

Application Checklist

for Parents/Legal Guardians (School Year 2023-2024)

_____ **Find out how to apply.**

Obtain a copy of the Application Packet from any one of the EOEL Public Prekindergarten Program schools or download an application from the [EOEL Public Pre-K Program](#) page.

_____ **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 (1) of the age-verifying documents listed below:**

- **Birth Certificate**, official copy issued by State Department of Health (hospital documents and abstracts are not accepted)
- OR **Passport**

_____ **Complete and attach “Questionnaire to Determine Eligibility MV1” form.**

_____ **Make a copy of at least ONE (1) of the following verification documents listed below for each parent/legal guardian. Please note that families applying to the EOEL Public Prekindergarten Program are required to turn in financial documentation for each parent/legal guardian listed on the application.**

- **Department of Human Services (DHS) Form 1463 (Request for Information) – Verification of Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF) benefits.**
Take this form to Department of Human Services (DHS) to be completed by their staff. You will need to complete DHS Form 1465 “Consent to Release information” giving DHS permission to release your benefit information regarding SNAP (food stamps) and/or TANF. DHS can then provide the necessary information using DHS Form 1463 “Request for Information”.
- **Official documentation from DHS verifying eligibility of SNAP and/or TANF benefits** that you may have already received.
- **2022 Signed Federal Income Tax Return, Form 1040 (2 pages)**
Remove all social security numbers.
- **Benefit Verification Letter** from Social Security Administration (SSA) to show evidence of Supplemental Security Income (SSI) eligibility. This letter is sometimes called a “budget letter,” a “benefits letter,” a “proof of income letter,” or a “proof of award letter.”
- **Evidence of Foster Care** from Department of Human Services.

_____ **Complete the application.**

Obtain a copy of the application from any one of the EOEL Public Pre-kindergarten Program schools or download an application from the [EOEL Public Pre-K Program](#) page.

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

_____ **Submit a complete packet** (which includes a **completed, signed and dated 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, signed and dated packet.
Incomplete packets will be returned and must be re-submitted in their entirety.**

QUESTIONS? Contact your nearest school or EOEL at 808-784-5350 or EOEL.Info@eoel.hawaii.gov.