

Scorecard, State Median Income and Federal Poverty Level Tables, Documentation for Verification

NC Pre-K Program Eligibility Form
(REVISED: Effective August 2015)

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 31st** 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, and/or IEP	<input type="checkbox"/>	<input type="checkbox"/>

1. 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"/>

- 5) **(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.)**

Note: Child Applications must be **dually signed** by the contracting agency to verify the information and documentation provided by the family is accurate and on file (birth dates, family income, chronic health issues, etc.) to support enrollment.

C. Eligibility for Families at or below 75% of State Median Income

Income eligibility for NC Pre-K is determined by family size and gross income.

Table 1. 75 % STATE MEDIAN INCOME	
Family Size	75 Percent State Median Income
1	\$26,069
2	\$34,090
3	\$42,112
4	\$50,133
5	\$58,154
6	\$66,176
7	\$67,680
8	\$69,184
9	\$70,688
10	\$72,192
11	\$73,696
12	\$75,200
Effective August 1, 2015	

D. Temporary Assistance to Needy Families/Maintenance of Effort

When a child is determined eligible for services, a % of poverty category must be determined (see Table 2), entered on the **NC Pre-K Program Eligibility Form** (Scorecard) and in NC Pre-K Kids and APP. **This information will be used for the purposes of meeting TANF/MOE requirements and will not affect eligibility determination.**

Table 2. Determining Percent of Poverty Category for TANF/MOE Reporting							
Family Size	Federal Poverty	130%	150%	185%	200%	250%	300%
1	\$11,770	\$15,301	\$17,655	\$21,775	\$23,540	\$29,425	\$35,310
2	\$15,930	\$20,709	\$23,895	\$29,471	\$31,860	\$39,825	\$47,790
3	\$20,090	\$26,117	\$30,135	\$37,167	\$40,180	\$50,225	\$60,270
4	\$24,250	\$31,525	\$36,375	\$44,863	\$48,500	\$60,625	\$72,750
5	\$28,410	\$36,933	\$42,615	\$52,559	\$56,820	\$71,025	\$85,230
6	\$32,570	\$42,341	\$48,855	\$60,255	\$65,140	\$81,425	\$97,710
7	\$36,730	\$47,749	\$55,095	\$67,951	\$73,460	\$91,825	\$110,190
8	\$40,890	\$53,157	\$61,335	\$75,647	\$81,780	\$102,225	\$122,670
9	\$45,050	\$58,565	\$67,575	\$83,343	\$90,100	\$112,625	\$135,150
10	\$49,210	\$63,973	\$73,815	\$91,039	\$98,420	\$123,025	\$147,630
11	\$53,370	\$69,381	\$80,055	\$98,735	\$106,740	\$133,425	\$160,110
12	\$57,530	\$74,789	\$86,295	\$106,431	\$115,060	\$143,825	\$172,590
<i>*Based on 2015 Federal Poverty Levels</i>				<i>Revised July 2015</i>			

E. Definitions and Recommended Documentation for Verification

During the application process, at a minimum, the items and documentation identified in the chart below must be collected for each child and family. This information will serve two purposes: (1) to determine NC Pre-K eligibility and (2) for the state to determine TANF (Temporary Aid to Needy Families) and CCDF (Child Care and Development Fund) Maintenance of Effort (MOE) and matching contributions.

Data Element	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)
Child's Name	Parent, guardian or caregiver statement
Birth Date	Child's birth certificate, medical records, immunization records or recorded in Family Bible
Child's SS #	Verification of child's social security number, if applicable
County	County of child's residence as documented on NC Pre-K Child Application
Military Status	Military Member's leave and earnings statement
Kinship (signature required)	<p>Kinship is established when the child in care lives with an adult blood relative or with a non-relative who has legal custody or guardianship*. If child is living with non-relatives or other adults that have legal custody or guardianship, guardian must present a <u>legal document</u> verifying they have <u>legal custody</u> or <u>guardianship</u>*.</p> <ol style="list-style-type: none"> 1. A parent which includes a natural mother or father, a legal mother or father or adoptive parent(s) after issuance of the final order of adoption. 2. Alleged mother or father or other alleged maternal or paternal relative. 3. A blood or half-blood 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. 4. A step relative limited to stepparent, stepbrother and stepsister. 5. Spouses of anyone in the above groups, even after the marriage has been terminated by death or divorce. 6. Other adults who have legal custody or guardianship of a child. Foster parents do not have legal custody or guardianship. Custody remains with the Department of Social Services.
Family Size (signature required) (Number in Family: parents, stepparents, all siblings)	<p>Include the following individuals living in the child's home:</p> <ol style="list-style-type: none"> 1. The NC Pre-K child plus all minor brothers and sisters, half-brothers, half-sisters, stepbrothers and stepsisters. 2. Parents and stepparents of these children. 3. Incarcerated or institutionalized individuals are <u>not</u> included. 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 legal custody, 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 not included, nor are the children of these adults counted. 5. If a child is living with a relative such as a grandparent, aunt, uncle, etc., or another individual and these adult(s) have legal guardianship*, 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 are counted as well.
Family Income (To convert weekly income to annual, multiply weekly by 4.3 to obtain monthly, then by 12 for annual.)	<p>Count parent or stepparent's regular gross income (documentation required). Regular gross income may include regular employment, income earned through sales commissions averaged over several months, regular employment through a temporary employment agency, child support payments, alimony payments, workman's compensation and retirement/disability benefit income. Excluded from regular gross income are parent, stepparent and child Supplemental Security Income, adoptive assistance, foster care payments and irregular income (e.g., over-time, temporary unemployment pay, Work First, Food Stamps, student loans). If legal custodian, or other caregiver, only count the child's income including Social Security Income and Child Support Payments. Do not count Supplemental Security Income. Count income from any <u>minor</u> siblings living in the home. If legal guardian* count the adult's income and child's income including Social Security Income and Child Support Payments. Count income from any <u>minor</u> siblings living in the home. Do not count Supplemental Security Income.</p>

* Guardians are only counted in the family unit, and their income is counted, only if both biological parents are deceased or their parental rights have been terminated by the court.

Guidance

Other considerations when determining income for child eligibility:

- Income verification must take place using one of the following documents:
 - Tax Records
 - Pay Stubs
 - Award Letters from the Social Security Administration
 - Award Letters from the Employment Security Commission
 - Employer statements
 - Business records for self-employed individuals
 - Signed statements when an individual claims to have no verifiable countable income
- For a child in the custody of DSS, income of the foster parents is not considered when determining eligibility. If the child has income such as Social Security death or disability benefits, that income would be counted. This is consistent with the Subsidized Child Care policy.
- Legal Custody is considered to have the same kinship to the child as a caregiver (could be long or short-term). If the child lives with a relative or non-relative because the parents are incarcerated, in a health/wellness facility, work/live in another city/state, etc., but the parents still have their parental rights, only count the NC Pre-K child and any other siblings in the family size. Income of the adults would not be counted.
- Legal Guardianship is awarded by the courts when the birth parents no longer have parental rights of the child or the birth parents have passed away. Count the adults, the NC Pre-K child and other siblings in the family size. The child and adult's income would be counted.
- For a child with a living parent or legal guardian, all the adult's income is counted from all sources to include retirement income and disability benefits.