded from regular gross income</b> are parent, stepparent and child Supplemental Security Income, adoptive assistance, foster care payments, Pell grants/scholarships and irregular income (e.g., over-time, Work First, Food Stamps, student loans).</p> <p><b>If legal custodian, or other caregiver,</b> only count the child’s income including Social Security Income and Child Support Payments. Do not count Supplemental Security Income.</p> <p><b>If legal guardian,</b> count the adult’s income and child’s income including Social Security Income and Child Support Payments. Do not count Supplemental Security Income.</p>
<p><b>Income Documentation</b></p>	<p>Income verification must take place using one or more of the following documents:</p> <ol style="list-style-type: none"> <li>1. Tax Records ((W-2’s; 1040EZ-line 4; 1040-Adjusted Gross line 37; 1040A-Adusted Gross line 21)</li> <li>2. Pay Stubs (weekly – submit 2 consecutive pay stubs; bi-weekly - submit 2 consecutive pay stubs; monthly - submit at least1 full month’s pay stub)</li> <li>3. Award letters from the Social Security Administration</li> <li>4. Award letters from the Employment Security Commission</li> <li>5. Employer written statements signed by the employer (on letterhead, if available)</li> <li>6. Self-employed individuals – If tax records are not provided use total income from 1099’s, bank statements for business, itemized expense receipts, etc. (or minus 20% if no expense documentation is provided)</li> <li>7. Signed statements when the individual claims to have no verifiable countable income</li> </ol> <p>*Best practice – If a family member has started a new job, the agency should request additional pay stubs to determine eligibility accurately.</p>