

San Francisco Department of
Early Childhood
Early Learning System (ELS)
Family's Eligibility Certification

As your program enrolls children for the **2023-24 program year**, we strongly recommend applying the following guidelines to prioritize enrollments for all Early Learning Scholarship and/or Preschool for All spaces. DEC's priorities are aligned with City [public health guidance](#) that takes into account structural oppression and aims to focus attention on people experiencing marginalization, systemic inequity, and health inequities.

Centers enrolling children using their Fully Funded Enrollments (AKA **Maximum Reimbursable Amount (MRA)**- (excluding PFA enrollments) must follow the Priority Enrollment procedures in *Section I* below as well as ensure the family is income eligible for an MRA funded enrollment using the information and form in *Section II* and *II* below.

INSTRUCTIONS: For enrollments utilizing Maximum Reimbursable Amount (MRA) funds, all programs will utilize the Department of Early Childhood priority enrollment categories and obtain income eligibility information from those families to determine eligibility and enrollment prioritization.

Applicable Enrollment Type: ELS Fully Funded (Center-MRA)

I. PRIORITY ENROLLMENTS
 When enrolling families into Center-MRA funded spaces, please ensure families in Category One are prioritized for enrollment before enrolling families in Category Two.

CATEGORY ONE (Top Priority)

We ask that you grant the following groups top priority for enrollment in in-person ECE, regardless of age (in no particular order):

- Children who are clients of Family and Children's Services (FCS) or are at risk of abuse, neglect, or exploitation
- Children eligible through the Emergency Child Care Bridge Program for Foster Children
- Children experiencing homelessness
- Children of domestic violence survivors

CATEGORY TWO (Second Priority)

We ask that you grant the following groups second priority for enrollment in in-person ECE (in no particular order) before enrolling children outside of these groups:

- Black/African American children
- Latina/o/x children
- Native Americans/Indigenous children
- Pacific Islander children
- Immigrant children, arrived in USA within the last 24 months
- Children with disabilities or special health care needs whose individualized education programs (IEP) and/or individual family support plans (IFSP) include ECE services
- Children from low-income families, including those who receive or are eligible for free or reduced meals, Medi-Cal, SNAP (food stamps), WIC, CalWORKs, and other public assistance programs

Family's Eligibility Certification

II. INCOME ELIGIBILITY

The Family qualifies for ELS because their income is below one of the income brackets in the following table. (Monthly Income represents the maximum Income at 110% AMI)

Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8 or more
\$10,571	\$11,887	\$13,208	\$14,267	\$15,321	\$16,379	\$17,433

Determining Family Size:

"Family size" means the number of people constituting a "family" as determined by the number of dependent children and parents living in the household.

Determining Income:

"Total countable income" means all income of the individuals counted in the family size including, but not limited to, the following:

1. Gross wages or salary
2. Public cash assistance
3. Gross income from self-employment less business expenses with the exception of wage draws
4. Disability or unemployment compensation
5. Worker's compensation
6. Spousal support
7. Rent for room within the family's residence
8. Foster care grant payments

III. CERTIFIED FAMILY SIZE AND INCOME

Family Size:

Total Income:

IV. FAMILY INFORMATION

PARENT/GAURDIAN NAME	CHILD NAME	CHILD'S DOB

V. PARENT/GUARDIAN SIGNATURE

I declare, under penalty of perjury, that all of the above family and income information provided is true and accurate. I understand that I have not been officially approved for services until I am notified by the Center that my child(ren) have been enrolled in the program.

Parent Signature: _____ Date: _____

Additional Questions & Answers:

What is a MRA or PFA funded enrollment?

DEC has provided local, contracted MRA and PFA funding for specific family child care and center based programs in order to support their child enrollments and early education services. While MRA funding serves children 0-5 years with a fully funded enrollment, PFA offers a tuition discount for preschool age children enrolling in part-day or full day care at participating PFA center or family child care programs.

What are Family Fees?

Family fee is the portion of the care and education costs that a family pays directly to the program. Following State guidelines for family fees, ELS-MRA funded programs must establish Family Fees by using a simple formula of gross family income and family size. Family fee is a cost per family, not a per child fee.


Do I charge Family Fees?

Family Fees do not apply in the first quarter (July 1, 2023 to September 30th, 2023) of the new Fiscal Year for MRA-Center, ELS (local) Voucher, and State Voucher enrollments. Please do not charge Family Fees for these enrollment categories during this time period. Programs are reimbursed at the full ELS Rate without any Family Fees taken out. For Title 5 enrollments family fees still apply per state requirements.

What documents do I need to certify the family as income eligible?

One of the following:

- Payroll check stubs
- A letter from the employer, or other record of wages issued by the employer for the month preceding eligibility certification
- If the parent is self-employed:
 1. A self-certified letter from stating their source of the income.
 2. Other business records, such as ledgers, receipts, or business logs
- If the above is not available, a last resort, the parent(s) may self-certify their income and signs in *Section V*



San Francisco Department of
Early Childhood
Early Learning System (ELS)
Family's Eligibility Certification

PFA FAMILY ENROLLMENT CERTIFICATION

When enrolling families into Pre-School For All funded spaces, please ensure families meet the residency requirement before enrolling families in Category Two.

Family's San Francisco residence:

"Family's San Francisco residency" means the family and child lives in San Francisco when enrolling in the program. Funding for Families moving out of San Francisco will end at the end of the month when the family moved out of San Francisco.

I. Determining Family's San Francisco Residency: Programs can use one of the following documents to verify family's San Francisco Residency, along with the family's current CA ID or Driver's License.

1. Rental Agreement,
2. Print out of a utility bill,
3. Paystub with current address.

II. FAMILY INFORMATION

PARENT/GAURDIAN NAME	CHILD NAME	CHILD'S DOB

III . PARENT/GUARDIAN SIGNATURE

I declare, under penalty of perjury, that all of the above family and income information provided is true and accurate. I understand that I have not been officially approved for services until I am notified by the Center that my child(ren) have been enrolled in the program.

Parent Signature: _____ Date: _____