Application Approval Checklist
Migrant/Seasonal Programs
(Hot Sheet)
CF/R-32 Revised 1-16
(optional)

Head Start applications must be approved by management prior to the child/family application being placed on an agencies waiting list for Head Start services to ensure the following has taken place.

✓ Is there a signed statement in the child's file indicating that the child is eligible to participate in the program that is signed by the appropriate Head Start employee?

✓ Does the statement indicate which types of income source documents were examined to determine eligibility?

1. **Applicant**: Write in child's first & last name

2. **Manager Review Date**: The Manager will write the date that they review the application

3. **Return to Manager Target Date**: If the Manager does not initially approve the application, The Manager will write a date in which he/she expects the staff to return the application for approval with all follow up actions completed as requested by the manager.

Manager will review and check Yes or No for each item listed:

4. **If not using COPA:** ? If not using COPA / The correct CFS Head Start Application is being used and is current.

5. **Application Date (Current Year):** Is the application date current? *(Notes: A completed application shall be approved by management within reasonable timelines. Applications shall accurately reflect family's most current situations.)*

6. **Birth date documented/ verified and age eligible:** Did staff indicate what document was used to verify age eligible birthdate? Is the child age eligible?

7. **Ethnicity/Race completed or "Other" explained in comments:** Is both Ethnicity and Race indicated? If "other" is marked, is there a comment of what "other" is (i.e. Race-Mexican)?

8. **Family & Household Size verified:** Has the family size been verified by listing all family members on the Migrant Program Income Worksheet and Verification form? Do the family members match with dependents list on income tax 1040 forms? *(Note: Some families file separate income taxes and staff must remember to ask for both1040's. If additional family/non-family members are listed as dependents on income tax forms, staff shall only count the dependents' in the family size if they fit in the definition of family. Refer to family size definition.)*

9. **Income calculation worksheet complete, accurate and matches the Migrant Program Income Worksheet and Verification form:** Is the income calculation worksheet accurate with attached income documents that reflect income calculations? *(Note: Does the total income reported seem reasonable? If the parent is single, ask about child support income. If the parent is a student, ask*

about student grants. If the parent has been unemployed for a period of time, ask about unemployment. Refer to definition of income to ensure that all sources of income have been accounted for.)

10. **Correct Income Status is checked:** If COPA application is not used then is the correct income status checked on application *form?*

11. **Categorically Eligibility: Homeless / Foster is Current if applicable:** *Can the family prove categorical eligibility with: see(11-12)*

12. **Foster Care Documents in file if applicable:** *Is there a court order or other legal or government-issued document or a written statement from a government child welfare official demonstrating the child is in foster care?*

13. **Self-Identification of Current Residency on file if applicable:** Is the form completed accurately? Does the application indicate "Homeless"? *(Note: Manager must sign Self-Identification of Current Residency and the form must be kept on file) (Did staff describe the efforts made to verify that the child is homeless?*

14. **Public Assistance (TANF/SSI) is current if Applicable:** Is the family currently receiving TANF (cash aid benefits)? Does the attached TANF statement include most recent 12 months? *(Note: Although food stamp benefits are often included on TANF verification forms, do not include food stamp $amounts in income calculation)Ensure that SSI is Supplemental Security Income and not just Social Security.*

15. **CPS/Court Referral Documentation on file if applicable:** *Did the family provide a court order or any other legal documents that demonstrate that there is in fact a CPS/Court Order Referral? Is it in the child's file?*

16. **Current & complete IEP/IFSP documents on file if applicable:** If IEP is checked on the application, is there a complete copy of the IEP attached? Is the attached IEP current?

17. **Over 50% Agriculture Income Verified:** Is the appropriate box is checked and not left blank?

18. **Declaration of Intent to Work in Agriculture form:** Is this form in the file *if applicable*

19. **Migratory Documents Verified:** Does the application identify which documents were used to verify migratory move? Is there a date of move identified on the application? *if applicable* (**None required for SHS**

20. **Self-Declaration of Migratory Move if applicable:** Does the migratory move documents verified section identify there is a self-declaration? Is there a Self-Declaration of Migratory Move form on file with the application?

21. **All documents used to verify eligibility are checked in Documents Verified:** Does the complete list of documents noted in this section match with income that has been attached to the application?

22. **Self-Certification of Income on file & reason explained in Comments section if applicable:** Is the Self-Certification of Income form thoroughly completed? Is it evident that all means of obtaining income documents have been exhausted? *(Note: this form must remain attached to application) Did the staff documents all efforts made to verify income eligibility?*

23. **Immunization documents reviewed and up to date:** Is there an immunization record attached to the application? Has the immunization record been reviewed to ensure immunizations are up to date? Is the immunization record approved/signed off by Health/designated staff? If the immunizations are not up to date, has the family been contacted and notified? *(Note: if follow up is required, application shall be placed in pending approval file, Staff shall follow up with parents in a timely manner, and manager shall give a timeline to resubmit the application for approval) (Additional Note: For EHS programs, Staff shall follow up on immunization records for infant/toddlers on the waiting list to ensure up to date immunization records maintain in application file prior to enrollment.)*

24. **Comments to explain non-reflective or unreasonable income if applicable:** Does the comment section include notes to explain extremely low income circumstances?

25. **Interview Process Documented (Face to Face/Phone):** *Did staff document how the interview process was conducted? Was it In-person, or a telephonic interview?*

26. **Signatures-Parent /Guardians Signed Application: :** Did the parent sign/date application, income calculation worksheet and other applicable forms such as, self-certification of income, and self-identification of current residency?

27. **Signatures- Staff Signed Application:** Did the staff sign/date application, income calculation worksheet and other applicable forms such as, self-certification of income, and self-identification of current residency?

28. **Changes to application are dated & initialed; All information is completed w/o blanks:** Is the application thoroughly completed? If changes to the application have been made, are there staff initials?

29. **CFS Parent Guardian Consent for Release of Information is completed w/o Blanks:** *Is there a CFS Parent Guardian Consent for Release of Information (CF/R/33.1)in the file if applicable?*

30. **Child's Caregiver Authorization Affidavit if applicable.** *Is there a Caregiver's Authorization Affidavit (CF/R10) in the file if applicable?*

31. **MANAGER APPROVED TO PRIORITIZE:** If the manager approves the application, check yes and sign/date the CFS Head Start Application

32. **Comments:** Manager shall note specific comments/questions for staff to follow up. Comments shall reflect why application was not approved.