Early Childhood Education Eligibility Screening Tool Directions

Early Childhood Education (ECE) grant recipients are required to use the common application/screening tool developed by ODE and the Ohio Department of Job and Family Services. The form must be maintained by the program and available for review by the department.

There are two forms that are available to families that have children enrolled in the ECE program:

JFS 01121 Early Childhood Education Eligibility Screening Tool (required)

All programs are required to complete this form for ECE funded children enrolled in their program. Programs must provide the form to families interested in enrolling their child in the ECE program. The family must complete and return the form. The program must keep a copy of the form on file at the program. *Do not submit the form to the Ohio Department of Education.*

JFS 01122 Publicly Funded Child Care Supplemental Application (optional)

If the family is not currently receiving publicly funded childcare (PFCC), and is interested in applying, provide the family with a *copy* of the completed JFS 01121 form (above). In addition, provide the family with a copy of the JFS 01122 Publicly Funded Child Care Supplemental Application and direct them to submit both forms to their local county department of job and family services agencies. Please be aware of the following:

- The JFS 01122 Publicly Funded Child Care Supplemental Application **is not** required for all ECE funded children. It is only to be used with families that are not currently receiving PFCC and are interested in applying.
- In order to be eligible for PFCC, the child's parents/guardians must have a qualifying work or school event.
- The family income eligibility requirements for PFCC are different than for ECE, and a family that qualifies for ECE may not automatically qualify for PFCC.
- If the family is receiving PFCC services at a program different than the ECE provider, it is the responsibility of the family to make transportation arrangements to the PFCC provider.

Both of the forms can also be accessed by clicking here. Use the Search/Sort feature to search for form numbers 01121 and 01122.

In addition to completing the form, programs must keep family income verification documentation on file for review. For a sample list of acceptable documentation, please refer to the Grantee Manual (Section 3.2).

If you have any questions, please contact your program consultant. A list of the program consultants and their contact information can be found here.