

Enrollment Guide for Providers

Seattle Preschool & Pathway Program 2021 – 2022

Who is eligible for the Seattle Preschool Program?

AGE

Children must be 3- or 4-years old on 8/31/2021. Children who are five years old on 8/31/2021 are eligible for Kindergarten and are not eligible for a City-funded preschool seat. If you would like to enroll a 2- or 5-year old child, you will need to modify your contract or otherwise place the child in an unfunded slot.

Age 3 or 4yrs old on 8/31/2021

ADDRESS

Families must live within Seattle city limits. Some zip codes include a Seattle address but are in unincorporated King County or Skyway. Children experiencing homelessness must have a nighttime address within Seattle city limits. **Addresses** can be confirmed using the City Council Member lookup tool: <https://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers>

Address Live within Seattle city limits

INCOME (PATHWAY ONLY)

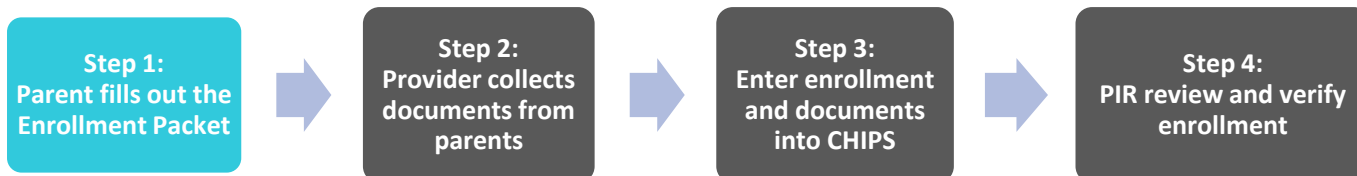
Children enrolled in Pathway seats must have a family FPL below 350%. Children who are above 350% FPL may be placed in a Private Pay seat in the same classroom, or otherwise, but are not eligible for Pathway.

Income Family FPL below 350%

Income limits for Pathway eligibility for 2021-2022:

Household size	Annual income (350% FPL)
1	\$45,080
2	\$60,970
3	\$76,860
4	\$92,750
5	\$108,640

Household size	Annual income (350% FPL)
6	\$124,530
7	\$140,420
8	\$156,310
9	\$172,200
10	\$188,088



Step 1: Parent fills out the Enrollment Packet

Providers and DEEL identify children to enroll in classrooms based on eligibility criteria, if applicable. The Enrollment Packet (EP) is the *second* step of the SPP intake process. SPP families may apply for SPP through DEEL for DEEL-selected SPP seats. Children enrolling directly in an SPP program with a provider, however, do not need to submit an application. Rather, they can *just* submit the EP and supporting documents.

The Enrollment Packet contains:

1. Child information
2. Parent information
3. Household members
4. Household income
5. Consent

The EP can either be **printed** or filled out as a **fillable PDF**, distributed by providers.

Directing families to the Portal: Providers may also submit the following information to their HSC and will receive a username and instructions to share with the family to log into the parent portal. This allows the family to complete their enrollment and upload their documents directly through the parent portal.

- Parent/Guardian name
- Relationship to child
- Parent/Guardian email
- Child name
- Child DOB
- Site
- Previously enrolled? (yes or no)
- Program alignment (i.e. ECEAP, Head Start, Dual Language, None, Special Education, etc.)



Step 2: Provider collects documents from parents.

Providers will collect Enrollment Packets (EPs) and supporting documents from parents, depending on the type of program slot the child is enrolling in: SPP, Pathway, or Private Pay.

The Seattle Preschool Program enrollment is classroom-based. All children in the SPP classroom must be enrolled in CHIPS and verified by DEEL before starting in the classroom.

Providers determine the slot designations in collaboration with their Human Service Coordinators and Education Specialists.

Types of Slots in the SPP Classroom

DEEL-Selected	Agency-Selected, ECEAP or Head Start	Agency-Selected, Previously Enrolled or Program Aligned
DEEL selects these children from the pool of applicants who submitted an application at seattle.gov/applyspp . DEEL prioritizes students based on age, school zones, DLL and income; children experiencing homelessness or in foster care get absolute priority.	Agencies with ECEAP or HS slots in the SPP classroom will select these children. The <i>ECEAP and HS enrollment process</i> will verify child's age and income. Children must live within Seattle city limits.	Agencies may select children from younger classrooms in their agency or from communities that represent the mission/curriculum of the organization. These children must meet eligibility criteria.
Parents/Guardians of children will need to submit: <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	Parents/Guardians of children will need to submit: <input type="checkbox"/> Address <input type="checkbox"/> Consent <input type="checkbox"/> FPL% as calculated by the provider	Parents/Guardians of children will need to submit: <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet
Agency-Selected, Special Education	Agency-Selected, Dual Language	Agency-Selected, Ineligible
Agencies with SPP+ (inclusive) classroom structures may select children with IEPs. The <i>IEP enrollment process through SPS</i> will verify child's age and address.	Agencies with dual language classrooms may identify native speakers of the classroom language. Children must meet eligibility criteria.	Agencies may identify students who don't meet SPP eligibility criteria. DEEL will not reimburse the agency for these slots, families will pay the provider directly. Enrolling ineligible students reduces contract slot numbers.
Parents/Guardians of children will need to submit: <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	Parents/Guardians of children will need to submit: <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	Parents of children will need to submit: <input type="checkbox"/> Consent

The Pathway Program enrollment is slot-based. DEEL compensates providers for Pathway slots and only Pathway children are considered in performance pay requirements. All children in the Pathway classroom, however, receive services from DEEL, and will need to consent to those services and providers.

Providers determine the number of slots in collaboration with their Human Service Coordinators and Education Specialists. The remainder of the licensed classroom, less the Pathway slots, is considered “Private Pay” regardless of other programs those children may be enrolled in (ECEAP or Head Start.)

Types of Slots in the Pathway Classroom	
Pathway	Private Pay
Agencies identify children who meet all eligibility criteria to enroll in Pathway slots. Slots are part of the contracting process and are restricted to specific sites as enumerated in the contract. Changes in these slot numbers require a contract amendment.	Any children in the Pathway classroom who are ineligible for Pathway are considered Private Pay. This includes children who <i>may be</i> eligible for Pathway, but are enrolled in a different funding model (like ECEAP).
Parents/Guardians of children will need to submit: <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	Parents/Guardians of children will need to submit: <input type="checkbox"/> Consent

Declining Consent for *Private Pay* Children

Parents are allowed to decline consent if their child is not in a Pathway (or SPP) seat. However, if the parent refuses to sign consent, DEEL encourages the provider to consider a different classroom for the child, first. If that is not an option,

- DO NOT enter child into CHIPS
- DO NOT enter child into DEEL's TSG account
- DO NOT enter child into ASQ online
- Please make sure your Human Service Coordinator (HSC) is informed when you have a refusal

These children may not be observed by DEEL coaches, receive SKCPH supports/observations/referrals, nor receive assessments funded by DEEL, like PPVT. It is the provider’s responsibility to ensure unconsented children in the classroom do not receive any services funded or facilitated by DEEL.

Supplemental Forms for Verification

Addresses

- **Confirm:** Use the *City Council Member lookup tool* to confirm if the address is within City limits: <https://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers>
- **Homeless:** Families experiencing homeless (defined by McKinney-Vento) should fill out the *Housing Affidavit*. The family must have a current nighttime address inside Seattle city limits to be eligible.
- **Insufficient documents:** Families unable to collect documents per the “Address” list above may use the *Housing Affidavit* to explain their housing situation.
 - If a family plans to live in Seattle but is not currently, DEEL discourages enrolling of that child until *some* confirmation of address could be obtained (including a signed lease or offer to purchase a house.)

Income

- **Opt-Out:** Families enrolling in SPP only (not Pathway) may opt out of verifying income using the *Opt-Out of Verifying Income Form*
- **No Income:** Families who have no income for the parents/legal guardians of the enrolling child may fill out the *Declaration of No Income Form*
- **Self-Employed:** Self-employed parents/legal guardians will submit the self-employment form and any documents applicable. Instructions/guidance is included on the form.
- **Child Support Form:** Parents who receive child support that’s not mandated by the court can use this form to verify child support.
- **Foster Care:** Children in foster care will not need to meet income eligibility, verify income for SPP Tuition purposes, or list all household members. Foster care documentation should be submitted instead.

Acceptable Documents

The following list of documents are acceptable demonstrations of these eligibility criterion: Age, address and income. Depending on the type of program slot the child is enrolling in, the Provider will need to ensure parents understand which documentation to submit based on the type of slot (refer to “Type of Slots” table on page 2.)

❑ CHILD’S AGE
All programs have an age requirement. Submit **ONE** document from this list:

- Birth certificate
- Medical record
- Passport
- Immigration documentation with birthdate
- Government issued ID

❑ ADDRESS
Documentation must be no more than 3 months old, including the name of the applicant. It cannot be envelopes or personal correspondence.

All DEEL programs are for people who live in the City of Seattle only. For families in transition, are homeless, or otherwise unable to provide the documentation below, please contact DEEL to request a housing affidavit form.

Submit **ONE** document from this list **OR** Submit **TWO** documents from two different sources from this list.

- Utility bill (*gas, water/garbage, light/electrical, cable, landline phone*)
- Insurance document (*health, car, etc*)
- Home/renter’s insurance
- Benefits document from the agency (*DSHS, SSI, paystub, etc*)
- Mortgage document
- Financial document (*bank statement, retirement, credit card statement, et*)
- Other bills
- Driver’s license (non-expired; can only submit one per household)
- Lease or housing agency letter (current)

❑ INCOME
Submit documentation for **all** income your household receives.

If you have employment from...

EMPLOYMENT (Submit one of these options)

- Paystubs from your previous 3 full months
- Employer letter (**only when starting a new job**) --must be on letterhead, include the start date, hours worked, wage and dated from the last 90 days
- Self-employed—request the self-employment form from DEEL

STUDENT (Submit any applicable)

- Financial aid- Award letter
- Work study- Award letter or supervisor letter including hours/wage

OTHER INCOME

- TANF or other cash benefits – current award letter
- Rental income- *Schedule E* tax document from most recent tax year
- Other income –three months of statements

If you have...

CHILD SUPPORT (Submit either of these options)

- Received: Court documentation with amount
- Received: Child Support Statement (request from DEEL)

Paid weekly?
Submit 12 paystubs

Paid every two weeks?
Submit 5-7 paystubs

Paid bi-monthly?
Submit 6 paystubs

Paid monthly?
Submit 3 paystubs

For specific questions about documents, please speak with your Program Intake Representative (PIR.)

Opting-out of verifying income (for SPP only)

Every child in SPP receives subsidy for preschool simply by being enrolled in SPP. The subsidy level varies depending on the household’s FPL, which is why DEEL must verify the household (HH) income for each child to determine the tuition amount. Parents may choose to opt out of verifying their income, in favor of accepting full tuition. Full tuition for 2021-2022 will be \$11,400 (divided into ten payments for the whole school year.) If a parent would prefer to opt out of verifying their income, they may submit an *Opt-out of verifying income* form. Households with gross annual income above the amounts in the table will pay full tuition.

Household size	Annual gross income (+760% FPL)
2	\$132,300
3	\$166,800
4	\$201,600
5	\$236,000
6	\$270,600

Timeline

March 19: Enrollment packet is available to directors and CHIPS is available for data entry and document uploads.

July 1: Enter all known enrollments into CHIPS (rising toddlers, ECEAP, etc.)

August 15: Last date to enter *complete* enrollment packets into CHIPS to guarantee the child may start on the first day of school. Any enrollment without complete documents on August 15th will have no guarantee of verification by the first day of school.



Step 3: Enter enrollment and documents into CHIPS

Providers may begin entering enrollment information for 2021-22 into CHIPS immediately. Providers are responsible for collecting complete Enrollment Packets and supporting documentation from parents. If submissions are incomplete, the PIR will indicate additional needs in the “Follow Up Notes” section of the Enrollment page in CHIPS.

Depending on the type of enrollment you’re entering into CHIPS, the income and/or household member pages may be skipped. Refer to the “Types of Slots” for guidance on what information may need to be collected and entered into CHIPS.



Step 4: PIR Review and Verify Enrollment

Program Intake Representatives will work directly with agencies to collect documents from parents. PIRs will verify age, address, and income, depending on the type of program slot. If information is incomplete, it is up to the provider to monitor the Enrollment page in CHIPS for follow-up needs.

When a child is officially enrolled, you will see the enrollment status in CHIPS listed as *Enrolled*.

Providers will also be responsible for notifying Pathway and SPP Agency-Selected children when the enrollment has been finalized or when the child is determined ineligible.

Tuition

For Seattle Preschool Program participants, tuition may be collected during 2021-2022. Parents/guardians are encouraged to notify their PIR or preschool@seattle.gov when their income has decreased during the school year. PIRs will re-verify income and may decrease the tuition amount. Tuition letters for 2021-2022 will be sent beginning in May, confirming enrollment is finalized and tuition amounts for the upcoming school year.

Child Care Assistance Program (CCAP)

Families will be able to indicate interest in receiving childcare subsidies through CCAP on the consent form. If the parent checks this off, the PIR will review potential eligibility and will work directly with the provider to determine the best course of action (i.e. either the PIR or the provider communicating directly with the parents to enroll in CCAP.)

If the family has fully completed the enrollment packet for 2021-2022, an abbreviated CCAP application, *CCAP Application for Preschool Families*, is all that needs to be completed. If you would like to proactively offer this application to the family, upload it to their Preschool enrollment as an “Enrollment Packet” in CHIPS.