

Application Checklist

for Parents/Legal Guardians (School Year 2024-2025)

- _____ 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 <http://earlylearning.hawaii.gov>

- _____ Find out if you are applying to your residential home school. If you are unsure, contact the school to find out if you reside 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, birth record 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.
 - 2023 Signed Federal Income Tax Return, Form 1040 (2 pages) **Remove all social security numbers.**
 - 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.
 - Official documentation from DHS verifying eligibility of SNAP and/or TANF benefits that you may have already received.
 - 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.

- _____ 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.

NOTIFICATION of program eligibility will be sent by mail to the address on the application.

**Please make sure you submit a completed, signed and dated application
Incomplete applications will be returned and must be re-submitted in their entirety.**

QUESTIONS? Contact the school you have applied to or EOEL at 808-784-5350 or EOEL.Info@eoel.hawaii.gov.