



Eligibility & Enrollment FAQs

Frequently asked questions about applying at Sheltering Arms

Q: What is the difference between eligibility (application) and enrollment?

A: Eligibility is determining which program your child is eligible for (Pre-K, Early Head Start, Preschool Head Start, and Tuition based care) and completing the preliminary registration process for that program. It does not guarantee that a space will be available. It does however; secure your child's position on the waiting list for the school year. Enrollment takes place once you have been notified there is an actual space available for your child. It involves completing additional paperwork in preparation for your child to enter one of our locations.

Q: What forms or paperwork do I need to provide to determine eligibility and/or be added to the waiting list?

A: The following documentation is required:

- **Proof of the Child's Age** (birth certificate, confirmation of birth, passport, green/pink card also acceptable)
- **Social Security Card** (Pre-K Only)
- **Proof of Income for a 12-Month Period** (1040 tax return, W-2, Notarized Letter from Employer or Letter on Official Letterhead, 12 months of paystubs – starting with most recent, TANF/SSI statement, child support statement, pension statement, school loan statement, unemployment statement, social security statement)
- **Proof of Residency** (lease agreement, mortgage statement, utility bill – power/water/gas)
If any of these documents are not in your name, you must provide a notarized letter from the person you live with AND a lease/utility bill in their name.
- **Proof of Legal Guardianship** (if applicable) – Legal foster parents are not required to supply income information
- **Proof of Insurance** (if child has health insurance)
- **IFSP/IEP** (Individual Family Service Plan/Individualized Education Program, for children with special needs)



Q: Am I required to provide income?

A: You are only required to provide income if you are applying for financial assistance for childcare, or for a program that requires proof of income. If you are applying for Early or Preschool Head Start or for a tuition scholarship, you **MUST** provide proof of income.

Q: What can I use for proof of income?

A: The following items will be accepted as proof of income:

- 1040 tax return
- W-2
- Letter from Employer on Official Letterhead or Notarized
- TANF/SSI statement
- Child support statement & DOL Wage Inquiry
- Pension statement
- School loan statement
- Unemployment statement
- Social security statement
- 12 months of paystubs – starting with most recent

NOTE: You must provide documentation from all sources of income that apply to your household. **Proof of income for both parents is required if they are living in the same household.**

Q: What if I don't work?

A: If you are currently not working or have not worked within the last year, you must provide documentation of how your living expenses are paid.

Q: What if I don't have a bill in my name?

A: If you do not have a bill in your name, you must provide a notarized letter from the person you live with AND a lease/utility bill in his/her name.

Q: When is the deadline to apply?



A: Please visit our website <https://shelteringarmsforkids.com/prospective-parents> and complete an online application.

Q: What is the tuition rate?

A: Our tuition rates vary, depending on factors such as income, program options, and the age of your child. The first step is to bring in all proof of income and complete the eligibility process and we will see what programs you may qualify for, based on income and age of your child(ren).

Q: How can I apply for a scholarship?

A: You can apply for a scholarship by providing in the required proof of income for your household.

Q: When will I know if my child got in or will remain on the waiting list?

A: Once you complete the eligibility process your child will be added to the waiting list. They will remain on the list until the end of the calendar year, unless a space becomes available. If a space becomes available for your child, you will be contacted by an Enrollment Specialist.

Q: Where is my child on the waiting list?

A: The position on the waiting list is based on several factors, including the order in which the application was received, the program that the child qualifies, the age of the child, time of year, and our selection criteria. Additional priority categories may apply based on specific community partnerships at individual locations.

Q: Who should I contact if I have questions about enrollment?

A: You can call and to speak to one of our Enrollment Specialists listed on the Enrollment page of our website or send an email based on the center you're interested in. Enrollment Specialist center assignments can be found [HERE](#). If you have completed enrollment and have been assigned a center to attend, please contact your assigned center.



Q: How long will I stay on the waiting list?

A: Completing the eligibility process ensures that your child will remain on the waiting list until the end of the calendar year. You must renew your eligibility each year in order to secure your child's position on the waiting list.