

## Menominee County Preschool/Early Childhood Application

Menominee County Intermediate School District

1201 41<sup>st</sup> Ave, Menominee, MI 49858

Phone: 906-863-5665 ext. 1046; Fax 906-863-7776

*"Like us" on Facebook—Great Start Parent Coalition Menominee County*

**Why US?** We teach children to learn through play and how to interact positively with others.

### How to Enroll:

1. Contact your school district or the Intermediate School District above to turn in your application and have someone contact you to review.
2. Bring a copy of your child's immunization records.
3. Bring a copy of your child's birth certificate.
4. Bring proof of income from the list below that applies to your family situation. (If there is joint custody, you will need to supply income information for both households.)

**We cannot process your application without this information 😞**

- a. 2021 Income tax form: this is all we need unless your circumstances have changed. If you do not have this document, please bring in the following to verify your income.
- b. W-2
- c. TANF documentation
- d. A month of pay stubs or pay envelopes
- e. Unemployment statement
- f. Written statement from employer
- g. Foster care reimbursement
- h. SSI documentation
- i. Child support
- j. Alimony
- k. Pensions
- l. Other



***These materials were developed under a grant awarded by the Michigan Department of Education.***

**Great Start Readiness Program (GSRP)**  
**Menominee-Delta-Schoolcraft Joint Recruitment/Enrollment**

The Michigan Department of Education oversees all Great Start Readiness Programs and requires that a process is followed for recruitment and enrollment which allows the children with the greatest need to be placed in high-quality preschool first. We work directly with MDS-CAA, our Head Start partner to make sure this happens.

The ***Menominee-Delta-Schoolcraft Early Childhood Application*** is used to help place children in Early Head Start, Head Start, and GSRP; therefore, families can apply for any child 0-5 years-old using this **one** application.

**What does this mean for you and your family?**

- Handing in an application does **not** guarantee your child a spot in a certain program.
- You **may** get a follow-up call if further documentation is needed for proof of income. A meeting may be scheduled to gather further information, or your options may be discussed with you over the phone.
- **All** children are placed on a waitlist during application processing. Those families found to be eligible for Head Start will have an opportunity to learn about the comprehensive services available to them. It is our goal to ensure that as many children as possible get into high-quality early care and education so it could take up to a few months to complete the process. Our aim is to have all children assigned to a program by mid-July; though this is dependent on families turning in applications early.
- You will be offered the best possible option for programming and services, and your needs and preferences will be discussed with you.
- Though we will make every effort to fill each family's needs, it would be wise to make yourself aware of other high-quality preschool & child care options for the fall, in the event that classes fill up and your child needs to stay on the waitlist. Go to [www.greatstarttoquality.org](http://www.greatstarttoquality.org) for help in locating other high-quality options in your area.

The ***Menominee-Delta-Schoolcraft Early Childhood Joint Recruitment & Enrollment Process*** has been explained to me and I understand what the next steps will be.

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Parent/Guardian Signature

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Date

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Intake Representative

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Date



# Menominee County Early Childhood Application



By **Dec.1st**, a participant **MUST** be: an expectant mother, or birth-3 yrs old for **Early Head Start**; or 3 or 4 yrs old for **Head Start**

**Return by mail, fax or email to:**

Angie Gardner, Family/Comm. Manager Ph: (906)786-7080, ext 141  
MDS CAA Early Childhood Program Fax: (906)786-6889

By **Sept.1st**, a participant **MUST** be 4-years-old for the **Great Start Readiness Program (GSRP)**

**Return to your school; or by mail, fax or email to:**

Jennifer MacDonald, GSRP Coordinator Ph: (906) 863-5665 Ext 1046  
Menominee County ISD Fax: (906) 863-7776

**Child's Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ ☐ Male ☐ Female

**Child's address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Preschool / childcare child currently attends:** \_\_\_\_\_

**Is your child's primary language\* English?** ☐ Yes ☐ No **If no, what is the primary language?** \_\_\_\_\_

*\*Primary language means the dominant language used by a person for communication*

**Child's ethnicity:** Hispanic ☐ Yes ☐ No *(A child's race / ethnicity is not considered when determining a family's eligibility)*

**Child's race:** ☐ American Indian or Alaska Native ☐ Asian ☐ White ☐ Multi-racial ☐ Black/African-American ☐ Native Hawaiian or Pacific Islander ☐ Other : \_\_\_\_\_

**Does this child have health insurance?** ☐ Yes ☐ No **Insurance Name and Number:** \_\_\_\_\_

**Mother** (or expecting mother)/Guardian Full Name: \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Employed (Check one):** ☐ Yes ☐ No **Status:** ☐ Part-Time ☐ Full Time ☐ Seasonal **Highest level of education completed:** \_\_\_\_\_

**Address (If different than child):** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary phone number:** \_\_\_\_\_ **Do you text at this number?** ☐ Yes ☐ No **Email:** \_\_\_\_\_

**Marital status (Check one):** ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Live-in Partner

**Race:** \_\_\_\_\_ **Currently pregnant? (Check one):** ☐ Yes ☐ No **Due date:** \_\_\_\_\_

**Father** / Guardian Full Name: \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Employed (Check one):** ☐ Yes ☐ No **Status:** ☐ Part-Time ☐ Full Time ☐ Seasonal **Highest level of education completed:** \_\_\_\_\_

**Address (If different than child):** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Primary phone number:** \_\_\_\_\_ **Do you text at this number?** ☐ Yes ☐ No **Email:** \_\_\_\_\_

**Marital status (Check one):** ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Live-in Partner

**Race:** \_\_\_\_\_

**Other Family Members:** First, Middle & Last names of all other children living in the home **Birth date:** **Sex:** **Related to:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For those programs where transportation services are not offered, are you able to transport your child each day? ☐ Yes ☐ No

For children placed in a program with bussing, please list:

**Pick-up location – Name & Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**Drop-off location – Name & Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**\*Office Staff Only: Bus Route to School:** \_\_\_\_\_ **From School:** \_\_\_\_\_

**Program preference, if any:** ☐ Full Day ☐ Part Day (☐ AM or ☐ PM) ☐ Toddler Room ☐ Home-based

**Preferred program name or location:** \_\_\_\_\_

**A secondary contact number or message phone in case you cannot be reached at numbers above:** \_\_\_\_\_

**School district in which the child lives or plans to attend:** ☐ Menominee ☐ Stephenson ☐ Carney ☐ North Central

**Elementary school closest to child's home:** \_\_\_\_\_

## Income Eligibility Information

Parents/guardians must provide proof of income including ALL sources of family income as outlined below. The period of time to be considered for eligibility is the 12 months, or the calendar year prior to applying, whichever is more accurate in reflecting a family's current need. Early Childhood Staff will review and need copies of all proof of income and are available to assist families in determining what documentation is needed. Copies may be made by the applicant and included with the application or can be made on-site as needed.

A **FAMILY** is defined as all persons living in the same household who are:

Supported by the income of the parent/guardian(s) of the child applicant (or spouse & self for pregnant mom) **AND**, related to the parent/guardian(s) by blood, marriage, or adoption.

The one exception is for Early Head Start (EHS) applicants who are pregnant, under the age of 20, and not married. In this case, the applicant's income determines eligibility regardless of her parents' income even if she still lives with them.

### FAMILY DEMOGRAPHICS:

# of Adults in the family \_\_\_\_\_,

# of Children in the family \_\_\_\_\_,

Income Source	\$ Amount	Verified (X)	Notes
Income Tax from 1040	Gross:		
W-2			
TANF documentation (FIP Cash Assist.)			
SNAP documentation (food program)			
Pay stubs			
Unemployment Statement			
Written statement from employer			
Adoption/Foster care payments			
SSI Documentation			
Child Support			
Pension(s)			
Other: (Veterans benefits, SSDI, rental income, alimony)			
Total Income:			

I certify that this information is true and understand that if any part is false, participation may be terminated. I understand that the information in this application is confidential within the agencies providing early childhood services. I'm aware that changes to my income status may make me eligible for reassessment and it is my obligation to inform the program of such an event.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff person verifying income \_\_\_\_\_

Date \_\_\_\_\_

### FOR ADMINISTRATIVE USE ONLY – DO NOT WRITE BELOW THIS LINE

Income Eligibility: Elig TNF SNAP FOS HML 101-130 % Over	Program: EHS HS	Points :	Center:	Class Age:	FCM/C Eligibility Review: I have reviewed the application and have determined eligibility.
GSRP Income Eligibility: 131-250% 251% & Over	GSRP Program: SE SG SMP SR SMQ SMN				

Eligibility Notes \_\_\_\_\_

**GSRP/Head Start/Early Head Start Child & Family Risk Factors**

Answer all of the following questions by placing an X in the Yes or No Box	Yes	No
<b>1. Low family income (See Early Childhood Application)</b>		
Is income unreliable or do parents experience stress related to the loss of income?		
Is either parent unemployed or underemployed?		
<b>2. Diagnosed disability or identified developmental delay</b>		
Does this child have a referral or diagnosis from a physical or mental health system or provider, or other early childhood program? Please Describe:		
Does this child have a Special Education referral with developmental concerns noted, but not eligible for services?		
Does this child have an Individualized Education Plan (IEP) from the school district or an Individualized Family Service Plan (IFSP) from Early on? Please share diagnosis:		
<b>3. Severe or challenging behavior</b>		
Has this child been expelled from preschool/child care due to severe or challenging behavior?		
Does this child or anyone else in the home demonstrate intense anger or aggression, physically hurting others or damaging property when angry?		
Has this family participated in family counseling or any other program to help manage your child's behavior?		
<b>4. Primary home language other than English</b>		
Is this child entering school not able to speak English and must learn the language?		
Is there a language spoken in home other than English? Specify:		
<b>5. Parent/Guardian educational attainment</b>		
Did either parent drop out of school, struggle or attend special education classes in school?		
Does either parent have trouble reading to your child?		
Is either parent disabled?		
<b>6. Physical/sexual abuse/neglect of child or parent/substance abuse/addiction</b>		
Is, or has this child been abused physically or sexually?		
Is, or has there been domestic or spousal abuse of a parent or sibling?		
Has this child been removed from home for neglect or has a parent been charged with neglect?		
Has there been abuse of alcohol, prescription, or non-prescription drugs by family members who live in the home?		
Is either parent an adult child of an alcoholic?		
<b>7. Environmental risk</b>		
Is this child in foster care or a ward of the court?		
Has this child lost a parent due to separation, divorce or absence?		
Has this child lost a parent due to a sentence to jail or prison?		
Has this child lost a parent or sibling due to death?		
Is this child living with a relative or person other than the biological parent(s)?		
Does this child have a parent who is currently away due to active military service?		
Is this a single parent family?		
Does this child or other family member in the home suffer from mental illness? (i.e., Bipolar Mania, Schizophrenia, Clinical Depression, Personality Disorder, etc.)		
Does this child or other family member in the home suffer from chronic illness or life threatening disease? (i.e., asthma, allergies, chronic ear infections, vision or hearing problems, weight or growth concerns, cancer, dialysis, heart failure, seizure, sickle cell anemia, etc.) Other:		
Was this child born to a teenage parent; or into a family with 3 or more children under age 5?		
Is this child's home/neighborhood unsafe due to crowding, crime, lack of utilities or safe spaces to play?		
Was the child exposed to toxic substances (pre or postnatal) known to cause learning or developmental delays; such as Fetal Alcohol Syndrome, drugs, or exposure to lead?		
Does this family reside in an area with limited access to community resources?		
Is the family without a fixed, regular and adequate nighttime residence? (Does not have a consistent place to live, home is in foreclosure, stays with another family because there are no other options, or moved 3 or more times in the past year)? (Separate form required)		

**This section is for Early Head Start (EHS) families ONLY: Pregnancy through Age 2**

<b>Additional EHS Only Risk Factors:</b> Place an X in the Yes or No Box, including additional information as requested.	<b>Yes</b>	<b>No</b>
Mother is currently pregnant		
There is/was a lack of consistent prenatal care with this child, or this pregnancy.		
There are/were health care issues with this child, or this pregnancy. (Please explain)		
The child was born low birth weight. (Under 5 lbs. 8 oz)		
There were birth complications. (Please explain)		
This was a premature birth, prior to 37 weeks of gestation. How many weeks early?		
This is a first-time parent.		
Well child checks have been inconsistent or immunizations are not up to date.		
This child has a suspected medical condition. (Please explain)		
There are childcare issues. (Please explain)		
(3) No previous EHS services have been used, or services were for less than 1 year		
(2) Prior EHS services were used for 1, up to 2 years		
(1) Prior EHS services were used for 2, up to 3 years		

I certify that all the information provided in this application is true to the best of my knowledge and hereby release this information to be shared with Delta-Schoolcraft School Readiness Advisory Committee and the member agencies that serve children and families.

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff person Signature**

\_\_\_\_\_  
**Date**

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**FOR ADMINISTRATIVE USE ONLY:**

\_\_\_\_\_(3) EHS/HS income eligibility (0-100%)  
\_\_\_\_\_(2) Automatic HS/GSRP- Foster, SSI, TANF, Unstable housing,  
\_\_\_\_\_(1) EHS/HS 101-130%

**Total:** \_\_\_\_\_

**Great Start Readiness Program (GSRP)**  
**INCOME ELIGIBILITY GUIDELINES**  
**for Fiscal Year 2023 - 24**  
**Effective July 1, 2023 to June 30, 2024**

Household Size	Quintile #1 Federal Poverty Level* 1 - 50%			Quintile #2 Federal Poverty Level* 51 - 100%			Quintile #3 Federal Poverty Level 101 - 150%			Quintile #4 Federal Poverty Level 151 - 200%			Quintile #5 Federal Poverty Level* 201 - 250%		
	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK	ANNUAL	MONTH	WEEK
1	7,290	608	141	14,580	1,215	281	21,870	1,823	421	29,160	2,430	561	36,450	3,038	701
2	9,860	822	190	19,720	1,644	380	29,580	2,465	569	39,440	3,287	759	49,300	4,109	949
3	12,430	1,036	240	24,860	2,072	479	37,290	3,108	718	49,720	4,144	957	62,150	5,180	1,196
4	15,000	1,250	289	30,000	2,500	577	45,000	3,750	866	60,000	5,000	1,154	75,000	6,250	1,443
5	17,570	1,465	338	35,140	2,929	676	52,710	4,393	1,014	70,280	5,857	1,352	87,850	7,321	1,690
6	20,140	1,679	388	40,280	3,357	775	60,420	5,035	1,162	80,560	6,714	1,550	100,700	8,392	1,937
7	22,710	1,893	437	45,420	3,785	874	68,130	5,678	1,311	90,840	7,570	1,747	113,550	9,463	2,184
8	25,280	2,107	487	50,560	4,214	973	75,840	6,320	1,459	101,120	8,427	1,945	126,400	10,534	2,431
For each additional family member add	2,570	214	49	5,140	428	99	7,710	643	149	10,280	857	198	12,850	1,071	248

\*Families at or below 100% of poverty must be referred to Head Start. Enrollment in GSRP is deferred until the referral process is complete.

\*\*Head Start grantees that demonstrate all children at 100% are being served may receive approval to serve up to 35% of their enrolled children from families with incomes up to 130% of the federal poverty level.