



PRESCHOOL
PROMISE

Preschool Promise Enrollment Manual

VERSION 4.0



2023-2025
PRESCHOOL PROMISE
ENROLLMENT MANUAL

Program Year 2023-25



Version 4.0 (March 2023)

Oregon Early Learning Division
www.oregonearlylearning.com

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PRESCHOOL PROMISE OVERVIEW

The Early Learning Division (ELD) operates publicly funded programs for children birth-to-five and their families. These programs offer high-quality early care and education services to families who face economic challenges and serve families affected by long-standing inequities related to race and ethnicity.

The Preschool Promise Program (PSP) is a high-quality, publicly funded preschool program that serves children ages three and four in families living at or below 200 percent of the Federal Poverty Level (FPL), children in foster care, and children from other historically underserved populations. PSP operates in a variety of settings including centers, homes, and schools.

This manual outlines the policies necessary and required to enroll families into PSP. In addition, this manual is meant to serve as a useful reference tool to help Enrollment Specialist staff navigate the requirements and develop procedures to assist with enrollment into PSP.

Note: Dual-funded programs HS/OPK-PSP and Tribal-PSP Grantees can conduct their own eligibility for PSP using their processes (if in place) for determining eligibility. Dual-funded programs HS/OPK-PSP and Tribal PSP grantees are required to collect all the data elements on the PSP application.

Enrollment into PSP shall be open and nondiscriminatory. Enrollment Specialist are expected to make reasonable accommodations for all families to apply and enroll into PSP. All Enrollment Specialist must comply with applicable provisions of the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) as it relates to enrollment in PSP.

Enrollment Specialists are held responsible for thoroughly reading, understanding, and complying with the requirements in this document. The Early Learning Division (ELD) is available to answer any questions or concerns and to support your efforts to provide a family-centered, equitable enrollment process.

Eligibility for Preschool Promise

As defined in Oregon Administrative Rule (OAR) 414-470-0010, children must live in Oregon and be at least three years old and not yet eligible for kindergarten by the date used to determine kindergarten eligibility. Age-eligible children may participate in PSP for up to two program years.

Children must be members of families with incomes, at the time of enrollment, that are at or below 200 percent of the FPL guidelines or must be a child in the foster care system. A child from a family whose income is over the 200% FPL living in a determined geographic area with low access to care may be eligible for Preschool Promise.

See [APPENDIX A: 2023 Federal Poverty Level Chart](#).

Coordinated Enrollment

In Oregon, Coordinated Enrollment (CE) helps to ensure that all families are supported to make an informed choice about the care and education for their child through a simplified and coordinated process. Through CE, families access publicly funded ECE programs in their communities that are responsive to families' needs and preferences, and that experience full enrollment. This key access strategy is facilitated by Early Learning (EL) Hubs, and inclusive of all early childhood partners, programs, and systems to support an aligned, family-centered, and coordinated early learning system.

Successfully implementing CE includes actively reaching out to and consistently collaborating with publicly funded Early Childhood Education (ECE) programs. This collaboration helps develop shared understanding of the processes, infrastructure, and current capacity that the community can leverage and build upon to support full enrollment in programs.

As systems conveners, EL Hubs facilitate local and regional CE planning and implementation by collaborating with families, Child Care Resource & Referral (CCR&Rs), Oregon Pre-Kindergarten/Head Start (OPK/HS), PSP Grantees, Baby Promise providers, Early Intervention/Early Childhood Special Education (EI/ECSE), K-12 preschool, and other local ECE programs. This coordinated enrollment-planning group is referred to in this manual as the Regional Stewardship Committee (RSC).

CE is operationalized with three areas of community work related to the enrollment processes for publicly-funded early care and education programs:

- Marketing, outreach, and recruitment
- Eligibility determination and programming
- Selection and placement

This manual details procedures and processes for enrolling children into PSP, which RSCs should include in their planning and implementation of CE within the community.

Training on PSP Enrollment

Enrollment Specialist conducting PSP enrollment activities must be trained on these requirements, methods for collecting complete and accurate eligibility information, and strategies for treating families with dignity and respect throughout the application process.

Memorandum of Understanding

The EL Hub will develop an agreement and/or Memorandum of Understanding (MOU) with PSP Grantees and other publicly funded ECE programs in the region to support CE planning and processes for these programs.

Elements of the agreement/MOU must include:

- Organizations and key contacts for each organization
- Defined service areas and program services offered by each Grantee
- Shared recruitment and outreach strategies
- Any plans for shared preschool interest and enrollment forms
- Data sharing agreements
- Enrollment processes
- Planning for future enrollment

EL Hubs are expected to include PSP Grantees and regional publicly funded ECE providers in the agreement/MOU, including OPK/Head Start. EL Hubs are also expected to facilitate regional CE conversations with K-12, Early Intervention/Early Childhood Special Education (EI/ECSE), and other programs. As part of the agreement/MOU process, CE staff members are encouraged to gather program information about participant eligibility requirements, program services, and other relevant program factors for each publicly funded ECE program in the region and share this information with programs and families.

See [APPENDIX B: MOU Template & Instructions](#), for additional guidance on developing the MOU.

Participating ECE Programs

When planning CE processes with publicly funded programs, all participating programs need to develop a shared understanding of the unique program characteristics and enrollment processes to ensure that any collaborations meet the programmatic requirements of all participating programs.

See [APPENDIX C: Program Comparison of Preschool Programs Template and Instructions](#), for template and guidance on gathering and sharing information about any publicly funded programs in the region.

MARKETING, OUTREACH AND RECRUITMENT

The goal of recruitment and outreach is for families to be able to identify which ECE programs and services are available in their community, if they are eligible for these programs and services, and how to apply. Per the PSP Grant Manual, PSP Grantee must participate in the regional Early Learning Hub coordinated enrollment process which includes but is not limited to: orientations or other trainings related to the process, outreach to and recruitment of potential Preschool Promise children and families, eligibility determinations, and selection and placement of children. These processes will focus on outreach and selection of families who are at or below 200 percent of the FPL.

EL Hubs will convene their RSC including PSP Grantees to conduct marketing and outreach to potentially eligible families. This includes the following steps:

1. Develop an Outreach and Recruitment Plan
2. Implement the plan
3. Evaluate effectiveness of the plan throughout the recruitment period and adjust as needed.

Outreach and Recruitment Plans include strategies for reaching priority populations outlined in the Early Care and Education (ECE) Sector Plans and conducting coordinated outreach in partnership with community and regional partners.

See the [ECE Sector Plans for each EL Hub](#) for priority populations.

See [APPENDIX E: Sample Outreach Plan](#).

Outreach and Recruitment Plans

To reach those children most in need of ECE services, EL Hubs will convene their RSC including PSP Grantees to develop and implement outreach and recruitment plans as a part of their overarching CE plan. An outreach and recruitment plan should be co-created with the RSC to include the perspectives of families and to leverage the capacities of CCR&Rs, OPK/Head Start, PSP Grantees, Baby Promise providers, EI/ECSE, K-12 preschool, and other local ECE programs.

An outreach plan utilizes the following strategy to support the coordinated enrollment process:

1. Identify Target Audiences
2. Develop Key Messages
3. Determine Outreach Tactics
4. Measure Outcomes and Review Strategy
5. Revise the Strategy

This strategy supports a Continuous Quality Improvement (CQI) approach by encouraging the RSC to clearly identify metrics to measure outcomes of recruitment, to engage in review of the strategy based on metrics, and to revise the strategy as needed to meet expected outcome goals of recruitment.

See [APPENDIX E: Sample Outreach Plan](#) for more guidance.

Interested Families

Enrollment into participating ECE programs is guided by the family's choice in where they wish to enroll their child(ren). A RSC may have agreed to refer families to other program's waitlists at a family's request, and some RSCs may have agreed to use a common interest form to support community-wide applicant pools or waitlists for all publicly funded programs participating in CE.

Enrollment Specialist will collect information on families who are interested in PSP at a minimum, which must include:

- Opportunity for families to describe their preferences for ECE and choose which providers and sites they would like to enroll with or be referred to
- Demographic information on children and families to gauge effectiveness of the outreach and recruitment plan and demonstrate priority population family needs and preferences for ECE
- Contact information for parents to connect and complete enrollment processes

Enrollment staff are encouraged to work with the RSC to develop and use universal community interest or screening forms with appropriate parental consent to share data with all partners participating in CE.

Messaging to interested families should include reminders that PSP income eligibility must be determined at the time of application, to prepare the family for next steps. In addition, messaging must be clear that expressing interest is not a guarantee of eligibility for Preschool Promise. When sharing information about PSP Grantees with families, include a statement that this information is not a recommendation, and that the responsibility of exploring and determining the best ECE services is solely upon families seeking care and services.

Applicant Pools

At a minimum, Enrollment Specialist staff will establish and maintain applicant pools of families who have expressed interest in the region's ECE publicly funded programs. Families may apply for PSP throughout the program year and children will be placed in an applicant pool to be selected for PSP vacancies at the beginning of the program year and as vacancies occur throughout the year.

Families of children that remained in the applicant pool because they were not selected during the program year and are still age-eligible for PSP for the upcoming year will be contacted in the spring to determine if they are still interested in PSP. If yes, Enrollment specialist staff will update the family's contact information for the upcoming program year. Note: If eligibility has already been determined, the next step would be selection and placement according to the EL Hub RSC determined process.

Enrollment staff should monitor recruitment efforts and their applicant pool with their RSC and make adjustments to the outreach and recruitment plan as needed, to ensure they are reaching priority populations, that a sufficient number of eligible applicants are recruited for initial enrollment, and to fill openings that occur throughout the year.



SELECTION

Preschool Promise Statewide Selection Priorities

The ELD expects that Early Learning (EL) Hubs give highest priority to the following groups of children:

- Children who are currently enrolled in PSP who wish to transfer to a different site.
- Children who are enrolled with a PSP provider (i.e., toddlers who are now age eligible for PSP including children funded through Baby Promise or Early Head Start with a dually funded PSP provider, private paying eligible families, etc.).
- Siblings of children currently enrolled in PSP.
- For school district site vacancies only, children living within the school catchment area.

In addition, the ELD expects that EL Hubs give highest priority to children currently enrolled in PSP wishing to transfer (transfers) to a different site followed by children who are enrolled with a PSP Grantee (continuity). The remaining statewide priorities siblings and children living within the school catchment area are expected to be considered and incorporated into the regional selection criteria as determined by the EL Hubs RSC.

Selection Process

As required in the CE grant, each EL Hub must convene their RSC to create PSP selection criteria and determine the methods by which those criteria will be used to select children to participate in PSP for the program year 2023-25.

It is the intent of the ELD that Preschool Promise enrollment not be first-come first-served, to support our equity goals to focus public funding towards communities that have been historically under-served and those who may have not had ready access to services.

Selection Determination and Placement

Enrollment Specialist staff should make at least 3 attempts to reach a family to notify them of selection and to set up a time to complete eligibility determination. If a family is unresponsive for 10 business days from the date of the first attempt, Enrollment Specialist staff may select the next family for that vacancy with consideration given to the unresponsive family's situation, if known.

If a child has been selected for a vacancy and completed eligibility determination, but the family would like to transfer to another PSP site before attending their first site, this family will be considered a transfer should they wish to have a different PSP site placement.

PSP Grantee Profiles

Prior to the beginning of each program year, Enrollment Specialist staff will identify the initial number and location(s) of PSP slots in the region and will confirm school catchment area information from any school district sites with slots to fill. Enrollment Specialists may also request additional information from PSP Grantees about their sites and classrooms based upon information families have requested to help choose the grantees they are interested in and use the information to update the EL Hub website.

Note: PSP grantees are not required to offer before and after care, please connect with PSP grantees to determine the availability of services and ensure families are informed appropriately about the additional cost or restrictions of services offered outside the PSP hours.

Managing Applicant Pool and Waitlist

All families interested in a publicly funded ECE are placed into an applicant pool. Information collected from the interested families will be used to determine a child's eligibility. For every site with open slots to fill, families will be placed in a selection priority group as determined by the EL Hub RSC. Selection continues until all slots and vacancies with the site are filled. Once the family accepts a placement, the child will be removed from the applicant pool unless the family asks to remain on a waiting list for possible transfer to another PSP grantee at a later time. If a family declines a placement with a particular PSP Grantee, the child will be removed from that Grantee's waiting list.

Selection for Multiple Siblings

Multiple age-eligible children from the same family, such as twins or foster and biological children in the same family, should be selected together, but counted as filling two or more spaces if the family's choice is to enroll siblings together. Should only one slot become available and multiple siblings are next in order for selection, the choice should be posed to the family to determine if they wish to enroll one child or wait for two spaces.

Mid-Year Vacancies

New families may submit their interest at any time during the program year and should be added to the applicant pool if determined eligible. Vacancies that occur during the program year should be filled using the same processes described above in the Selection and Placement section.

Reporting Vacancies

A PSP Grantee must report enrollment vacancies to Enrollment Specialist staff within 7 business days of determining a vacancy. Enrollment Specialist staff must work to fill vacancies as soon as they are notified. If the Enrollment Specialist is unable to fill the vacancy within 30 days, they must provide an action plan to fill vacancies, including barriers identified and requests for TA or support with their monthly enrollment report. 60 days following the initial report of vacancies beyond 30 days, Enrollment Specialist should work in collaboration with the PSP Grantee to submit a corrective action plan describing how the PSP Grantee plans to serve more children and what actions the EL Hub will take to recruit families to reach full enrollment. This corrective action plan is submitted by the provider within 7 calendar days to the ELD.



ELIGIBILITY DETERMINATION

Preschool Promise Application Form

The Preschool Promise Application is designed to guide Enrollment Specialist staff in gathering child and parent information, as well as determining and verifying the child's eligibility for PSP.

The information fields on the Preschool Promise Application contain information that the ELD may collect from EL Hubs, HS/OPK, and Tribal PSP Grantees over the course of the grant/contract period. **Enrollment staff should not delete or add fields in the Preschool Promise Application.** Enrollment Specialist staff may create supplemental questions and/or forms to align with coordinated enrollment goals, such as assisting in identifying priority populations, aligning with other publicly funded programs' enrollment forms, or allowing families to pre-screen themselves for the programs they may be eligible. Enrollment Specialist are responsible for ensuring that all applicable family data privacy and informed consent to data sharing requirements are met.

See [Appendix F: 2023-2025 PRESCHOOL PROMISE APPLICATION](#).

Filling out the Preschool Promise Application Form

Enrollment Specialist staff may have families complete the Preschool Promise Application in an interview setting or by having families submit the application through a paper form or web-based questionnaire. Note: Paper applications must be readily available for parents/guardians to download from the website or to request an application be mailed to them. Staff must confirm completeness and accuracy of responses and must verify families' eligibility prior to enrollment into PSP.

Child information must be submitted for each applicant child. To reduce burden on families and staff, for applicant children who have the same parent contact information and/or eligibility verification information, a single Preschool Promise Application (parent information and/or certification of eligibility) may be copied and included with each child's information from the Additional Child Supplemental Form to create a full application for each child in the family.

See [Appendix G: ADDITIONAL CHILD SUPPLEMENTAL FORM](#).

NOTE: Information from the Preschool Promise Application and supporting documents collected during eligibility determination must be shared with PSP Grantees upon placement to help introduce the child and family and reduce duplication with PSP Grantees' registration needs. Enrollment staff are responsible for ensuring that all applicable family data privacy and informed consent to data sharing requirements are met.

Field	Instructions	Notes/Why do we ask this question?
Child's First Name	Ask for child's legal first name. If child has a nickname or preferred name, this can be written in parentheses following the legal name or in the "For Staff Use Only" section.	Identifies child who would be entering preschool.
Child's Middle Name	Ask for child's middle name or initial.	Some children may not have a middle name.
Child's Last Name	Ask for child's legal last name.	See Child's First Name above. Pay attention to whether last name contains hyphen, etc. and note that child's last name may differ from that of parent(s)/guardian.
Date of Birth	Ask for child's date of birth (MM/DD/YYYY). Confirm that parent has written date of birth in MM/DD/YYYY order, and that child is age eligible.	Identifies if child is age eligible for preschool. Note that most countries outside of the United States write dates in other formats, such as DD/MM/YYYY rather than MM/DD/YYYY.
Gender	Ask for the child's gender. If child does not identify as male or female, field is marked with "X" and family may provide additional information if they choose, including preferred pronouns for child.	Identifies child's gender and helps staff refer to child using appropriate gender-related language.
What is your child's primary language?	Ask for child's primary language (i.e. the language they use at home and/or are most comfortable using for speaking and listening). If child's primary language is not one of the languages listed, fill in the "other" field with the child's primary language. If child is multi-lingual, more than one box may be checked.	Informs the provider of the child's primary language so that the provider is prepared to transition and support the child into the program. This information can also be used to evaluate the effectiveness of outreach to historically under-served communities.
What languages do you speak at home?	Ask what languages the family speaks at home. Check all boxes that apply. If the family speaks a language not listed, fill in the "other" field with the language(s) spoken in the home.	This information can be used to better understand the home language environment.
Child's Race and Ethnicity (Select all that apply)	Ask which of the race and/or ethnicity categories listed apply to the child's race and/or ethnicity. A family may select one of the categories under "Other Categories" if none of those listed apply or if the family declines to provide this information.	This information can be used to evaluate the effectiveness of outreach to historically under-served communities. This information is collected to meet state and federal reporting requirements.
Is this child currently enrolled in a child care or preschool program?	Ask if the child has child care or preschool experience.	Provides information that can be used to support the family.

Field	Instructions	Notes/Why do we ask this question?
Is this child in a state approved foster care placement?	Ask if the child has a diagnosed disability and is on an IFSP/receiving service through EI/ECSE. Note any details that family wants to share in the “For Staff Use Only” section. Providing this information does not have any effect on the child’s eligibility for Preschool Promise or their choices in enrollment.	Provides information that can be used to support family and plan for placement process as needed. Connecting with local ECSE provider is recommended to discuss placement needs and support.
Does this child have an Individualized Family Service Plan (IFSP)?	Ask if the child has a diagnosed disability and is on an IFSP/receiving service through EI/ECSE. Note any details that family wants to share in the “For Staff Use Only” section. Providing this information does not have any effect on the child’s eligibility for Preschool Promise or their choices in enrollment.	Provides information that can be used to support family and plan for placement process as needed. Connecting with local ECSE provider is recommended to discuss placement needs and support.
Does this child have any other health, nutrition, behavioral or mental health concerns that require specialized support?	Ask if the child has other health, nutrition, behavioral or mental health concerns that might require specialized support or if the family has concerns about their child’s development. More detailed information can be written in the “For Staff Use Only” section, if needed. Providing this information does not have any effect on the child’s eligibility for Preschool Promise or their choices in enrollment.	Provides information that can be used to support the family.
If yes, list any health partners or other providers you would like us to know about.	If the family answers yes to questions about IFSP or other concerns, ask if there are any health partners or other providers, they would like CE staff to contact to learn more information. Providing this information does not have any effect on the child’s eligibility for Preschool Promise or their choices in enrollment.	Provides information that preschool programs could use to learn more about a child’s needs and ways to support those needs in the preschool program. NOTE: that additional “authorization to release confidential information” forms would need to be completed by parent or legal guardian prior to contact with health partners and other providers.

Field	Instructions	Notes/Why do we ask this question?
<p>What is your household size?</p>	<p>Ask the parent/guardian how many people live in the family. Determine the number in family by determining:</p> <ol style="list-style-type: none"> 1. Number of parent(s)/guardian(s) in the household (who are the parent/guardian(s) of the applicant child?). 2. Number of children and other adult dependents living in the household who are <u>supported</u> by the income of the parent(s) of the applicant child AND <u>related</u> to the parent(s) by blood, marriage, or adoption. <p>If a parent/guardian is pregnant, the baby is not counted in the family size.</p> <p>NOTE: # in Family is not necessary for applicant children in foster care. Family size is considered to be 1 (the foster child)</p>	<p>Determines the household size which is needed to calculate income eligibility.</p> <p>NOTE: Defining who is a parent or family member can be complicated in households that contain members who are not related by blood, marriage or adoption, or in households that contain extended family members who are not supported by the income of the parent(s)/guardians(s). The key is to start with the applicant child and determine who in that household is the applicant child's parent(s)/guardian(s). Next, determine all other members of the household who are related to the parent(s)/guardian(s) by blood, marriage, or adoption AND who are supported by the parent(s)' income.</p> <p>DO NOT count non-relatives who reside in the household, even if they are supported by the income of the parent(s).</p> <p>DO NOT count family members who live in the household but support themselves independently.</p> <p>DO NOT count foster children as dependents.</p> <p>If a child is in a shared custody arrangement, only use the household size of the parent/guardian that is applying.</p> <p>If one parent/guardian is paying child support to the other parent/guardian, calculate the family size using the household of the parent/guardian receiving child support alone.</p> <p>NOTE: That families with both foster child applicant(s) and related child applicant(s) will have different family sizes for each child applicant.</p>

Field	Instructions	Notes/Why do we ask this question?
Based on the definition below, do you consider your family to be homeless?	Ask if the family considers themselves to be homeless (based on McKinney Vento definition found on page 4 of application)	Provides information that can be used to support the family.
	<p>Homeless – a child may be considered homeless if the family meets one of the criteria of the McKinney-Vento Definition of “Homeless” - Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines “homeless” as follows: Individuals who lack a fixed (stationary/permanent), regular (used nightly), and adequate nighttime residence (sufficient to meet physical and psychological needs typically met in home environments). Child or family must be: (1) sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; (2) living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; (3) living in emergency or transitional shelters; (4) abandoned in hospitals; (5) awaiting foster care placement; (6) staying in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (7) living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (8) migratory children who are living in circumstances described above.</p>	
Legal Parent/Guardian 1 & 2:	If there is more than 1 parent/guardian, ask which parent/guardian should be identified as Parent/Guardian 1 & 2.	
Legal Parent/Guardian First Name	Ask the parent/guardian for their first name.	Identifies the parent(s)/guardian(s) who complete application form and provides contact information for follow up.
Legal Parent/Guardian Middle Name	Ask the parent/guardian for their middle name or initial.	Some parent(s)/guardian(s) may not have a middle name.
Legal Parent/Guardian Last Name	Ask the parent/guardian for their last name.	See First Name above. Pay attention to whether last name contains hyphen, etc. and if the last names of parent(s)/guardian(s) differ.
Relationship to the applicant child	Ask the parent/guardian how they are related to the child.	Confirms if parent/guardian has legal authority to make decisions on behalf of the child. Note: foster parents and some guardians have limited authority to sign consent forms on behalf of the child (this will become more relevant at the time of enrollment).
Child resides with legal parent/guardian what percentage of time	Ask the parent/guardian what percentage of the time the child resides with them. Check the corresponding box.	Provides information about shared custody or other parenting arrangements.
Primary phone	Ask the parent/guardian for the phone number they want to have as primary phone contact. NOTE: If this is a cell phone (c) that can receive text messages.	Provides a way to reach family on preferred number. Tell the parent/guardian that this would be the first number used to reach them by phone.

Field	Instructions	Notes/Why do we ask this question?
Secondary phone	Ask the parent/guardian if there is a second phone contact that can be used to reach them. NOTE: If this is a cell phone (c) that can receive text messages or if this is a message phone. If there are any restrictions to using this number (for example, for emergencies only, note this in the “For Staff Use Only” section.	Provides additional ways to contact the family.
Email	Ask the parent/guardian if they have an email address. If an email is not provided, ask them to confirm the best method to reach them.	Provides a way to send more detailed, lengthy messages to family.
Mailing Address	Ask the parent/guardian if they have a mailing address that is different from their physical address.	Documents if family needs mailed documents sent to a different location than their residence.
Physical Address	Ask the parent/guardian for their home address. If parent/guardian has a different mailing address, make note in the “For Staff Use Only” section.	Confirms if parent/guardian lives in Oregon and the catchment area or boundaries for regional preschool programs (OPK and some school district sites only).
How do you prefer to be contacted?	Ask the parent/guardian for their preferred method of contact. If the parent/guardian chooses “other” make note of the preferred method and reason for alternative method. Let the parent/guardian know that program will attempt to make contact through this preferred method, but it may not always be possible (for example, if parent/guardian requests face-to-face or standard mail).	Improves chances of successfully reaching families.
In what language do you prefer to receive written communication?	Ask the parent/guardian what language they prefer to receive written communication. Remind parent/guardian that PSP materials are not available in all languages.	Demonstrates respect for the family and provides additional information to improve success in communicating with family.
In what language do you prefer to receive verbal communication?	Ask the parent/guardian what language they prefer to receive verbal communication. Seek out translation or interpretation support, such as the ELD language line to talk with family.	Demonstrates respect for the family and provides additional information to improve success in communicating with family.
Parent/Guardian Employment Status	Ask the family to check all categories that apply.	Provides information that can be used to support the family.

Field	Instructions	Notes/Why do we ask this question?
Legal Parent/ guardian signature (required)	Ask the legal parent/guardian to print and sign their name and enter the date on the application form. Make sure they understand that they are declaring that information on this form is true and complete and that it may be shared with other regional partners to support selection and enrollment into the region's publicly funded preschool programs. Information that does not personally identify the child or family may also be used for research or other reporting. The family must sign the application to be enrolled in PSP.	Provides permission to share information with regional preschool partners that can be used during the placement process. No information that would personally identify the child or family will be shared in any external publications.

Oregon Address Requirement

Children participating in the PSP program must live in Oregon.

Oregon Address Verification

Living in Oregon may be documented by parent/guardian's:

- Current utility/service bill (electric, gas, water/sewer and waste)
- Lease or rental agreement
- Identification card or Oregon driver's license
- Paystub, 1040 tax form, or W-2
- Benefits letter or screenshot of benefits account (Social Security, TANF, SNAP, OHP letter, etc.) dated within the last 12 months
- Foster care placement letter
- Secure address through Address Confidentiality Program
- Preschool Promise Address Supplemental Form ([APPENDIX H: ADDRESS PARENT STATEMENT SUPPLEMENTAL FORM](#))

Proof of address must be on file with the EL Hub upon verification and must be provided to the ELD upon request. The address on the PSP Application must match the current physical address listed on the Address Verification document provided. However, there may be instances where this may not be the case for families, in these instances use the PSP Address Supplemental Form to document this. If the family indicates that they are homeless, please have the family complete the Preschool Promise Address Supplemental Form ([APPENDIX H: ADDRESS PARENT STATEMENT SUPPLEMENTAL FORM](#)).

Age Requirement

Children must be at least three years old, but not yet eligible for kindergarten, by the date used to determine kindergarten eligibility (September 1 for most school districts in Oregon, please verify date with local school districts). CE staff will need to confirm the date used for each school district in the Hub region. Age-eligible children may participate in PSP until they are eligible for kindergarten.

Age Eligibility Verification

Age eligibility may be documented by:

- Copy of birth certificate
- Copy of hospital record
- Copy of pediatrician/doctor's office paperwork
- Copy of child's immunization record
- Copy of health insurance documentation
- Foster care placement letter
- Legal document (e.g. benefits letter) that shows child's date of birth
- Preschool Promise Date of Birth Supplemental Form ([APPENDIX I: CHILD'S BIRTH DATE PARENT STATEMENT SUPPLEMENTAL FORM](#))

Proof of age eligibility must be on file with the EL Hub upon verification and must be provided to the ELD upon request.

NOTE: A Head Start or Oregon Prekindergarten income verification document can be used as proof of residency and DOB. This income verification must be conducted in the last program year or calendar year.

Income Eligibility

Children must be members of families whose incomes, at the time of enrollment, are at or below 200% of the Federal Poverty Limit (FPL). See exceptions to income eligibility below.

See [APPENDIX A: 2023 Federal Poverty Level Chart](#).

Income Eligibility Verification

Income eligibility must be verified over either the previous calendar year, last 12 months, or 3 most recent concurrent paystubs at the date of application. Families are encouraged to use the period that best describes their current circumstances. If the family can demonstrate a significant change in income for the verification period, staff may consider current income circumstances, e.g., a job loss or change in employment. A justification for an exception to the verification period described above must be clearly outlined in writing using the Family Income Statement Supplemental Form and must be provided to the ELD upon request.

Income includes:

- Wages or salary (gross income)
- Net income from self-employment
- Payments from Social Security or other retirement
- Payments for unemployment, workers' compensation, veteran's benefits, public assistance (Temporary Assistance for Needy Families, Supplemental Security Income and similar money payments)
- Training stipends
- Alimony, child support; private pensions, government pensions and regular insurance or annuity payments
- College scholarships or grants
- Dividends, interest, net rental income
- Re-enlistment benefit
- Other periodic income sources (short/long term disability, pay from sick or vacation leave, etc.)
- Paid Leave Oregon benefits (starting September 2023)

Income does not include:

- Capital gains
- Assets drawn down as withdrawals from a bank or the sale of property such as a car or house
- Tax refunds, gifts, loans or one-time insurance benefits
- Foster care subsidies
- Non-cash benefits such as employer-paid health insurance
- Food or housing received in lieu of wages
- Economic impact payments and federal unemployment supplements, authorized by the CARES Act
- Non-cash assistance benefits such as Medicaid, food stamps, school lunches or housing assistance
- Social Security survivor benefits received by the child
- Tribal benefits
- Adoption assistance payments
- Veteran’s disability benefits/VA survivor benefits

Income may be verified depending upon the type of income:

Source of Income	Documentation types
Wages and Salaries (gross income)	3 most recent concurrent pay stubs, most recent W-2, Signed Income Tax Form 1040 or 1040A (both pages must be provided), or employer letter
Self-Employment	Previous year’s tax Schedule C or 3 months of profit and loss statement, 1099 NEC (for contracting work)
Unemployment	Benefits letter/Statements
TANF	Oregon Department of Human Services benefits letter (ODHS 0839 form or FSRN printout)
Social Security	Social Security Benefits Letter
Child Support	Child support statement
College scholarships and grants	Financial Aid award letters
Irregular or infrequent income sources, no income documentation available	Preschool Promise Family Income Statement Supplemental Form

NOTE: Families presenting Head Start or Oregon Prekindergarten income verification for the applicant child are not required to submit additional income documentation if the income verification indicates the family income is below 200% FPL. This income verification must be conducted in the last program year or calendar year.

Families presenting a TANF letter or screenshot of their benefits account dated within the last 12 months are not required to submit additional income documentation, as this program requires an income below 200% FPL. Families presenting certain OHP benefits letters (including CAWM), cards, or screenshot of their benefits account (adults receiving OHP) are also not required to submit additional income documentation.

Families presenting ERDC, SNAP, or WIC benefits letter, card, or screenshot need to have their income verified by other means to ensure that they are at or below the 200% FPL, unless the provided document clearly states that family is at or below 200% FPL. ERDC has been expanded for re-certification to include up to 250% FPL, this can no longer be used to verify income eligibility for PSP. A family presenting a SNAP \$0 benefits letter for income verification should not be accepted as this could mean that the family is above the 200% FPL. Families presenting WIC benefits, will need to provide additional income verification as benefits can be determined automatically if other benefits are received by the parent or child.

Should a family be unable to submit documents, coordinated enrollment staff may accept a Preschool Promise Family Income Statement Supplemental Form ([APPENDIX J: FAMILY INCOME STATEMENT SUPPLEMENTAL FORM](#)). If one parent is a stay-at home parent, it is not required as the information is documented on the PSP application in the employment section.

Proof of income eligibility, based on staff review and retention of acceptable documentation must be on file with the EL Hub upon verification and must be provided to the ELD upon request.

Exceptions to Income Eligibility

Foster Children

Children who are in foster care at the time of enrollment are deemed categorically eligible for PSP, regardless of the income level of the family or foster parents.

Categorical Eligibility Verification

To verify that the child is in foster care, staff must accept an ODHS Foster Care placement letter, a court order or other legal document, a written statement from a government official that demonstrates child is in foster care, or proof of a foster care payment for the child. Children with a court-appointed guardian are not considered foster children as they are not under the custody of the Oregon Department of Human Services (ODHS).

Proof of foster care placement must be on file with the EL Hub/OPK/Tribal upon verification and must be provided to the ELD upon request.

Geographic Areas with Low Access to Preschool

A child from a family over 200% of the FPL and living in a determined geographic area with low access to care may be considered for enrollment, subject to ELD approval (ORA 414-470-0010). Communities that are defined as Frontier and Remote (FAR) Area Codes (see <https://www.ers.usda.gov/data-products/frontier-and-remote-area-codes/>) may be considered as an exception to the 200% FPL income threshold for PSP eligibility. Enrollment specialist must submit a waiver request to the ELD to serve non-income eligible children in a FAR community, however, PSP must first serve all income eligible children who wish to enroll, and all other comparable preschool programs are not available to over-income children.

Waiver requests should be submitted using the ELD-provided form prior to the beginning of the PSP program year and may be submitted and reviewed mid-program year should the need arise. Enrollment staff will receive notification of approval or denial of request within 15 business days of submission. Waivers will be granted for the program year. A child who is enrolled under a FAR exception may remain in PSP as long as they are age-eligible for up to two program years.

Eligibility Duration

Children who are enrolled in PSP, including through the Geographic Areas with Low Access to Preschool waiver, will remain eligible and may participate in the program until they are eligible for kindergarten. Any families who have had eligibility determined but have stayed in or returned to the applicant pool may use their existing eligibility determination at any time the child is selected for PSP placement.

Process for Certification of Eligibility for Preschool Promise

Enrollment Specialist will complete the Certification for Eligibility section on the Preschool Promise Application prior to a child being enrolled into PSP. Documents reviewed for age verification, Oregon residency, and income- or categorical-eligibility will be retained by the EL Hub/OPK/Tribal Grantees during the eligibility period and for 6 years after participation in PSP.

Field	Instructions	Notes/Why do we ask this question?
Entity/Organization Name	Write the name of your entity/organization.	
County/EL Hub Region	Write the name of the county/EL Hub region.	Confirms Hub region in which applicant is seeking services and staff are determining eligibility.
Step 1 – Complete the following information		
# in Family	<p>Ask the parent/guardian how many people live in the family. Determine the number in family by determining:</p> <ol style="list-style-type: none"> 1. Number of parent(s)/guardian(s) in the household (who are the legal parent/guardian(s) of the applicant child?). 2. Number of children and other adult dependents living in the household who are <u>supported</u> by the income of the parent(s) of the applicant child AND <u>related</u> to the parent(s) by blood, marriage or adoption. <p>If a parent/guardian is pregnant, the baby is not counted in the family size.</p> <p>NOTE: # in Family is not necessary for applicant children in foster care. Family size is considered to be 1 (the foster child)</p>	<p>Determines the household size which is needed to calculate income eligibility.</p> <p>NOTE: Defining who is a parent or family member can be complicated in households that contain members who are not related by blood, marriage, or adoption; or in households that contain extended family members who are not supported by the income of the parent(s)/guardians(s). The key is to start with the applicant child and determine who in that household is the applicant child's parent(s)/guardian(s). Next, determine all other members of the household who are related to the parent(s)/guardian(s) by blood, marriage or adoption AND who are supported by the parent(s)' income.</p> <p>DO NOT count non-relatives who reside in the household, even if they are supported by the income of the parent(s).</p> <p>DO NOT count family members who live in the household but support themselves independently.</p> <p>DO NOT count foster children as dependents.</p> <p>If a child has shared custody, use the household size of the applicant parent/guardian applying.</p> <p>If one parent/guardian is paying child support to the other parent/guardian, calculate the family size using the household of the parent/guardian receiving child support alone.</p> <p>NOTE: That families with both foster child applicant(s) and related child applicant(s) will have different family sizes for each child applicant.</p>

Field	Instructions	Notes/Why do we ask this question?
Annual Income	<p>Total all income sources and record the total.</p> <p>Ask the family to tell you about all sources of gross income they have received in either the most recent calendar (tax) year or the 3 most recent concurrent pay periods. Review documentation for each income source.</p> <p>Families are encouraged to present documentation for the verification period (either the most recent calendar year, the last 12 months or the 3 most recent concurrent pay periods) with lowest income total.</p> <p>No income amount is required for applicant child who is a foster child. Income amount for foster child is listed as \$0.</p>	<p>Determines if total family income is at or below 200% FPL.</p> <p>NOTE: That families who are applying for foster children do not need to verify income. These families will submit documentation verifying that child is in foster care placement. If the foster family is applying for their children who are related by blood, marriage or adoption, they need to verify income for those applications.</p> <p>Families presenting a TANF benefits letter are not required to submit additional income documentation, as this program requires incomes below 200% FPL. Families presenting certain OHP benefits letters (adults receiving OHP/CAWM) are also not required to submit additional income documentation.</p> <p>Ensure that all income sources have been reported, while being sensitive to the family's situation. NOTE: That the value of non-monetary supports, such as food or housing provided to the family, does not need to be reported as income.</p> <p>Children residing in two households (shared/joint custody situations), calculate the income using the applicant family income only.</p> <p>If one household that an applicant child resides in presents a benefits letter, i.e. TANF, then the child is considered income eligible for PSP.</p> <p>If one parent/guardian is paying child support to the other parent/guardian, calculate the income of the parent/guardian receiving child support alone.</p>

Field	Instructions	Notes/Why do we ask this question?
Family income is:	Check the box to indicate if family is at or below 100% FPL, 101-130% FPL or 131-200% FPL.	<p>Determines family's income eligibility category for PSP.</p> <p>Common income calculations:</p> <p>W-2s: Use Box 1</p> <p>1040: Use "total income" (Line 9 for tax year 2020). Both pages must be provided, and the last page must be signed.</p> <p>Pay stubs: Collect 3 concurrent pay stubs to calculate an annual amount</p> <p>Pay frequency:</p> <p>Once a week x 52 = Annual amount</p> <p>Every other week x 26 = Annual amount</p> <p>Twice a month x 24 = Annual amount</p> <p>Once a month x 12 = Annual amount</p>
Is the Family Income Eligible?	<p>Review the Income Eligibility chart to determine if family's income is at or below 200% FPL. Mark yes or no.</p> <p>If a family is not income-eligible and not categorically eligible for PSP, explore other options for preschool placement.</p>	Documents staff determination regarding income eligibility.
Documents presented for income verification	Mark all boxes that apply. See more information below on use of Family Income Statement. Make and retain copies of all documents used to determine eligibility.	Ensures EL Hub/OPK/Tribal and ELD has necessary documents for an eligibility audit if needed.
Age of child	<p>Confirm through parent interview and review age verification documents that child will be 3 or 4 by the date used for kindergarten eligibility.</p> <p>Record the child's age as the age they will be on September 1 (or district eligibility date) for the program year for which they are applying.</p>	<p>Determines child's age eligibility for PSP. NOTE: For most school districts the date determined for kindergarten entry in Oregon is age 5 on or before September 1 but may be a different date.</p> <p>For PSP eligibility, children must be 3- or 4-years-old on or before September 1 or the date used for kindergarten entry by school districts in the region.</p>

Field	Instructions	Notes/Why do we ask this question?
Family lives in Oregon	Confirm through parent interview and review of documents such as utility bill, rental agreement or driver license or identification card that the physical address for family is in Oregon. Staff should document any exceptions to residency requirements (homeless) on the Certification of Eligibility page.	Confirms child lives within boundaries established for PSP. All children enrolled in PSP must reside in Oregon (no exceptions shall be made to this requirement). Families may seek services in any EL Hub region but must enroll through the Enrollment staff in the region where they are seeking services.
Step 2 – Staff Certification and signature		
Eligible or Not Eligible	Intake staff who review application and supporting documentation mark whether family is eligible for PSP or not. If family is deemed ineligible for PSP, staff should refer family to other preschool options and services, if possible.	Provides clear outcome of eligibility determination process. NOTE: Families may appeal this determination as outlined in the Preschool Promise Operating Guidelines. Families may re-apply at a later date or submit documentation for an alternative verification period if income is less during that period.
Staff signature	Intake staff who review application and supporting documentation with family sign and print their name and date the Certification of Eligibility form.	Confirms that trained staff certified all elements of eligibility (age, residency and income)

Eligibility Verification Process

Families may submit an application and eligibility documentation to Enrollment Specialist through in-person or secure web- based methods as determined by the RSC. Enrollment staff are expected to interview the family in-person or remotely to confirm the accuracy and completeness of the application and eligibility documentation. The family will complete the eligibility verification process described above. If the family is deemed ineligible, they will be removed from the applicant pool.

Tribal grantees who are PSP Grantees may conduct the eligibility verification process for any children enrolled in PSP, following guidelines and requirements described in this manual.

Head Start/OPK who are PSP Grantees may conduct the eligibility verification process for any children enrolled in PSP, following their own internal processes for selection and eligibility determination, using the eligibility requirements described in this manual.

MOUs between EL Hub and Tribal and Head Start/OPK partners that conduct eligibility verification should include agreement for EL Hub to accept eligibility verification conducted by designated Head Start/OPK or Tribal partners. Transfer of eligibility verification documents and certification form must meet Family Educational Rights and Privacy Act (FERPA) requirements.



PLACEMENT

Selection and Placement Conversations

As communities deepen their work on coordinating enrollment across programs by aligning selection timelines and using family choice to guide placement, Enrollment Specialists must engage PSP Grantees, CCR&R, and if appropriate the local EI/ECSE provider, in the selection and placement conversations taking place at a community level. These conversations may help introduce the family to the PSP Grantee, share any relevant information about the family or child to support a lasting placement, and ensure that the PSP Grantee is able to meet the needs of the family.

Children with IFSPs and Children Receiving Specialized Services

The Preschool Promise classroom environment must be inclusive of all children, regardless of ability, family composition, culture, language, or family income. PSP Grantees are required to make reasonable accommodations for children identified as eligible for special education and/or related services under the Individuals with Disabilities Education Act (IDEA) and to work in partnership with the local Early Childhood Special Education (ECSE) contractor to appropriately support the child's development. PSP Grantees, with the support and resources of the local ECSE contractor, must assure that a child's Individualized Family Support Plan (IFSP) goals and accommodations, modifications, and supplementary supports are fully integrated into all planned learning activities.

To support these requirements, each community should create a plan for how Enrollment Specialists, the family, EI/ECSE specialist/coordinator, PSP Grantee, CCR&R, and other identified agencies or individuals will convene to ensure that IDEA and ADA requirements are met, including identifying supports and resources for reasonable modifications, and for provider to make an individualized assessment about their ability to meet the particular needs of the child. Plans should respond to families' needs for timely placement processes and information about available resources in the community to support their child's needs. A child receiving special education in a local EI/ECSE program can be simultaneously enrolled in Preschool Promise. Grantees must adjust their expected attendance goal and/or arrival or departure time for students with a documented specialized education who must leave or arrive late to the Preschool Promise Program for a specified period during Preschool Promise hours to receive specialized services.

Placement Processes

Enrollment staff will contact the family to inform them of their eligibility determination and selection into a PSP placement and confirm that the family is still interested in the specific placement. If the family is not interested in the specific placement, they will be removed from that PSP Grantee's waiting list. If interested, Enrollment staff will inform the family that the PSP Grantee will contact them within 10 business days to arrange a time to complete enrollment paperwork, conduct a site orientation and schedule a start date. Family will also be informed that they may contact Enrollment Specialist staff if they become dissatisfied with their placement or if they have other questions or concerns about PSP.

Enrollment Specialists will immediately notify the PSP Grantee of selection by email or other agreed upon method and will securely transfer a copy of the Preschool Promise Application in its entirety to the PSP Grantee to support the enrollment of the child into the open slots. The PSP grantee will contact the family within 10 business days of notification to schedule a meeting with family to complete the enrollment process. Enrollment should be completed, and the child scheduled to begin services with the PSP Grantee by the beginning of program year or within 30 calendar days of vacancy for mid-year enrollments. The PSP Grantee will notify Enrollment Specialists when the enrollment process is complete and start date is set.

A child who is enrolled with the PSP Grantee and would like to move into an open PSP slot with the PSP Grantee will have their tuition covered by PSP as soon as the PSP Grantee is notified of the family's PSP eligibility.

If the PSP Grantee is unable to reach the family to complete the enrollment process or if the family declines the placement, the PSP Grantee will alert enrollment staff, who will assist with connecting with the family or, if necessary, select another child for placement. The PSP Grantee may also ask the Enrollment Specialists to assist the family with the enrollment process, to the extent feasible.

Enrollment Specialists will work with PSP Grantees to enroll children into program slots by supporting families, as needed, to complete enrollment paperwork required by the PSP Grantee. PSP Grantees will work with families to obtain and/or coordinate any additional services needed to serve the child, such as special education or health-related services.

Enrollment Specialists should collaborate with PSP Grantees to create information exchanges so that they know when a child's enrollment is completed and child's start date in program has been determined. CE staff will serve as family point of contact in maintaining placements.

Children Enrolled Simultaneously in Multiple Publicly-Funded Preschool Programs

Children cannot be placed into more than one PSP slot simultaneously, nor should they be enrolled simultaneously in PSP and another publicly funded preschool program, such as OPK or Head Start. A child receiving special education in a local ECSE program can be enrolled in Preschool Promise.

A child may transfer from one PSP Grantee and/or site to another within the same program year by participating in the selection process for open slots as determined by the EL Hubs RSC.

SUSTAINING ENROLLMENT

For children to gain maximum benefit from the program, Enrollment Specialists should make every effort to support children's enrollment in PSP until kindergarten entry. Enrollment Specialists will serve as the PSP Grantee's main contact for any questions or concerns about PSP enrollment and will work to resolve any concerns as soon as possible.

Transfers

If a family would like to transfer to another PSP site/Grantee, moves to a new EL Hub region, or must change placement for other reasons, the enrolled child will have highest priority for selection into a vacancy with another PSP Grantee if the child meets enrollment conditions for the vacancy, such as age or address.

When a family chooses to transfer, Enrollment Specialists should initiate the process using the timeline requested by the family and vacancies available. Enrollment Specialists must also document the reason for the transfer request to the extent possible. As a part of their coordinated enrollment work, Enrollment staff, PSP Grantees and CCR&Rs should explore trends in transfers to better understand the family experience in sustaining enrollment and to identify supports for PSP Grantees in working with families to sustain enrollment.

If a child has been selected for a vacancy and has completed eligibility determination, but the family would like to transfer to another PSP site before attending their first site, the child may be considered a transfer should they wish to have a different PSP site placement.

Leaves of Absence

Children on a leave of absence for any reason, including without approval, do not need to re-verify eligibility if they wish to return to PSP during their 2-year eligibility.

Medical Leave of Absence

Children with an approved medical leave of absence maintain their placement and are considered enrolled in the program. A PSP Grantee may offer educational support and resources to the child as requested by the family and may hold the slot until the child's return. Should the family wish to un-enroll and re-enroll later, the child will have selection priority as currently enrolled wishing to transfer.

PSP Grantees may adjust their expected attendance goal for students with a documented specialized educational and/or medical need who must leave the program for a specified period during PSP hours to receive specialized services.

Other Leave of Absence

When an enrolled child must be absent due to family vacations or other situations, the PSP Grantee can approve a leave of absence of up to 25 consecutive days. Beyond 25 consecutive days will require approval from the ELD. Children on an approved leave of absence may return to the program.

Absence without Approved Leave

An absence of 15 consecutive days without an approved leave should typically be considered as a vacancy, and the child will be considered inactive in PSP. Children who are inactive status may return to the applicant pool but do not have transfer selection priority.

Limitations on Suspension and Expulsion

PSP Grantees must prohibit or severely limit the use of suspension due to a child's behavior and cannot expel or un-enroll a child from Preschool Promise due to a child's behavior. A temporary suspension may be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications. The Preschool Promise Grant Manual outlines necessary steps a provider must take to engage the family and community partners/resources to determine whether no other reasonable option to a temporary suspension is appropriate. The Grant Manual also outlines necessary steps a provider must take to engage the family and consult with community partners/resources like a mental health consultant, agency responsible for an IFSP or IEP, and agency responsible for implementing IDEA to explore options for providing appropriate services and supports to the child.

If, after a program has explored all possible steps and documented all steps taken in consultation with the family and community partners/resources, the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children, the provider must work with community partners including Enrollment Specialists to facilitate the transition of the child to a more appropriate placement. Enrollment Specialists are expected to help the family find alternative placement with another PSP grantee or another publicly funded program if available.

Transition to Kindergarten

Enrollment Specialists staff will work with PSP Grantees and schools to support the transition of children into kindergarten, by providing information to families about kindergarten and facilitating the transition of children's educational records from providers to schools and/or families.

Returning Children

Age-eligible children may participate in the Preschool Promise Program for up to two years. Once a child is determined eligible, they can stay in PSP, and no re-verification of income is necessary. Enrollment Specialists must maintain documentation of the number of years a child is eligible to properly plan for recruitment.

Enrollment Specialists will work with PSP Grantees to determine available slots for the following year. Grantees must connect with families before the end of the program year to determine their interest for the following year and inform Enrollment Specialists in order to plan accordingly.

ENROLLMENT REPORTING AND RECORDKEEPING

Enrollment Reporting

Enrollment Specialist staff must report information about children and families selected for eligibility determination and enrollment monthly. Reports must be submitted to the ELD by the due date. Reporting information on children enrolled will include the following elements:

- Child's age
- Child's race/ethnicity
- Child's primary language
- Children in families experiencing homelessness
- Children with an IFSP
- Children who require specialized supports
- Foster children
- Family income and categorical eligibility
- Vacancies
- Number of children placed by site with PSP grantee
- Challenges identified, trends and success with enrollment into PSP sites.

All required reports must be submitted to ELD by the due date using the tools/templates provided by the ELD. If an unavoidable circumstance arises, you may submit, in writing, a deadline extension request to the ELD.

Recordkeeping

Enrollment Specialist staff will develop and maintain an enrollment file for each enrolled child which includes:

- Preschool Promise Application
- Certification of Eligibility form (part of PSP Application) and supporting documentation
- Listing of child's PSP enrollment placement(s), including name and contact information for Provider(s), and dates of enrollment with each Provider.
- Transfer request information if applicable (example: reason for transfer and where the child transfers to, if available)

Enrollment files will be maintained in a secure and confidential manner by the EL Hub and OPK/Tribal Grantees (if determining eligibility). Files may be maintained electronically and/or as paper records. Parents may request and must give permission for their child's enrollment file to be transferred to another entity. Enrollment file transfers will take place via secure file transfer, which may include the use of secure/encrypted file sharing methods or person-to-person transfer of records between program staff and/or between parents and program staff. EL Hubs and OPK/Tribal Grantees (if determining eligibility) must have their own system for secure file sharing that meets all data privacy and parental informed consent requirements.

EL Hubs and OPK/Tribal Grantees (if determining eligibility) will retain the full Preschool Promise Application, Certification of Eligibility, proof of eligibility documentation and dates of enrollment records for each enrolled child throughout the enrollment period and for six (6) years after participation in PSP ends. All required forms and documentation must be available for review by ELD upon request.

Parent Concerns and Complaints

Parent Concern

The ELD supports and encourages open communication between families and PSP Grantees regarding their Preschool Promise experience. Additionally, the ELD encourages Enrollment Specialists and PSP grantees to work collaboratively on addressing parent concerns and enhancing parent/family experience. If a parent/family brings up a concern to Enrollment staff, Enrollment staff should ask the family if they have had an opportunity to discuss this concern with the PSP Grantee. If the parent/family wants to address the concern directly with the PSP Grantee, then no further action from Enrollment Specialist is needed. If the parent/family is not comfortable discussing the concern with the PSP Grantee, Enrollment Specialists should reach out to the CCR&R and ask them to connect with the PSP grantee directly and collaborate on addressing the parent's concern. CE staff should document the concern and keep records of parent concerns to identify trends and TA opportunities.

- If a parent/family or Enrollment staff raises concerns regarding a PSP Grantee's fulfillment of grant requirements outside of the scope of the CCR&R, Enrollment staff should document the concern and forward the information to the ELD.PSPEnrollment@ode.oregon.gov and copy psp@ode.oregon.gov to determine the appropriate level of follow up.

Reporting Suspected Child Abuse or Neglect

Mandatory Reports

Any time a staff member observes or is told something that causes concern for potential child abuse and/or neglect, they must immediately report to the Oregon Department of Human Services (ODHS) at 1-855-503-7233. If the observation or allegation involves a PSP grantee site, they must also report to the Office of Child Care (OCC) at 1-800-556-6616 if licensed.

See [APPENDIX K: Reporting Suspected Child Abuse or Neglect for Oregon's Early Learning Hubs](#).

Right to Appeal

A parent may appeal a determination of non-eligibility by submitting a written request to the EL Hub. Enrollment Specialist staff must review the application and respond to the parent within 10 business days of receipt of appeal. If the EL Hub sustains the determination of non-eligibility, the parent may further appeal the determination via email to the ELD at ELD.PSPEnrollment@ode.oregon.gov. Enrollment Specialist staff eligibility determination processes must include providing information to parents on their right to appeal and contact information for the ELD.

APPENDIX A: 2023 FEDERAL POVERTY LEVEL CHART

2023 Federal Poverty Level Chart			
Household Size	100% FPL	130% FPL	200% FPL
1	\$14,580	\$18,954	\$29,160
2	\$19,720	\$25,636	\$39,440
3	\$24,860	\$32,318	\$49,720
4	\$30,000	\$39,000	\$60,000
5	\$35,140	\$45,682	\$70,280
6	\$40,280	\$52,364	\$80,560
7	\$45,420	\$59,046	\$90,840
8	\$50,560	\$65,728	\$101,120
*for households with more than 8 persons, add \$12,860 per additional person for 200% FPL			

APPENDIX B: MOU TEMPLATE & INSTRUCTIONS

Instructions: all sections in brackets should be customized by EL Hub and brackets removed from final document

MEMORANDUM OF UNDERSTANDING

For Coordinated Enrollment of [publicly funded preschools] in [name of EL Hub region]

Introduction

[Types of programs/partners such as PSP, HS/OPK, K-12 preschool, etc.] in the [geographic] area, along with [name of Early Learning Hub] are committed to working together to support high-quality early learning in the Hub Region. Our goals include:

- Engage in regional coordination of publicly funded preschool
- Maximize resources to provide high-quality preschool to the greatest number of children in the region
- Prepare all children for success in kindergarten
- [Other goals as desired based on the EL Sector Plan and MOU partners]

The organizations below enter into this Memorandum of Understanding (MOU) based on statutory responsibility of Early Learning Hubs, Head Start/OPK, K-12 school districts regarding publicly funded preschool programs [and to provide excellent early learning services to children and families - or similar language] in the [name of Hub] Region.

Organizations included in this agreement

-
-
-

Key contacts for each organization

-
-
-

Service Areas

This agreement covers Preschool Promise programs and Head Start programs [list additional programs included in the MOU] in the [name of EL Hub] Region ([name(s) of counties]). [specify each program's distinct service area within region here and/or in program services section below, if applicable]

Program Services

[see Program Comparison chart, included in this MOU as addendum or as stand-alone document for more details]

Name of program	Brief program description* type of services offered (HS, PP, part-day, full day, other specifics), location of services and/or target populations (language-specific, etc.) within overall service area

*[*include information such as the following, as applicable, in the program descriptions above:*

- *Programs are offered year-round or on the school-year calendar: September to June.*
- *Part day (3.5-4 hours per day) and full day (up to 10 hours per day) classrooms.*
- *Classes are offered with Spanish speaking teachers in some locations.*
- *Extended childcare hours may be offered before and after at some sites.*
- *Transportation is offered at some sites.*
- *Additional health and child development supports are offered for children and families such as screenings, referrals, and coordination for early childhood special education services at some locations.]*

Recruitment and Outreach

Program(s) represented in this MOU will:

[customize information below based on partner consent. Likely agreements might include:

- *Share information with each other and with families about each program's services to ensure families have the information they need to choose a preschool program.*
- *Share waiting list information with partners to ensure families have access to preschool, and not remain on a waiting list and risk not being served.*
- *Collaborate in the development of a shared message in the broader Hub region about the importance of preschool and kindergarten readiness.*
- *Collaborate in the development and dissemination of recruitment materials, including:*
- *A one-page flyer that articulates all funded preschool programs in the Hub region.*
- *Materials, such as flyers, buttons, shirts, social media collateral, as appropriate.*
- *Collaborate at community outreach events to recruit families to a preschool program that will meet their needs.]*

Preschool Screening Forms

Program(s) represented in this MOU will:

[customize information below based on partner consent. Likely agreements might include:

- Utilize a common Preschool Screening Form for all programs. This Screening Form will have a release of information statement signed by the parent agrees that the information may be shared between any of the Head Start and Preschool Promise [and/or other partner] programs.
- Use the Preschool Promise Application form for Preschool Promise applicants. Any program may use this form for their program applicants, if desired.
- Share information between programs and the Hub's related enrollment lists.]

Data Sharing

Program(s) represented in this MOU will:

[customize information below based on partner consent. Likely agreements might include:

- Utilize [add local processes, databases, other methods used locally] to securely share Interest Form data between our Programs.
- Share information on child eligibility and enrollment between programs should a family express interest in multiple programs
- Share information on children between programs as children should there be a transition between programs.]

Eligibility Determination

Program(s) represented in this MOU will:

[customize information below based on partner consent. Likely agreements might include:

- Accept Preschool Promise eligibility documentation...

Selection and Placement Process

Program(s) represented in this MOU will:

[customize information below based on partner consent. Likely agreements might include:

- Communicate regularly during the enrollment process about changes in locations, services provided or other aspects of the program.
- Keep each other updated on enrollment status, including program rosters and waiting lists in areas where services overlap.
- Align dates for selection and placement processes to coordinate contact to families that are on both Hub and Head Start waitlists.
- If a family has enrolled in more than one program or if a partner program receives applications for children who have participated in Early Head Start or Head Start, the programs will work collaboratively, in conjunction with the family, to identify the program that best meets the eligibility and parent's choice for preschool program.
- If a program is not able to fill any Preschool Promise or other program slots, discuss and plan with the Hub to ensure maximum number of preschool opportunities stay in the hub region.]

Future Enrollment Changes

Program(s) represented in this MOU will:

[customize information below based on partner consent. Likely agreements might include:

- *If opportunities for expansion arise, coordinate efforts to reach the greatest number of families needing offered services.]*

Communication and Outreach for Kindergarten Transition^[**]

Program(s) represented in this MOU will:

[for Head Start compliant MOUs, customize information below based on partner consent. Likely agreements might include:

- *Work toward smooth transitions to kindergarten by aligning recruitment with those of local schools.*
- *Conduct outreach to parents to support successful kindergarten transition.]*

*[If MOU includes the additional ^[**] required elements of a Head Start compliant MOU, include this statement:*

A copy of this Memorandum of Understanding will be provided to the Head Start Collaboration Director and the Head Start Regional Office no later than 30 days after the parties enter into such memorandum. The MOU must be revised periodically and renewed biennially, by the parties in such memorandum, in alignment with the beginning of the school year.]

Signatures:

Organization	Printed Name	Signature	Date

APPENDIX C: PROGRAM COMPARISON OF PRESCHOOL PROGRAMS TEMPLATE AND INSTRUCTIONS

[Customize information in each column below based on actual program requirements and services as determined through collaborative processes, including Memorandum of Understanding. This document may be stand-alone or an Addendum to the MOU]

Program Comparison of Preschool Programs in the [Hub region] Internal Tool for Collaboration

Program factor	Preschool Promise	Head Start/OPK	Migrant Seasonal Head Start	Tribal Head Start
Program name				
# Preschool slots				
Age (by Sept. 1)	3-4	3-4 (for preschool – many serve 0-5)	3-4 (for preschool – program serves 0-5)	3-4 (for preschool – many serve 0-5)
Income (and other categorical eligibility, if applicable)	Up to 200% FPL. Categorical eligibility includes foster child. In some Frontier Remote regions with ELD approval, children of all income levels may be enrolled after all eligible/interested applicants are served	Up to 100% FPL, plus up to 35% can be 101-130% FPL, up to 10% over-income (actual income limits determined by program). OPK may enroll up to 20% over-income. Categorical eligibility may include public assistance (TANF, SSI), foster child, homeless	Participants must meet Head Start income (or categorical) eligibility AND family's income must come primarily from agricultural work	After all tribal and non-tribal members in the program's service area have been served, more than 10% non-eligible (over-income may be served as long as at least 51% of participants meet Head Start Income (or categorical) eligibility.
Home Address	Must live in Oregon	Must live in Oregon (OPK). Should be resident of service area. May, with state/regional approval, coordinate with other Head Start programs to allow program that is convenient to parent's work address or other circumstance. Homeless exception.	Must live in service area.	Must live in service area.

Program factor	Preschool Promise	Head Start/OPK	Migrant Seasonal Head Start	Tribal Head Start
Other selection priorities (such as medical / mental health conditions, family risk factors such as drug use or domestic violence or trauma, ELL, ...)	ELD guidance	Varies by program. Based on community assessment and other processes. Approved by the Head Start Policy Council and Board. 10% of enrollment opportunities must be filled by children with diagnosed disabilities	See Head Start	See Head Start
Other enrollment requirements	Openings must be reported within 7 days and filled with 30 days of vacancy. (if unable, must report and develop an improvement plan)	Openings must be filled with 30 days of vacancy. (if unable, must report and develop an improvement plan). Under certain conditions, may “reserve” up to 3% of slots for additional 30 days to allow slot to be filled by homeless or foster child.	See Head Start	See Head Start
Eligibility determination process	Must include in-person or remote interview. Must maintain paper or digital copies of eligibility determination documents	Must include in-person interview or explanation if not conducted in person. Must maintain paper or digital copies of eligibility determination documents	See Head Start	See Head Start
Classroom contact hours	Varies by program. 900 hours per year (typically school year, 6+ hours/day)	Varies by program. Part-day (3.5-4 hrs/day) and full day or “duration” (6+ hours per day). 448 to 1020+ hours per year. May include home-based service model (weekly home visits, group socializations twice a month). Typically school year program	Typically full day	See Head Start

Program factor	Preschool Promise	Head Start/OPK	Migrant Seasonal Head Start	Tribal Head Start
Teacher qualifications	Must be AA degree or above (temporary waivers possible)	Typically AA-BA degree (temporary waivers possible) 15 hours of on-going professional development required annually For home-based model, home visitors must have CDA or equivalent in AA or BA studies	See Head Start	See Head Start
QRIS (SPARK)	Must participate in Spark	Must participate in the state's licensing and QRIS system. Most qualify for top tier of SPARK.	See Head Start	See Head Start
Other services	meals as part of USDA's Child Adult Food Care Program (CACFP), assessment	meals as part of USDA's Child Adult Food Care Program (CACFP), dental, vision and developmental screenings within 30 days of enrollment, ongoing developmental assessments, and mental health supports, referrals to additional supports when appropriate	See Head Start	See Head Start. May provide opportunities for tribal language preservation and revitalization
Family engagement	Required to be offered by program, including participate in child's educational experience, parent leadership opportunities, parent-teacher conferences, orientation to the program.	Required to be offered by program, including participate in child's educational experience, home visits (2 p/ year), parent-teacher conferences (2 p/ year), kindergarten transition activities, parent leadership in Policy Council/ Parent participation is voluntary.	See Head Start	See Head Start

FPL = [Federal Poverty Level](#)

APPENDIX D: PSP FAMILY RECRUITMENT ROLES AND RESPONSIBILITIES



FAMILY RECRUITMENT ROLES AND RESPONSIBILITIES

Preschool Promise (PSP) is a tremendous opportunity for families and young children. We want to ensure that this opportunity reaches as many children and families as possible. To achieve this goal, we need both grantees and their local Early Learning (EL) Hubs to be invested and active participants in reaching eligible families. Overall, the EL Hub is responsible for promoting and recruiting for Preschool Promise as a program. Preschool Promise is part of the EL Hub's larger body of coordinated enrollment. Grantees are responsible for promoting their business or organization. Preschool Promise (PSP) is part of the grantee's business, and therefore the expectation is that grantees collaborate with EL Hubs and participate in the EL Hub's Preschool Promise recruitment strategies. Child Care Resource and Referral organizations are available to provide PSP grantees with marketing and outreach training, consulting, and other business resources.

EARLY LEARNING HUBS

Early Learning Hub staff develop familiarity with the Preschool Promise programs within their region and establish systems to share program information that support families in making an informed decision on enrollment (e.g. collecting information from programs via phone, written or in-person interview and sharing this information on Hub website).

[PSP Enrollment Manual page 5](#)

EL Hubs will convene their Regional Stewardship Committee including PSP Grantees to conduct marketing and outreach to potentially eligible families. This includes the following steps:

1. Develop an Outreach and Recruitment Plan
2. Implement the plan
3. Evaluate the effectiveness of the plan throughout the recruitment period and adjust as needed.

Outreach and Recruitment Plans include strategies for reaching priority populations outlined in the Early Care and Education (ECE) Sector Plans and conducting coordinated outreach in partnership with community and regional partners.



Hub Recruitment Activities May Include:

- Printing and distribution of:
 - Informational flyers about PSP in local libraries, community centers, ODHS offices, laundromats, shelters, churches, medical clinics, etc.
 - Language-specific materials (e.g., list of Spanish-speaking providers w/ info on PSP)
- Presenting Preschool Promise information virtually or in-person to:
 - WIC
 - ODHS (Self-sufficiency and Child Welfare)
 - Housing Assistance
 - EI/ECSE
 - Local non-profits supporting children and families
 - Local culturally-specific community organizations
- Maintaining a website that clearly explains what PSP is, how to enroll, and the different programs that are participating that year.
- Marketing and advertising through:
 - Advertisements in parenting magazines
 - Bus stop advertisements
 - Billboard advertisements
 - Radio advertisements
 - TV advertisements
- Connecting with local media outlets to ensure broad awareness of opportunities for families.
- Coordinating virtual and in-person family events that promote information about early learning.
- Participating in community events for families.
- Designing and distributing PSP/EL branded "swag"
- Social media advertising, and social media support for grantees (templates, hashtags, "social media 101" type information); highlighting different providers via social media (especially providers that have low enrollment).
- As appropriate and feasible, responding to grantee ideas for recruitment that will be successful to their Preschool Promise program.

PRESCHOOL PROMISE GRANTEES

[PSP Grant Manual page 21](#)

Grantee must participate in the regional Early Learning Hub coordinated enrollment process which includes but is not limited to: orientations or other trainings related to the process, outreach to and **recruitment** of potential Preschool Promise children and families, eligibility determinations, and selection and placement of children into Grantee's Preschool Promise Program.



Grantee Recruitment Activities May Include:

- Attending occasional preschool recruitment events in community (esp. those organized by their Hub).
- Using materials offered by Hub (lawn signs, flyers, "swag," etc.)
- Maintaining positive brand in community
 - Answer all phone calls and inquiries from interested families within a reasonable timeframe (2 business days)
 - Set voicemail to clearly identify business
 - Maintain program quality
- Maintaining their own business website/social media, including PSP Hub website links when marketing.
- Offering open houses and/or individual tours at their own programs when they have openings.
- Share their own expertise on their community with their Hub to support targeted advertising of their business.
- Working with CCR&R or business coaches to create plans for marketing their business.
- Receiving feedback from families/community members. Participating in conversation with CCR&R about potential service/policy/practice changes they could make to address feedback from families.

CHILD CARE RESOURCE AND REFERRAL (CCR&R)

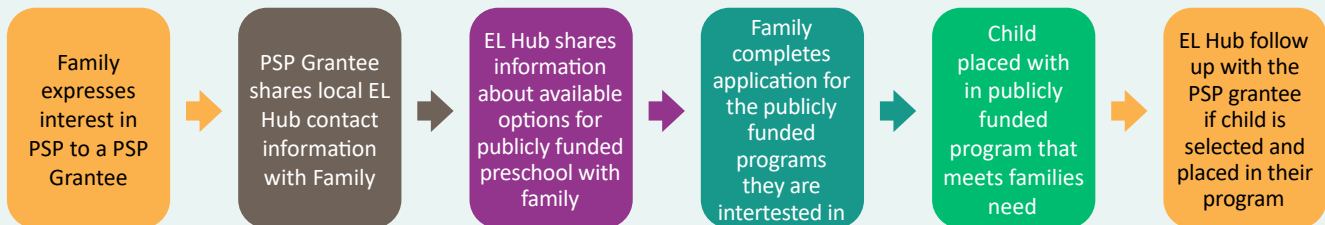
CCR&Rs are available to offer all early learning and care providers in their region, including Preschool Promise grantees, technical assistance and consultation on business practices. Business practices include marketing and outreach to recruit new families for a provider's program.

CCR&Rs also participate on their Regional Stewardship Committee (sometimes referred to as an early learning sector committee). See above.

CCR&R Recruitment Activities May Include:

- One-on-one consulting for providers on marketing and other business practices
- Enrolling grantees in business, marketing, and enrollment trainings, such as Strengthening Business Practices for Child Care Programs
- Resource sharing
- Referrals to additional business coaching outside the CCR&R, such as Small Business Development Center (SBDC) Technical assistance in support of use of Stabilization grant funds

WHAT HAPPENS WHEN I REFER A FAMILY TO THE HUB?



LANGUAGE LINE

To honor an individual's preferred language, the Early Learning Division provides FREE access to the Language Line (a phone live interpretation service) to all PSP grantees, Hubs, and CCR&Rs to communicate with each other and families in their community.

APPENDIX E: SAMPLE OUTREACH PLAN

Target Audience	Geographic Areas	Outreach Activities	Activity Start/End Dates	Lead Organization/Staff Member	Expected Outcomes	Metrics to Measure Progress Towards Outcomes

APPENDIX F: 2023-2025 PRESCHOOL PROMISE APPLICATION

Preschool Promise Full Application



**PRESCHOOL
P R O M I S E**

**PRESCHOOLPROMISE
FULL APPLICATION**

Child Information

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Gender: Male Female X _____

What is your child's primary language? English Spanish Russian Vietnamese Chinese
 Other: _____

What language(s) do you speak at home? English Spanish Russian Vietnamese Chinese
 Other: _____

Child's Race and Ethnicity:

American Indian or Alaska Native

- American Indian
- Alaska Native
- Canadian Inuit, Metis, or First Nation
- Indigenous Mexican, Central American, or South American

Native Hawaiian or Pacific Islander

- Guamanian or Chamorro
- Micronesian
- Native Hawaiian
- Samoan
- Tongan
- Other Pacific Islander

Middle Eastern/Northern African

- Northern African
- Middle Eastern

Asian

- Asian Indian
- Chinese
- Filipino/a
- Hmong
- Japanese
- Korean
- Laotian
- South Asian
- Vietnamese
- Other Asian

Hispanic or Latino/a

- Hispanic or Latino/a Central American
- Hispanic or Latino/a Mexican
- Hispanic or Latino/a South American
- Other Hispanic or Latino/a

Black or African American

- African American
- African (Black)
- Caribbean (Black)
- Other Black

White

- Eastern European
- Slavic
- Western European
- White/Caucasian
- Other White

Other Categories

- Other (Please list)
- Don't know/Unknown
- Decline/Don't want to answer

Is this child currently enrolled in a child care or preschool program? Yes No

If yes, list the name of the program: _____

Is this child in a state approved foster care placement? Yes No

Does this child have an Individual Family Service Plan (IFSP) to support their development? Yes No

Does this child have any other health, nutrition, behavioral or mental health concern that requires specialized supports? Yes No

If yes, list any health partners, ECSE specialist, or other providers you would like us to know about: _____

What is your household size? _____

Based on the definition below, do you consider your family to be homeless? Yes No

Homeless – a child may be considered homeless if the family meets one of the criteria of the McKinney-Vento Definition of "Homeless" - Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines "homeless" as follows:

Individuals who lack a **fixed** (stationary/permanent), **regular** (used nightly), and **adequate nighttime residence** (sufficient to meet physical and psychological needs typically met in home environments). **Child or family must be: (1)** sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; **(2)** living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate

Submission of this application is not a guarantee of admission into the Preschool Promise program | 1 of 5

Preschool Promise Full Application

accommodations; (3) living in emergency or transitional shelters; (4) abandoned in hospitals; (5) awaiting foster care placement; (6) staying in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (7) living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (8) migratory children who are living in circumstances described above.

Legal Parent/Guardian 1 Information

First Name: _____ Middle Name: _____ Last Name: _____

Relationship to child: Parent Legal Guardian Foster Parent Other: _____

Child lives with Parent/Guardian what percentage of time: 0% 1 to 25% 26 to 50% 51 to 74% 75 to 99% 100%

Legal Parent/Guardian 1 Contact Information:

Primary Phone: _____ Secondary Phone: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

Physical Address (if different): _____ City: _____ Zip Code: _____

How do you prefer to be contacted? Primary Phone Secondary Phone Email Other: _____

Legal Parent/Guardian 1 Language:

In what language do you prefer to receive . . .

Written Communication: English Spanish Russian Vietnamese Chinese Other: _____

Verbal Communication: English Spanish Russian Vietnamese Chinese _____

Other: Legal Parent/Guardian 1 Employment Status:

Check all that apply: Employed PT/FT Student Unemployed Business Owner Other: _____

Legal Parent/Guardian 2 Information

First Name: _____ Middle Name: _____ Last Name: _____

Relationship to child: Parent Legal Guardian Foster Parent Other: _____

Child lives with Parent/Guardian what percentage of time: 0% 1 to 25% 26 to 50% 51 to 74% 75 to 99% 100%

Legal Parent/Guardian 2 Contact Information:

Primary Phone: _____ Secondary Phone: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

Physical Address (if different): _____ City: _____ Zip Code: _____

How do you prefer to be contacted? Primary Phone Secondary Phone Email Other: _____

Legal Parent/Guardian 2 Language:

In what language do you prefer to receive . . .

Written Communication: English Spanish Russian Vietnamese Chinese Other: _____

Verbal Communication: English Spanish Russian Vietnamese Chinese Other: _____

Legal Parent/Guardian 2 Employment Status:

Check all that apply: Employed PT/FT Student Unemployed Business Owner Other: _____

Submission of this application is not a guarantee of admission into the Preschool Promise program | 2 of 5

-----STOP HERE PROCEED TO PAGE 4 TO SIGN PARENT CONSENT AND COMPLETE APPLICATION-----

CERTIFICATION OF ELIGIBILITY - FOR ENROLLMENT STAFF USE ONLY

Hub Name/Name of Organization: _____

Program Year: 2023-24 2024-25

STEP 1 – Complete the following information:

in Family: _____ Annual Income: _____

Family Income is:

- At or Below 100% FPL
- 101 – 130% FPL
- 131-200% FPL
- TANF, SNAP, OHP (Adult) recipient
- FAR waiver for overincome

Is the Family Income Eligible? Yes No

Documents presented for income verification: **

Check all that apply

- Child Support Statements
- Foster child documentation
- Income Tax Form 1040 or 1040A
- TANF, SNAP, OHP benefits letter
- Paystubs (3 most recent concurrent)
- SSI letter
- Unemployment Statements
- W2
- Family Income Statement
- Other

****Keep copies of all documentation presented/used to determine**

Age* of the child:

Is the child age eligible? Yes No

Documents presented for age eligibility:

- Copy of birth certificate;
- Copy of hospital record;
- Copy of pediatrician/doctor's office paperwork;
- Copy of child's immunization record;
- Health insurance documentation;
- Foster care placement letter;
- Legal document that shows child's date of birth; or
- Preschool Promise Date of Birth Supplemental Form

*Child must be 3 or 4 by September 1 of upcoming school year.

Family resides in Oregon? Yes No

Documents presented for living in Oregon verification:

- Current utility/service bill (electric, gas, water/sewer and waste);
- Lease or rental agreement; or
- Identification card or Oregon driver's license;
- Paystub or W-2;
- Benefits letter (Social Security, TANF, SNAP, OHP letter, etc.);
- Foster care placement letter;
- Secure address through Address Confidentiality Program; or
- Preschool Promise Address Supplemental Form

(Homeless families not required to submit Oregon address documentation.)

Submission of this application is not a guarantee of admission into the Preschool Promise program | 3 of 5

CERTIFICATION OF ELIGIBILITY - FOR ENROLLMENT STAFF USE ONLY – CONT

STEP 2 – Staff Certification and signature:

INTAKE STAFF - I have examined documents and information presented by the parent(s)/guardian(s) and to the best of my knowledge the family is:

- Eligible for Preschool Promise services
- Not Eligible for Preschool Promise services

Staff Print Name	Staff Signature	Date
------------------	-----------------	------

STEP 3 – Placement

Child is placed in _____	at _____,	
PSP Grantee	Site Name	Date

In the event of a transfer:

Child is placed in _____	at _____,	
PSP Grantee	Site Name	Date

Child is placed in _____	at _____,	
PSP Grantee	Site Name	Date

PARENT CONSENT - Legal Parent/Guardian Signature

By signing this application, I confirm that I have given true and complete information and I understand that the Oregon Department of Education and its Early Learning Division may verify the information on this form. I understand that making false statements or intentionally omitting information may subject me to state and federal penalties. I understand Preschool Promise is a state funded program and preschool services provided under the Preschool Promise program may end if funds are no longer available.

I understand and agree that the information on this form, any information gathered or collected by the provider as part of the Certification of Eligibility, and any tests or reports, describing my child’s educational progress in the Preschool Promise Program may be shared with entities involved in the delivery of Preschool Promise services and supports to my child, including but not limited to preschool providers, Enrollment Committees, Early Learning Hubs, Education Service Districts and the Oregon Department of Education and its Early Learning Division, for the purpose of administering and evaluating the Preschool Promise Program.

**Submission of this eligibility form is not a guarantee of admission into the Preschool Promise program.
Legal Parent/Guardian Signature and Date Required.**

Print Name	Signature	Date
------------	-----------	------

Preschool Promise Full Application

Homeless – a child may be considered homeless if the family meets one of the criteria of the McKinney-Vento Definition of "Homeless" - Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (Title X, Part C, of the No Child Left Behind Act) defines "homeless" as follows:

Individuals who lack a **fixed** (stationary/permanent), **regular** (used nightly), and **adequate nighttime residence** (sufficient to meet physical and psychological needs typically met in home environments). **Child or family must be:** **(1)** sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; **(2)** living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; **(3)** living in emergency or transitional shelters; **(4)** abandoned in hospitals; **(5)** awaiting foster care placement; **(6)** staying in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; **(7)** living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and **(8)** migratory children who are living in circumstances described above.

FOR STAFF USE ONLY		
Date	Staff	Notes (contact, referrals made, results of screening and enrollment process, etc.)

Submission of this application is not a guarantee of admission into the Preschool Promise program | 5 of 5

APPENDIX G: ADDITIONAL CHILD SUPPLEMENTAL FORM



**PRESCHOOL
P R O M I S E**

**PRESCHOOL PROMISE
ADDITIONAL CHILD SUPPLEMENTAL FORM**

Child Information

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: _____ Gender: Male Female X _____

What is your child's primary language? English Spanish Russian Vietnamese Mandarin Cantonese
 Other: _____

What language(s) do you speak at home? English Spanish Russian Vietnamese Mandarin Cantonese
 Other: _____

Child's Race and Ethnicity: (Select all that apply)

American Indian or Alaska Native

- American Indian
- Alaska Native
- Canadian Inuit, Metis, or First Nation
- Indigenous Mexican, Central American, or South American

Native Hawaiian or Pacific Islander

- Guamanian or Chamorro
- Micronesian
- Native Hawaiian
- Samoan
- Tongan
- Other Pacific Islander

Middle Eastern/Northern African

- Northern African
- Middle Eastern

Asian

- Asian Indian
- Chinese
- Filipino/a
- Hmong
- Japanese
- Korean
- Laotian
- South Asian
- Vietnamese
- Other Asian

Hispanic or Latino/a

- Hispanic or Latino/a Central American
- Hispanic or Latino/a Mexican
- Hispanic or Latino/a South American
- Other Hispanic or Latino/a

Black or African American

- African American
- African (Black)
- Caribbean (Black)
- Other Black

White

- Eastern European
- Slavic
- Western European
- White/Caucasian
- Other White

Other Categories

- Other (Please list)
- Don't know/Unknown
- Decline/Don't want to answer

What is your household size? _____

Does your family have an Individual Family Service Plan (IFSP) to support your child's development? Yes No

Does your child have any other health, nutrition, behavioral or mental health concern that requires specialized supports? Yes No

If yes, list any health partners, ECSE specialist, or other providers you would like us to know about: _____

Is your child currently enrolled in a preschool program? Yes No

If yes, list the name of the program: _____

Legal Parent/Guardian Signature

I certify that the information given above is a true statement (legal parent/guardian signature and date required)

Print Name

Signature

Date

APPENDIX H: ADDRESS PARENT STATEMENT SUPPLEMENTAL FORM



PRESCHOOL
P R O M I S E

PRESCHOOL PROMISE ADDRESS SUPPLEMENTAL FORM

Address Parent Statement

Child Name: _____

I am unable to provide documentation of my family's address. I declare that my living address is in Oregon at the following address:

Address: _____ City: _____ Zip Code: _____

Legal Parent/Guardian Signature

I certify that the information given above is a true statement (legal parent/guardian signature and date required)

Print Name

Signature

Date

APPENDIX I: CHILD'S BIRTH DATE PARENT STATEMENT SUPPLEMENTAL FORM



PRESCHOOL
P R O M I S E

PRESCHOOL PROMISE
CHILD'S DATE OF BIRTH STATEMENT SUPPLEMENTAL FORM

Child's Date of Birth Parent Statement

Child Name: _____

I am unable to provide documentation of my child's date of birth. I declare that my child's date of birth is:

Child's Date of Birth (MM/DD/YYYY): _____

Legal Parent/Guardian Signature

I certify that the information given above is a true statement (legal parent/guardian signature and date required)

Print Name

Signature

Date

APPENDIX J: FAMILY INCOME STATEMENT SUPPLEMENTAL FORM



**PRESCHOOL
P R O M I S E**

**PRESCHOOL PROMISE
FAMILY INCOME STATEMENT SUPPLEMENTAL FORM**

Family Income Statement

Child Name: _____

I am unable to provide documentation of my family's income from _____ through _____.
Month Year Month Year

Reason I cannot provide documentation of my income:

I do not have income to report

My income has recently changed

Please describe: _____

Other

List sources of income for all family members for time period listed above:

Parent/Guardian Name	Income Source(s)	Income Amount
Total Income Amount		

What is your household size? _____

Legal Parent/Guardian Signature

I certify that the information given above is a true statement (legal parent/guardian signature and date required)

Print Name

Signature

Date

APPENDIX K: REPORTING SUSPECTED CHILD ABUSE OR NEGLECT FOR OREGON'S EARLY LEARNING HUBS

Reporting Suspected Child Abuse or Neglect - Process for Oregon's Early Learning Hubs

All Early Learning Hub staff are mandatory reporters of suspected child abuse and neglect [per ORS 419B.010](#). This includes the obligation to report suspicions of or allegations of abuse or neglect brought to Hub staff by community members.

If at any point an allegation of child abuse or neglect in the community is made to Early Learning Hub staff, the staff member must take the following steps:

- Inform the person reporting to you that you will call the [Oregon Child Abuse Hotline](#) at 1-855-503-SAFE (7233) and make a report. Provide them with the hotline number as well. Encourage them to make a report as well.
- As best you can, gather relevant information from the person reporting to you:
 - Name, date of birth or age for all adults and children involved
 - A description of the abuse, including whether the child has current injuries
 - Alleged perpetrator's name, location and access to the child
 - Whether the child has Native American or Alaska Native heritage
 - Telephone numbers, including area code
 - Any cultural or language considerations, race and ethnicity
 - Addresses, directions or other means to locate the individuals of concern
 - Additional information related to family functioning, resources and supports
 - Detailed observations and statements made by the child or others
 - If applicable, a description of the child's disability or any special needs.
- Immediately call the [Oregon Child Abuse Hotline](#) at 1-855-503-SAFE(7233).
 - Be prepared to share the information that you received.
 - Be aware that there may be a long wait time.
 - Refer to the link above to learn what you can expect from the hotline.

AND

- Immediately make a report to child care licensing at 1-800-556-6616 or online here: [Child care licensing complaint](#)
- Take care of yourself. These situations can be traumatic to hear and to share.
- Keep all information confidential.
 - Do not share any information with the alleged perpetrator about your report nor what was shared with you.
 - Do not share details of the allegation with community partners.
 - Information about the report should only be shared with regulatory agencies and, in the case of an investigation, law enforcement.
 - Keep all information confidential while any assessment or investigation is performed by ODHS/CPS.

- *Do not investigate the situation further.* The Oregon Department of Human Services, Child Welfare are responsible for screening reports and conducting an assessment. Remember, even if the assessment leads to the conclusion that the abuse report was unfounded, it still was appropriate to make the report.
- If Preschool Promise family is involved, work with them to determine what they would like to do regarding their child's placement, including transferring to another PSP provider or connecting to other programs or referrals according to your coordinated enrollment processes and partnerships.
- If the complaint was made against a PSP program, continue to enroll children into provider's PSP vacancies.
 - In many cases, Office of Child Care allows providers to operate while under investigation. An allegation alone is not reason to suspend enrollment.
 - You will be informed by Preschool Promise staff if you will need to pause enrollment following the results of the assessment.

If the EL Hub's backbone agency has its own process for reporting child care neglect and abuse, that process may be followed, as long as the steps above are also taken.

Resources for training and additional information:

Child Safety home page: <https://www.oregon.gov/dhs/children/child-abuse/Pages/index.aspx>

Mandatory Reporting of Child Abuse: resources, 30 minute video, and how to request training: https://www.oregon.gov/dhs/ABUSE/Pages/mandatory_report.aspx

Free two-hour training on Recognizing and Reporting Child Abuse and Neglect. Approved by State of Oregon and available in five languages. Awards certificate of completion. [Oregon Center for Career Development - Portland State University : Search results \(educadium.com\)](#)

