

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
- ☐ **Last year's income:** W2, **or** tax return, **or** TANF award letter, **or** SNAP award letter, **or** SSI award letter, **or** foster placement letter, **or** child support, **or** unemployment benefit, **or** VA/GI Benefit

Child Information

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

Parent/Guardian First Name:	Parent/Guardian Last Name:	Date of Birth:	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary
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		Phone: _____ 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
Additional Address (check that apply) <input type="checkbox"/> Mailing <input type="checkbox"/> Pick Up/Drop Off		City	Zip Code
Parent/Guardian First Name:	Parent/Guardian Last Name:	Date of Birth:	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary
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		Phone: _____ 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

How did you hear about Community Action Head Start and Early Head Start Program?

- | | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> Community Event/Resource Fair | <input type="checkbox"/> Information through Mail | <input type="checkbox"/> DHS | <input type="checkbox"/> Doctor/Dental Office |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> School District | <input type="checkbox"/> Social Media | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Flyer | <input type="checkbox"/> WIC | | |

Answer the following questions as completely as possible. This will help us determine your eligibility.

Mark Yes or No	Yes	No
Is your family receiving SNAP (Food Stamps)?		
Is your family receiving TANF (Cash Assistance)?		
Is your family receiving Supplemental Security Income (SSI)?		
Is your family homeless? (per the McKinney Vento Act – see below)		
<i>The McKinney-Vento Act is for “individuals who lack a fixed, regular, and adequate nighttime residence.” (check that apply)</i> <input type="checkbox"/> Family shares a home with family or friends due to economic hardship or loss of housing <input type="checkbox"/> Family lives in a motel, hotel, trailer park, or campground <input type="checkbox"/> Family lives in a shelter (family/domestic violence-safe house/transitional shelter) <input type="checkbox"/> Family's primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches) <input type="checkbox"/> Family lives in a car, park, public space, abandoned building, substandard housing, or bus/train station		
Did any of the parent(s)/guardian(s) get paid in cash in the last 12 months? <i>**If yes, complete the Declaration of Income/No Income on page 3.</i> <i>**If no, please submit with the application W2, tax return, TANF award letter, SNAP award letter, SSI award letter, foster placement letter, unemployment benefits, or VA/GI benefits.</i>		
Was there a parent(s)/guardian(s) unemployed in the last 12 months? <i>**If yes, complete the Declaration of Income/No Income on page 3.</i>		

Additional Child/Family Information		
Mark Yes or No	Yes	No
Is there a parent(s)/guardian(s) pregnant? <i>**If yes, due date:</i>		
Has the parent(s)/guardian(s) been diagnosed with a medical condition?		
Are any parent(s)/guardian(s) was/is a teen parent? (now or at birth of 1st child)		
Is English your family's second language?		
Is the parent(s)/guardian(s) currently enrolled in school/job training		
Were you referred by another program within Community Action or other agencies?		
Do you have a child already on our waitlist?		
Is your child transitioning from another Head Start Program?		
Are you a previous Head Start family?		
Do you have a lack of childcare?		
Are you receiving services through the Northwest Regional Education Service District (NWRES D) and/or have an Individual Family Service Plan (IFSP)? <i>**If yes, the child's name:</i>		
Are you receiving services through Lifeworks Northwest? <i>**If yes, the child's name:</i>		
Are you receiving services through other agencies? <i>**If yes, who?:</i>		
Please check any environmental issues affecting your family (check all that apply): <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Domestic violence <input type="checkbox"/> Death of an immediate family member <input type="checkbox"/> Incarceration experience/deported parent/guardian or refugee </div> <div> <input type="checkbox"/> Sexual abuse <input type="checkbox"/> Mental health <input type="checkbox"/> Substance misuse </div> </div>		

Number in Family: _____

List additional children/dependents living in the home (Non-Applicants)				
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"/> Non-Binary		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary		<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary		<input type="checkbox"/> Yes <input type="checkbox"/> No

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 Early Learning Washington County, Beaverton School District, Hillsboro School District, Tigard/Tualatin School District, Sherwood School District, Oregon Child Development Coalition, NWRES D, LifeWorks Northwest, Other Head Start programs, DHS and programs within Community Action Organization for enrollment purposes.		
Parent/Legal Guardian's Signature:	Date:	
Office use only <input type="checkbox"/> Verbal consent received for parent/legal guardian signature.		
Staff Name/Title:	Staff Signature:	Date:

Declaration of Income/No Income

Participant Name: _____ Date of Birth: _____

Participant Name: _____ Date of Birth: _____

Please complete the questions below:

Declaration of Income without Proof of Documentation:

Parent/Guardian Name: _____

Did you receive income in the last 12 months? ☐ Yes ☐ No – *if NO, Skip to Declaration of NO Income*

If yes, how much did you receive in the last 12 months? \$ _____

What was the source of your income? _____

Additional Comments: _____

Declaration of Income without Proof of Documentation:

Additional Parent/Guardian Name: _____

Did you receive income in the last 12 months? ☐ Yes ☐ No – *if NO, Skip to Declaration of NO Income*

If yes, how much did you receive in the last 12 months? \$ _____

What was the source of your income? _____

Additional Comments: _____

Declaration of NO Income:

If **NO** to having income in the last 12 months, how have you paid for the following costs:

How did you buy food? _____

How did you pay rent? _____

How did you pay bills or utilities? _____

I certify that all the above information is true and correct. I understand that this information will be used to determine my eligibility for the Community Action Head Start program. I understand that if I provide false information, my participation in the program may be denied or terminated.

Parent/Guardian Signature: _____ Date: _____

Office Use Only

Enrollment Assistant Name: _____ Signature: _____ Date: _____

ERSEA Supervisor Signature: _____ Date: _____

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How to apply

Please read this application and fill it out completely. ***The application cannot be processed if the required income documents are missing.***

If you need help completing this application or have questions, please call Enrollment Department at **503-693-3262**. The application can be returned to the address below.

Community Action Mailing and Drop-Off Locations		
Hillsboro Multi-Service Center 1001 SW Baseline St., Hillsboro, OR 97123	Beaverton Multi-Service Center 5050 SW Griffith Dr., Ste 100 Beaverton, OR 97005	Tigard Multi-Service Center 11515 SW Durham Rd. Ste E8 Tigard, OR 97224
OR email the application to us at headstart@caowash.org OR fax the application to us at 503-400-3669		

What to send with the application?

The complete application must include:

- Parent/Guardian Signature and date
- Proof of last year's income or within the 12 months from when the application is submitted.
 - **Proof of income should be:**
 - W-2s or previous year's tax returns of both parent/guardian if the child/ren lives with both parent/guardian in the home.
 - TANF, SNAP, or SSI award letter
 - Child Support
 - Unemployment benefit
 - Written income statement from the parent/guardian or employer.
- **For foster children**, a Foster Care placement letter must be included. **No proof of income is needed.**
- Proof of age could be a birth certificate, Immunization record, OHP card, DHS letter with the child/ren name and date of birth, or well-child exam with the child/ren name and date of birth.

What happens after Community Action Head Start Program receives the application?

When an application is received:

- Enrollment staff will call the parent/guardian to verify eligibility information as needed.
- Enrollment staff will send a letter to parent(s) to inform parents about the application status.
- When an opening becomes available, the Enrollment staff will contact the parent/guardian to enroll.

Community Action Head Start and Early Head Start Program Options

Home-Based & Prenatal Services (Birth-3 years old)	Full-Day/Full year (6 weeks – 5 years old)	Duration (3 – 5 years old)
<p>This program offers weekly home visits to families in Hillsboro, Beaverton, and Tigard/Tualatin area and on-site group socialization for parents/guardians and children.</p> <p>Prenatal services are also available to pregnant mothers.</p> <p>No transportation available</p>	<p>This program runs Monday through Friday year-round in Hillsboro from 7:00am-5:30pm.</p> <p>Must qualify through DHS Employment Related Day Care (ERDC) requirements for working parents.</p> <p>No transportation available</p>	<p>This program runs Monday through Friday for 6.75 hours per day and follows the public school year calendar.</p> <p>Very limited transportation</p>

OTHER COMMUNITY ACTION SERVICES AND RESOURCES



Heat or Electricity is Shut Off

Contact the **Utility Assistance** program and leave a message:
(503) 615-0771

Emergency Food Assistance

For a food box, contact the **Hillsboro Family Shelter**:
(503) 726-0812

Utility Payment Assistance

Contact the **Utility Assistance**
(503) 615-0771

Oregon Health Plan (OHP) Enrollment

Get free assistance enrolling in health coverage. We can help you navigate your health coverage at no cost! Oregon Health Plan (OHP) is open to all people and open to children and teens regardless of immigration status. We can help you figure out your eligibility and answer any questions.

Contact the **Coordinated Systems** team:

(503) 726-0877

Email: ohp@caowash.org

Career Development for SNAP Recipients

Contact **Family Development** Career Coach

Email: careerboost@caowash.org

Interested in Opening a Child Care Business, Providing Child Care, and/or Professional Development Opportunities in Early Childhood Education

Contact the **Child Care Resource & Referral (CCR&R)** program:

(971) 223-6100

Email: ccrr@caowash.org

Financial Education Classes

Contact the **Family Development** program:
(503) 726-0823

Email: ida@caowash.org

Experiencing Homelessness

If you are homeless or will lose your housing in less than 2 weeks, contact **Community**

Connect: (503) 640-3263

Eviction Prevention or Behind on Rent

Contact the **Emergency Rent** program:

(503) 615-0770, at 9:00am on the 8th or 15th of the month. (If the 8th or 15th fall on a weekend, please contact the following Monday.)

Home Energy Upgrades and Heating, and Health & Safety Repairs

Contact the **Energy Conservation** program

(503) 906-6550

Email: weatherization@caowash.org

Prenatal Care, Parenting Support, and/or Home Visiting Services

Contact the **Help Me Grow** program:

(503) 726-0879

Email: helpmegrow@caowash.org