

## REQUIRED DOCUMENTATION FOR THE PRE-K APPLICATION

The following documentation shall be provided by the parent/guardian prior to enrollment:

A. Official documentation that the child meets the age requirement.

1. A copy of birth certificate
2. Official hospital record with date of birth listed.

B. Official documentation that the child's immunizations are current or on a "catch up schedule".

1. Pediatrician Record
2. Record from Immunization Registry through the Arkansas Department of Health approval from  
Arkansas Department of Health of exemption

C. Documentation of one of the required eligibility criteria.

1) Family with gross income not exceeding 200% of Federal Poverty Level which is published annually. Earned income is income resulting from working in a paid position or receiving unemployment benefits from having worked in a paid position. It does not include benefits received from other sources such as TEFRA, SSI, child support, etc. Earned income or lack of earned income must be documented for both parents if two parent household.

- a. Paystubs documenting earned income or unemployment payments for the previous 30 days (full month of paystubs)
- b. W-2 forms
- c. Federal Income Tax Forms
- d. Schedule C or Schedule F, for self-employed only
- e. Free/Reduced Lunch Application documenting income amount, only if income is verified and signed by district representative (cannot be used by private providers)
- f. Letter from DHS caseworker showing family gross income is  $\leq$  200% of FPL (TEA, food stamp approval, child care voucher approval, verification of ARKids A with current eligibility status)
- g. Notarized letter, or letter on company letterhead, signed by employer showing annual, monthly, or hourly income (if hourly or weekly, number of hours worked daily or weekly).
- h. Notarized letter signed by each parent in the household verifying that parent(s) is not employed and has no earned income.

I. Medicaid Card if accompanied by written verification by DHS of ARKids of current active status.

2) Parents without a high school diploma

- a. Letter from high school parent last attended stating parent did not graduate
- b. High school transcript sent by high school
- c. Letter from GED program that parent is in process of earning a GED
- d. Notarized letter from parent stating that the parent did not graduate high school.

3) Low Birth Weight (< 5 lb., 9 oz.)

- a. Birth certificates
- b. Letter from hospital or doctor verifying birth weight
- c. Hospital birth card or announcement sent home with baby from hospital (only if birth weight is on the announcement)

4) Teen parent at child's birth (Under 18 years of age)

- a. Birth certificate of child (if parent age is listed)
- b. Birth certificate of mother/father and birth certificate of the child
- c. Driver's license/picture ID card and birth certificate of the child

5) A family with history of substance abuse/addiction

- a. A letter from doctor or treatment center treating family member
- b. A letter from social worker assisting family
- c. Law enforcement or Court Records

6) Be income eligible for Title I

- a. Letter from school stating that child qualifies for free or reduced lunch in a public school ABC program
- b. Letter from school stating that Sibling in public school qualifies for free or reduced lunch

7) Be eligible for services under IDEA

- a. Individualized Education Plan (IEP)
- b. Letter of IEP conference decision
- c. Evaluation / Programming Conference Decision Form
- d. Letter from Educational Cooperative serving the child

- 8) A family with a history of abuse or neglect or be a victim of abuse or neglect
  - a. Documentation from DHS
  - b. Law enforcement or Court Records
- 9) Demonstrable developmental delay as identified through appropriate screening
  - a. Screening Report from an Early Childhood Special Education Program
  - b. Letter from DHS Developmental Disability Services
  - c. Individualized Education Plan (IEP)
  - d. Letter of IEP conference decision
  - e. Evaluation / Programming Conference Decision Form
  - f. Letter from Educational Cooperative serving the child
  - g. Psychological Evaluation
  - h. Developmental Screening completed or verified by an Early Childhood Special Education
- 10) Limited English Proficiency
  - a. Letter from social worker
  - b. Letter from Bureau of Citizenship (INS)
  - c. Parent's green card
  - d. Letter from adult education program that parent is enrolled in adult education class
  - e. Written documentation of Observation of child and/or parent during screening