

**Executive Office on Early Learning (EOEL)
Public Pre-Kindergarten Program**

Application Packet School Year 2018 – 2019

- Eligibility Requirements and Application Information
- Application Checklist for Parents/Legal Guardians
- Application

Please Note:

- *As space is limited, it is recommended that families submit the completed application and all required documents as soon as possible. Incomplete applications or those with missing documents will be returned and must be re-submitted in their entirety.*
- *For applications received by April 30, 2018: Children applying to their home school (who live within the geographic boundaries of that school) are enrolled in the order in which completed applications and all required documents were received by the school. If space is still available, non-home school students are then enrolled in the order in which completed applications and all required documents were received by the school.*
- *Read this packet to find out about the program’s eligibility requirements and priority categories, application requirements, and acceptance and enrollment process.*

Executive Office on Early Learning (EOEL) Public Pre-Kindergarten Program

Eligibility Requirements and Application Information

School Year 2018-2019

Thank you for your interest in the EOEL Public Pre-Kindergarten Program. Please read the following information to find out about the program’s eligibility requirements, application requirements, and acceptance and enrollment process.

Is my child eligible for this program?

To qualify, families must meet certain eligibility requirements:

1. Children must be age four on or before July 31 of the current school year.
 - For school year 2018 - 2019, children born on or between August 1, 2013 - July 31, 2014 are eligible.
2. See application packet for priority categories that your child may be eligible for, which may include the income levels below:

| Family Size | Maximum Monthly Gross Income* | Maximum Yearly Gross Income* |
|--------------------|--------------------------------------|-------------------------------------|
| 2 | 4,733 | 56,790 |
| 3 | 5,975 | 71,700 |
| 4 | 7,218 | 86,610 |
| 5 | 8,460 | 101,520 |
| 6 | 9,703 | 116,430 |
| 7 | 10,945 | 131,340 |
| 8 | 12,188 | 146,250 |
| 9 | 13,430 | 161,160 |
| 10 | 14,673 | 176,070 |

*300% of Federal Poverty Guidelines for Hawaii

When can applications be submitted?

Applications and required documents can be submitted from March 1, 2018 for the upcoming 2018 - 2019 school year. Please note that applications must be submitted in their entirety to be considered for eligibility. Incomplete applications will be returned and must be re-submitted in their entirety.

How will students be selected?

Once a child is found to be eligible for the EOEL Public Pre-Kindergarten Program, selection for the program is determined by the order in which complete packets (applications and all required documents) were received. For complete packets received from March 1, 2018 to April 30, 2018, priority is given to those applying to their home schools. A home school is the school your child would attend based on the geographic location of your residence.

Each class is limited to 20 students. As space is limited, it is recommended that families submit the completed application and required documents as soon as possible.

Which school will I submit the application and required documents to?

Complete and submit the attached application along with the required documents to the school you would like your child to attend (see listing of schools on page 5).

A geographic exception is not required for the EOEL Public Pre-Kindergarten Program. However, priority is given to children who are applying to their home schools. These are the children who live within the geographic boundaries of the school. Contact the nearest school to find out whether your family resides in the school's home school area.

"Homeless" means individuals who lack a fixed, regular and adequate nighttime residence (within the meaning of section 42 USCS §11302(a)(1)) and includes:

- (i) children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
- (ii) children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of 42 USCS §11302(a)(2)(C));
- (iii) children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and
- (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle.

If you have any questions regarding the above, please call 1-866-927-7095.

What do I need to submit to the school?

A completed application includes the documents listed on page 6 (Application Checklist). Please verify that all documents have been included with your submission. An application will not be accepted without all the required documents. (Please also attach a self-addressed, stamped envelope with each application.)

How are children accepted into the program?

Acceptance into the program is determined as follows:

1. Age and financial eligibility requirements are met.
2. For applications received by April 30, 2018: Children applying to their home school (who live within the geographic boundaries of that school) are enrolled in the order in which completed applications and all required documents were received by the school. If space is still available, non-home school students are then enrolled in the order in which completed applications and all required documents were received by the school. Schools will send letters of acceptance to parents/legal guardians. The letters will instruct parents/legal guardians to enroll their child at the school office. Required school enrollment forms must be completed and submitted prior to the child's first day of attendance.
3. For applications received after April 30, 2018: Available spaces are filled solely based on the order in which completed applications and all required documents were received by the school. In other words, there is no priority given to children applying to home schools. Schools will send letters of acceptance to parents/legal guardians as applicable. The letters will instruct parents/legal guardians to enroll their child at the school office. Required school enrollment forms must be completed and submitted prior to the child's first day of attendance.
4. Once spaces are filled, the remaining applicants will be placed on a school-managed waitlist based on the order in which applications were received. Schools will send letters to parents/legal guardians notifying them of waitlist status.

| EOEL Public Pre-Kindergarten Program DOE Schools | | | |
|---|---------------------------------|--------------|------------------------|
| Island | School | Phone | Principal |
| Hawai'i | Honoka'a Elementary | 808-775-8820 | Rory Souza |
| | Ho'okena Elementary | 808-328-2710 | Nancy Jadallah |
| | Kea'au Elementary | 808-982-4210 | Janice Blaber |
| | Keonepoko Elementary | 808-313-4500 | Kasey Eisenhour |
| | Kohala Elementary | 808-889-7100 | Danny Garcia |
| | Konawaena Elementary | 808-323-4555 | Claire Yoshida |
| | Mountain View Elementary | 808-313-3200 | Wilma Roddy |
| | Na'alehu Elementary | 808-313-4000 | Darlene Javar |
| | Ka'u High and Pāhala Elementary | 808-313-4100 | Sharon Beck |
| | Pāhoa Elementary | 808-313-4400 | Michelle Payne Arakaki |
| Kaua'i | 'Ele'ele Elementary | 808-335-2111 | Paul Zina |
| | Kekaha Elementary | 808-337-7655 | Marilyn Asahi |
| Lāna'i | Lāna'i High and Elementary | 808-565-7900 | Elton Kinoshita |
| Maui | Hana High and Elementary | 808-248-4815 | Richard Paul |
| | Kula Elementary | 808-876-7610 | Chris Bachaus |
| Moloka'i | Kaunakakai Elementary | 808-553-1730 | Daniel Espaniola |
| | Kilohana Elementary | 808-558-2200 | Marilyn Simms |
| O'ahu | Kailua Elementary | 808-266-7878 | James Rippard |
| | Kalihi Uka Elementary | 808-832-3310 | Laura Ahn |
| | Keolu Elementary | 808-266-7818 | Gay Kong |
| | Linapuni Elementary | 808-305-2150 | Cindy Sunahara |
| | Nānākuli Elementary | 808-307-8600 | Lisa Ann Higa |
| | Waiāhole Elementary | 808-239-3111 | Alexandra Obra |
| | Waialua Elementary | 808-637-8228 | Scott Moore |

| Pre-Kindergarten Classrooms Funded by Kamehameha Schools and Supported by EOEL Public Pre-Kindergarten Program | | | |
|---|---|--------------|---------------|
| O'ahu | Nānāikapono Elementary | 808-305-7800 | Debra Knight |
| | Nānākuli Elementary (second classroom) | 808-307-8600 | Lisa Ann Higa |

Executive Office on Early Learning (EOEL) Public Pre-Kindergarten Program

Application Checklist

for Parents/Legal Guardians for School Year 2018-2019

_____ Find out how to apply.

- Obtain a copy of the Application Packet from any one of the EOEL Public Pre-Kindergarten Program schools. Or download an application from earlylearning.hawaii.gov or www.hawaiipublicschools.org (search for “Early Learning”).

_____ Find out if you are applying to your home school or not.

- Contact the school to find out if you reside in the home school area (within the geographic boundaries of the school). If you do, ask what documents are accepted for proof of residency. Make a copy of each document.

_____ Make a copy of one of the age-verifying documents listed below:

- Birth Certificate issued by State Department of Health (hospital documents and abstracts are not accepted)
- Passport

_____ Make a copy of one of the following verification documents listed below:

- Previous year’s **Federal Income Tax Return 1040 including all W-2s** for each parent/legal guardian
 - *Remove all social security numbers. See samples in packet.*
 - *As of May 1, 2018, only 2017 1040s and W-2s will be accepted.*
- **Form 1463 - Request for Information** from Department of Human Services (DHS)
 - See sample in packet.
 - Completed DHS Form 1463 (Request for Information) should reflect current eligibility for one of the following:
 - Financial Assistance (Temporary Assistance for Needy Families)
 - Food Stamps (Supplemental Nutrition Assistance Program - SNAP)
- **Benefit Verification Letter** from Social Security Administration (SSA) to show evidence of Supplemental Security Income (SSI) eligibility. According to the SSA, you can request a benefit verification letter online by using your *my Social Security* account. This letter is sometimes called a “budget letter,” a “benefits letter,” a “proof of income letter,” or a “proof of award letter.” (See sample in packet.)
- **Evidence of Foster Care** from Department of Human Services.

_____ Complete the application.

- Obtain a copy from any one of the pre-kindergarten program schools. Or download an application from earlylearning.hawaii.gov or www.hawaiipublicschools.org (search for Early Learning).

_____ Attach a self-addressed, stamped envelope for each application.

_____ Submit a complete packet (which includes a **completed application and copies of all required documents**), to the school where you are applying. Wait for notification by mail regarding your child’s eligibility for the program.

**Please make sure you submit a completed packet.
Incomplete packets will be returned and must be re-submitted in their entirety.**

Executive Office on Early Learning (EOEL)

Public Pre-Kindergarten Program Application for School Year 2018 – 2019

Please submit your application with the required documents to the school (see page 6).

Note: We are unable to review applications that do not have the required documents attached.

Eligibility

- **Your child must be age four on or before July 31 of the current school year.**
 - For school year 2018 - 2019, your child's birthday must fall on or between August 1, 2013 - July 31, 2014.
 - **In addition to the age requirement, priority is provided to children who fall under one of the following categories.** Please check all that apply:
 - Monthly/Yearly Gross Family Income at or below 300% of the Federal Poverty Guidelines (see page 2*)** **Foster Care**
 - Individuals with Disabilities Education Act** **Homeless, see page 3*** **English Language Learner (see "Language Information" section)**
- *see "Application Packet"**

Student Information

| | | | |
|---|------------|---|--|
| Name of School Applying To | | | |
| Student's Legal Name | Birth Date | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | |
| Residence Address | City | Zip Code | |
| Mailing Address (if different from residence address) | City | Zip Code | |

First Parent/Legal Guardian Information

| | | | |
|--|-------------------|---------------------------|--|
| First Parent/Legal Guardian Name | | Relationship to the Child | |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed | | | |
| Residence Address | City | Zip Code | |
| Mailing Address (if different from residence address) | City | Zip Code | |
| Home Phone Number | Cell Phone Number | Additional Phone Number | |
| Email Address | | | |

Second Parent/Legal Guardian Information - N/A (if not applicable)

| | | | |
|--|-------------------|---------------------------|--|
| Second Parent/Legal Guardian Name | | Relationship to the Child | |
| Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed | | | |
| Residence Address | City | Zip Code | |
| Mailing Address (if different from residence address) | City | Zip Code | |
| Home Phone Number | Cell Phone Number | Additional Phone Number | |
| Email Address | | | |

Language Information

Select a letter from the list of language codes and fill in the blanks below.

_____ Student's First Acquired Language _____ Language Most Often Spoken at Home _____ Language Most Often Used by Student

| | | | | | |
|----------------------|----------------------------|-----------------------|------------------------|-----------------------|-----------------------------------|
| A – English | F – Cebuano/Visayan | K – Vietnamese | P – Fijian | U – Pangasinan | Z – Other (Specify): _____ |
| B – Cantonese | G – Hawaiian | L – Chuukese | Q – Hmong | V – Portuguese | |
| C – Mandarin | H – Japanese | M – Pohnpeian | R – Lao | W – Spanish | |
| D – Ilocano | I – Korean | N – Cambodian | S – Marshallese | X – Thai | |
| E – Tagalog | J – Samoan | O – Chamorro | T – Pampango | Y – Tongan | |

Verification

I hereby certify that the information provided in this application and in the supporting documents is complete and true to the best of my knowledge. I agree to provide additional information and documentation upon request to complete my application.

| | |
|--|------|
| First Parent/Legal Guardian Signature | Date |
| Second Parent/Legal Guardian Signature (if applicable) | Date |

SCHOOLS MUST COMPLETE THIS SECTION – PART I

| | | | |
|--|--|--|-------|
| Student Information | Completed Application and Required Documents Reviewed/Received | | |
| Student's Legal Name _____ | Date | | Notes |
| Birth Date _____ | Time | | |
| School's Initial Receipt of Application | <input type="checkbox"/> School Office returned incomplete application and supporting documents to Parent/Legal Guardian on Date: _____ <input type="checkbox"/> Parent/Legal Guardian contacted regarding incomplete application and supporting documents on Date: _____ | | |

SCHOOLS MUST COMPLETE THIS SECTION – PART II

| | | | | | |
|-------------------------------------|-------------------------------------|--|-------------------------|--|--------------|
| Required Documents submitted | Eligibility: Age Requirement | | If not approved: | | Notes |
| | Approved | | Under Age | | |
| | Not Approved | | Over Age | | |
| _____ Birth Certificate or Passport | | | | | |
| _____ Financial Documents | | | | | |

Home School Yes No If child lives outside the school's geographic area, list child's home school: _____

Complete Attachment A for IDEA Services Completed Not Applicable

Note: DO NOT forward to EOEL without required documents and approval/non-approval for age.

Reviewer's Name

Reviewer's Signature

Date

EOEL MUST COMPLETE THIS SECTION

| | |
|----------------------|--|
| Date Received | Eligibility: Income Requirement <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved (exceeds FPG) |
| Notes | |
| Reviewer's Name | |
| Reviewer's Signature | Date |

FOR SCHOOL USE – APPLICATION STATUS

School office has sent to parent/legal guardian:

- Approval letter (form letter provided to school by EOEL)
 - Denial letter (provided to school by EOEL)
 - Wait list letter (sample letter provided by EOEL)
- Wait list # _____