



**Office use only**

Received date: \_\_\_\_\_ Referred date: \_\_\_\_\_  
 Staff initial: \_\_\_\_\_ Referred to:  BSD  HSD  
 OCDC  TTSD  NWRES D  
 Other: \_\_\_\_\_ Bus Service Area: \_\_\_\_\_

## Head Start/Early Head Start Program Application

*Serving Washington County residents in Beaverton, Hillsboro, Tigard/Tualatin, Sherwood and parts of SW & NW Portland*

### REQUIRED ELIGIBILITY DOCUMENTATION

**For this application to be processed, please include the following**

- Child's proof of age:** birth certificate, **or** hospital record, **or** immunization record, **or** OHP award letter, **or** DHS letter
- Proof of pregnancy:** positive pregnancy test letter from health care provider
- Last year's income:** tax return, **or** all last year W-2s, **or** unemployment benefit document, **or** Foster care placement letter, **or** TANF award letter, **or** SSI award letter, **or** Child Support, **or** VA benefit, **or** GI Bill

### Child Information or Prenatal Information

<b>Prenatal - First Name:</b>	<b>Last Name:</b>	<b>Date of Birth:</b>	<b>Due Date:</b>
<b>Child 1 – First Name:</b>	<b>Last Name:</b>	<b>Date of Birth:</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Child 2- First Name:</b>	<b>Last Name:</b>	<b>Date of Birth:</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
Who does child(ren) live with? <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Foster Parent(s) <input type="checkbox"/> Legal Guardian(s)			
Who has primary custody of child(ren)? <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Legal Guardian(s) <input type="checkbox"/> DHS			

### Parent/Legal Guardian Information

<b>Primary Parent's First Name:</b>	<b>Primary Parent's Last Name:</b>	<b>Date of Birth:</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
Primary Language at home: _____ English Proficiency: <input type="checkbox"/> None <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient Need interpreter <input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Phone number: _____		Text opt in? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email: _____		Email opt in? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Address (Street & Apartment No.) _____		City _____	Zip Code _____
Mailing Address (If different from home address) _____		City _____	Zip Code _____
<b>Secondary Parent's First Name:</b>	<b>Secondary Parent's Last Name:</b>	<b>Date of Birth:</b>	<b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
Primary Language: _____ English Proficiency <input type="checkbox"/> None <input type="checkbox"/> Little <input type="checkbox"/> Moderate <input type="checkbox"/> Proficient Need interpreter? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Primary Phone number: _____		Text opt in? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Email: _____		Email opt in? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Home Address (Street & Apartment No.) _____		City _____	Zip Code _____
Mailing Address (If different from home address) _____		City _____	Zip Code _____
<b>Parental Status (check all that apply)</b>			
<input type="checkbox"/> Single Parent	<input type="checkbox"/> Two parent home	<input type="checkbox"/> Foster Parent(s)	<input type="checkbox"/> Legal Guardian(s)
<input type="checkbox"/> Incarcerated Parent(s)	<input type="checkbox"/> Deceased Parent	<input type="checkbox"/> Deported Parent	<input type="checkbox"/> Death of Parent

**Community Action Head Start  
Washington County, Oregon**

**Family Information**

How many people live in your home?		How many family members do you financially support?	
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List all persons living in the home:				
Full Name	Birth Date	Gender	Relationship to child	Financially Supported by parent(s)/guardian(s)
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Yes <input type="checkbox"/> No

**Additional Family Information (check all that apply)**

<input type="checkbox"/> Domestic Violence or Substance Abuse	<input type="checkbox"/> English as second language
<input type="checkbox"/> Parent/Guardian currently enrolled in school/job training	<input type="checkbox"/> Transitioning from another HS
<input type="checkbox"/> Referral from other programs within Community Action Organization or other agencies	<input type="checkbox"/> Death of Immediate Family Member
<input type="checkbox"/> Parent/Guardian is/was teen parent (at birth of 1 <sup>st</sup> child)	<input type="checkbox"/> Sibling in HS or EHS

**Eligibility Information**

**Income Information**

Approximate family monthly income before taxes	\$
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**Additional Eligibility Information, check all that apply:**     Receiving TANF     Receiving SSI

**Current Housing Situation:**

Own a Home     Renting a home or apartment     Other (per the McKinney-Vento Act – see below)

***The McKinney-Vento Act is for “individuals who lack a fixed, regular, and adequate nighttime residence”.***

**Check all that apply**

<input type="checkbox"/> Sharing a home with family or friends due to an economic hardship	<input type="checkbox"/> In a shelter (Family or Domestic Violence-Safe house)
<input type="checkbox"/> In a motel or campground	<input type="checkbox"/> Temporary Foster Care Placement
<input type="checkbox"/> In transition housing program	<input type="checkbox"/> In a car, park or public space without water or heat
<input type="checkbox"/> Migratory children living in any of the above situations	

**Additional Services Information**

1. Receiving services through Northwest Regional Education Service District (NWRESA) and/or have an Individual Family Service Plan (IFSP)     Yes  No  
If **Yes**, please list name of child receiving services: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
2. Receiving services through Lifeworks Northwest     Yes  No  
If **Yes**, please list name of child receiving services: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
3. Receiving services through other agencies     Yes  No  
If **Yes**, agency's name: \_\_\_\_\_ Child's name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Transportation Information**

Are you able to provide transportation to and from school?     Yes     No    Comments: \_\_\_\_\_

Pick up/Drop off address (If different from home address)	City	Zip Code
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**Parent/Legal Guardian Signature**

I affirm that to the best of my knowledge, all the information that I have provided is complete and correct. I understand that if I deliberately misrepresent my family circumstances, my family may not be eligible for services. By signing this application, I authorize Community Action Head Start to release this information to Beaverton School District, Hillsboro School District, Tigard/Tualatin School District, Sherwood School District, Oregon Child Development Coalition and programs within Community Action Organization for enrollment purposes.

**Parent/Legal Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**How to apply**

Please read this application and fill it out completely. The application cannot be processed if missing required income documents. If you need help in completing this application or have any questions, please call Enrollment Department at 503-693-3262. The application can be returned to the address below.

<b>Community Action Enrollment Application Mailing and Drop Off Locations</b>	
<b>Hillsboro Multi-Service Center</b> 1001 SW Baseline St., Hillsboro, OR 97123	<b>Beaverton Multi-Service Center</b> 5050 SW Griffith Dr., Ste 100, Beaverton, OR 97005
<b>OR email the application to us at: headstart@caowash.org OR fax the application to us at: 971-223-6114</b>	

**What to send with the application?**

The complete application must include:

- This application must include parent’s signature and date
- Proof of last year’s income or within the 12 months from the date when the application is submitted. Proof of income should be:
  - W-2s of both parents if child lives with both parents in the home.
  - Previous year’s tax return
  - Unemployment benefit
  - Child Support
  - Written income statement from parent
  - TANF or SSI award letter
- For foster children, Foster Care placement letter must be included.
- Proof of age could be birth certificate, Immunization record, OHP card, DHS letter with child’s name and date of birth, well child exam with child’s name and date of birth

**What happens after the application is received by Community Action Head Start Program?**

When we receive a complete application:

1. Enrollment staff will call parent or legal guardian to verify eligibility information as needed.
2. Enrollment staff will send the letter to parent(s) to inform parents about the application status
3. When we have an opening, enrollment staff will contact parent(s) to schedule for registration

**Community Action Head Start and Early Head Start Program Options**

<b>Home based &amp; Prenatal Services (0-3 years old)</b>	<b>Full day/Full year (6 weeks – 5 years old)</b>	<b>Part day (3 – 5 years old)</b>	<b>Preschool Promise &amp; Duration (3 – 5 years old)</b>
This program offers weekly in-home visits to families in Hillsboro, Beaverton, and Tigard along with on-site group socialization for parents and children. Prenatal services are also available to pregnant mothers.  <b>No transportation available</b>	This program runs Monday through Friday year-round in Hillsboro from 7:00am-5:30pm. Employment Related Day Care (ERDC) requirements for working parents  <b>No transportation available</b>	This program runs Monday through Thursday for 3.5 hours each day with either an AM or PM class option and follows the public-school year calendar.  <b>Transportation is available only for some sites</b>	This program runs Monday through Friday for 6.5 hours per day and follows the public-school year calendar.  <b>No transportation available</b>

# OTHER COMMUNITY ACTION SERVICES AND RESOURCES



## **Child Care Resource & Referral**

Phone: 971-223-6100 or 1-800-624-9516

Email: [ccrr@caowash.org](mailto:ccrr@caowash.org)

## **Early Connections**

*Prenatal and Parenting Support*

Phone: 503-726-0879

Email: [earlyconnections@caowash.org](mailto:earlyconnections@caowash.org)

## **Energy Assistance**

Phone: 503-615-0771

Email: [energy@caowash.org](mailto:energy@caowash.org)

## **Energy Conservation**

Phone: 503-906-6550

Email: [weatherization@caowash.org](mailto:weatherization@caowash.org)

## **Emergency Rent Assistance**

Phone: 503-615-0770

## **Food Boxes**

Phone: 503-640-3263

## **Financial Education**

Phone: 503-517-3198

## **Housing & Homeless Services**

Phone: 503-640-3263

## **Information & Referral**

*About Services in Your Community*

Phone: 211

Website: [www.211info.org](http://www.211info.org)