



## Early Childhood Education Grant Income Eligibility Worksheet & Declaration of No Income

This worksheet is designed to assist Early Childhood Education Grant programs in determining income eligibility for children and families. **This worksheet is not required to be completed but is provided as a resource tool.** Income eligibility does not need to be completed for children who meet the following eligibility criteria (a list of acceptable documentation verifying the exempted category is included):

- Child has a current Individualized Education Plan (IEP) - a copy of the IEP must be on file for review
- Child lives with a foster or kinship family – a copy of the case plan or family service plan as defined in ORC 2151.412 or a copy of the Kinship Permanency Incentive Program papers must be on file for review

**Please be reminded that for children who meet the eligibility categories listed above, it is not necessary for families to provide income information on page 3 of the JFS 01121. The documentation listed above will be accepted instead. However, all other pages of the JFS 01121 are still required to be completed, including the signature field on page 3.**

### Section 1 – Determination of family size (leave row blank if not applicable).

	Number of parents/legal guardians of the child who reside in the home and all minor children of the parents/legal guardians who reside in the home
	Number of stepparents residing in the home, and all their minor children who reside in the home (do not count a minor child in this box if you counted them in the box above)
	Number of grandparents who reside in the home (only include this number if the parent of the child is a minor and is not participating in the LEAP program)
	Number of unmarried parents of any common child(ren) who reside in the home and the number of their minor children (do not count a minor child in this box if you counted them in one of the boxes above)
	Total number of individuals who should be included when determining family size



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## Section 2 – Determination of family income (if the family does not have any earned or unearned income, please skip to Section 3).

- Both gross earned and unearned income should be included
- The income from all adult family members residing in the home, as identified in Section 1, should be included when determining family income

Please check below the income types received in the home. Documentation of all income received must be on file for review. Examples of acceptable documentation are provided. If documentation of income is not available due to the family experiencing homelessness, write “McKinney Vento” or “Project Act” on the JFS 01121 form on page three alongside the sources of any income where documentation is not available.

*Definition of homelessness: Individuals who lack a fixed, regular, or adequate nighttime residence and includes: 1) children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals, 2) children who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation, 3) children who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4) migratory children who qualify as homeless because they are living in circumstances described in 1-3 above.*

	Gross Earned Income		Gross Unearned Income
	Employment – two consecutive paystubs or W2 form		Child support – child support letter and documentation of receipt
	Self-employed – W2 form or current business records estimating income		Social Security Administration Disability – award letter
			Ohio Works First (OWF) Cash Assistance – award letter
			Unemployment Benefits – award letter
			Gifts from family members – statement from person giving the gift
			Veteran’s Payments – award letter
			Survivor Benefits – award letter
			Alimony – award letter
			Pension or Retirement Income – award letter
			Educational Assistance – award letter
			Other

Using the information gathered from Sections 1 and 2 above, determine if the family meets income eligibility using the [Federal Poverty Guidelines](#).

### Section 3 – Declaration of no income

If a family has no income, they must provide a written explanation of how they are meeting basic living expenses, including but not limited to food, housing/shelter, utilities and transportation. The family must provide a statement indicating the information provided is true and accurate, must contain a detailed explanation of how all four living expenses noted above are met, and must contain the parent/guardian signature.

I, \_\_\_\_\_, verify that neither I nor any member of my family earns/receives any income. I/We have been meeting our basic needs in the following ways:

Food:	
Housing/Shelter:	
Utilities:	
Transportation:	

I certify that the information above is complete and accurate to the best of my knowledge. I understand that if I knowingly give false information or misrepresentation of my income, it may result in disqualification.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness Printed Name \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_