

Early Learning for All (ELFA)

Family Certification for ELFA Fully Funded or Tuition Credit Eligibility

As your program enrolls children for the **2024-25 program year**, the San Francisco Department of Early Childhood (DEC) **requires** ELFA funded programs to apply the following guidelines to prioritize enrollments and determine eligibility for all ELFA Fully Funded and Tuition Credit (i.e., MRA) funded spaces.

INSTRUCTIONS: Use **Section I** to determine enrollment prioritization, **Sections II and III** to verify income eligibility and determine San Francisco residency, and **Sections IV & V** for family information and signature.

Applicable Enrollment Types: ELFA Fully Funded & Tuition Credit funded

I. PRIORITY ENROLLMENTS

When enrolling families into ELFA Fully Funded and/or Tuition Credit funded spaces, families in Category One are prioritized for enrollment before enrolling families in Category Two.

CATEGORY ONE (First Priority)

DEC requires ELFA qualified programs to use the following priorities for ELFA funded enrollments:

- 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)

Second priority for enrollment should be given to families with the lowest income (and longest on list, if applicable).

II. INCOME ELIGIBILITY FOR ELFA FULLY FUNDED & TUITION CREDIT FUNDED ENROLLMENTS

The Family qualifies for an ELFA Fully Funded space because their family income is 0% to 110% of the Area Median Income (AMI), or the family qualifies for an ELFA Tuition Credit funded space because their family income is over 110% AMI, but at or below 150% AMI.

FULLY FUNDED – FAMILY INCOME ELIGIBILITY CEILING (110% OF 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
\$10,992	\$12,363	\$13,738	\$14,838	\$15,938	\$17,033	\$18,133

TUITION CREDIT FUNDED – FAMILY INCOME ELIGIBILITY CEILING (150% 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
\$14,988	\$16,858	\$18,733	\$20,233	\$21,733	\$23,225	\$24,725

The above represents the **MAXIMUM** amount a family can earn to be determined eligible for ELFA funding

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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:

Providers must document a family’s “total countable income” to determine ELFA funding eligibility. All individuals counted in the family size must submit proof of income using, but not limited to, the following documents/information:

- | | |
|--|-------------------------------|
| 1. Gross wages or salary (e.g., pay stubs, W2, tax return) | 2. Spousal support |
| 3. Gross income from self-employment | 4. Rental income |
| 5. Disability or unemployment compensation | 6. Foster care grant payments |
| 7. Worker’s compensation | 8. Cash assistance |

Determining San Francisco Residency:

To qualify for ELFA funding families must be income eligible and reside in San Francisco. Documenting residency must be done by obtaining, but not limited to, the following documents/information:

- | | |
|---|---|
| 1. Rental agreement | 2. Utility bill |
| 3. Phone bill | 4. Paystub with parent’s residence listed |
| 5. Other documents which establish SF residency | |

III. CERTIFIED FAMILY SIZE, INCOME, PROGRAM ELIGIBILITY, TUITION CREDIT AMOUNT

Family Size:

Total Income:

Select Family’s Program Eligibility (Select one category only)

Fully Funded Eligible (0%-110% AMI)	<input type="checkbox"/>
Tuition Credit Eligible (110+% - 150% AMI)	<input type="checkbox"/>
*Tuition Credit Eligible (Above 150% AMI, 4-year-olds only)	<input type="checkbox"/>

***For Fiscal Year 2024-2025 only, if family income exceeds 150% AMI and they are attending a previously PFA funded program, their 4-year-old is eligible for an ELFA Tuition Credit, irrespective of the family’s income.**

For Tuition Credit Enrollments Only:

	Enter Provider’s Monthly Tuition Rate*	Monthly ELFA Tuition Credit Amount	Enter Parent’s Total Monthly Payment
Infant		\$1,514	
Toddler		\$1,153	
Preschool		\$1,058	

***The provider may not charge ELFA Tuition Credit families a higher rate than other private paying families enrolled in the program. The credit must be applied to the provider’s published rate.**

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IV. FY 2024-2025 ENROLLMENT FUNDING AMOUNTS

Below are the ELFA Fully Funded or Tuition Credit Funding amounts an eligible family may receive

	Infant	Toddler	Preschool
ELFA Fully Funded (Monthly)	\$3,027	\$2,306	\$2,115
ELFA Tuition Credit (Monthly)	\$1,514	\$1,153	1,058

V. FAMILY INFORMATION

Early Learning for All funding is available to all income eligible San Francisco residents with children ages 0-5

PARENT/GUARDIAN NAME <i>(Include all living in the household)</i>	CHILD NAME <i>(Include all children under 18 living in the household)</i>	*CHILD'S DOB	ENROLLMENT START DATE <i>(If applicable)</i>	Child's Schedule <i>(If applicable)</i>

***If family income is greater than 150% AMI, and enrolling in a previously funded PFA program, child must be born between 9/2/2019 – 12/2/2020 to receive an ELFA Tuition Credit. Otherwise, the family income must be at or below 150% to qualify for ELFA funding.**

VI. PARENT/GUARDIAN SIGNATURE

I declare, under penalty of perjury, that all 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: _____

I declare, under penalty of perjury, that all the above family and income information is true and accurate as verified by the signatory (i.e., the provider representative) below.

Provider Signature: _____ Date: _____

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Questions & Answers:

What is an ELFA Fully Funded or Tuition Credit funded enrollment?

DEC is funding Early Learning for All (ELFA) qualified centers through a Maximum Reimbursable Amount (MRA) to provide fully funded enrollments as well as tuition credits for eligible families to support San Francisco children ages 0-5 enroll in quality early education services.

Are families earning above 150% AMI eligible for an ELFA Tuition Credit?

Generally, no. But for previously PFA funded centers and for Fiscal 2024-2025 only, children enrolled in those programs whose birthday is between 9/2/2019-12/2/2020 are eligible for an ELFA Tuition Credit. This funding is to support families who planned to attend a previously Preschool for All (PFA) funded program and receive a tuition credit through PFA, which has now become Early Learning for All. This funding is only for fiscal year 2024-2025, after which families whose income exceeds 150% AMI will not be eligible for any ELFA funded enrollments.

What are Family Fees, and do I charge for them?

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, ELFA-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. *DEC covers the cost of family fees, funding permitting, for all families receiving state and local enrollment support through the Early Learning for All (ELFA) system. Therefore, providers are prohibited from collecting family fees from these ELFA supported families. DEC reserves the right to modify or cancel this policy at any time.*

Can I charge families a “co-pay” or enrollment fees or other additional fees beyond the ELFA funding?

No. When programs become ELFA qualified they agree, per their Participation Agreement, to accept the ELFA Fully Funded tuition amount as covering the full cost of tuition for the program year. No other charges may be required from the family.

Am I required to collect documentation to certify family size, income, and residency?

Yes, for MRA funded enrollments. MRA funded programs must keep a copy of proof of residency, family size and income in each child’s file. For State and ELFA vouchered funded families, Children's Council of San Francisco and Wu Yee Children Services (i.e., the ISA’s) will obtain and retain proof of eligibility, income, and residency for all State and ELFA vouchered enrollments.