



VIRGINIA DEPARTMENT OF
EDUCATION

Guidelines For Determining Student Eligibility for The State-Funded Virginia Preschool Initiative (VPI) and Best Practices for Implementing a Local Eligibility Process

Fiscal Year 2025 (2024-2025 School Year)
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DRAFT PENDING FINALIZATION OF APPROPRIATIONS ACT

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PURPOSE

These guidelines provide assistance with understanding and meeting reporting requirements for the income-based and locally established at-risk student eligibility criteria for the state-funded Virginia Preschool Initiative (VPI) program. This document outlines when specific criteria or documentation are required but also provides recommendations on best practices that can be modified to fit the needs of the locality. Although some eligibility criteria and reporting processes are legislatively mandated, the Appropriation Act provides flexibility for program leaders to make eligibility decisions appropriate to their localities.

VPI coordinators and staff responsible for determining VPI eligibility should review this document annually. **Sections marked with a diamond ♦ contain new clarifications or guidance and should be carefully reviewed.**

APPROPRIATION ACT LANGUAGE AND STUDENT ELIGIBILITY CRITERIA

The Appropriation Act, approved each year by the General Assembly, establishes the intent of the Virginia Preschool Initiative to provide quality preschool programs for at-risk children who are residents of Virginia and unserved by Head Start program funding.

This bill provides language on the specific criteria that make a child eligible to participate in VPI. Children must be (1) residents of Virginia, (2) meet age requirements, and (3) demonstrate specific economic/educational factors that put them at risk for not entering kindergarten ready. Details on each of these eligibility criteria are discussed below, as well as requirements and recommendations on best practices for documenting and reporting student eligibility.

♦ 1. RESIDENCY REQUIREMENTS

Per Appropriation Act language, children must be residents of Virginia to participate in VPI. VPI slots are allocated to divisions based on a funding formula specific to each division and are funded based on funding levels specific to each division. Therefore, children must also be residents of the school division in which they will receive VPI funding.

Divisions should have a system for verifying residency and maintaining confidentiality of student information.

Divisions may enter into cooperative agreements with neighboring divisions to enroll out of division students. Students must be reported to the state by the division in which they reside. See the VPI Guidelines, posted on the [VPI website](#), for more information.

2. AGE REQUIREMENTS

Four-Year-Olds: The VPI guidelines state that a child must be four years-old on September 30th to be eligible to fill a four-year-old VPI slot.

Five-Year-Olds: There are limited exceptions for children five years-old on September 30th to fill a four-year-old VPI slot, if they did not have access to sufficient preschool experience and their family requests preschool as the most appropriate placement. The definition of “sufficient preschool experience” should be established locally and consistently applied across children. See the VPI Guidelines, posted on the [VPI website](#), for more detailed information.

Three-Year-Olds: School divisions may also request three-year-old VPI slots during the Spring Application, due on May 15th each year. To fill a three-year-old VPI slot, the child must be three years-old on September 30th. Three- and four-year-old slots are counted separately and are not interchangeable.

All residency requirements and other eligibility criteria remain the same regardless of student age. Divisions should have a system for verifying birth dates and maintaining confidentiality of student information.

◆ 3. ECONOMIC AND EDUCATIONAL RISK FACTORS

In addition to residency and age requirements, children must also meet criteria that put them at risk to not enter kindergarten ready. These risk factors are divided into two categories: criteria specified in the Appropriation Act and criteria established locally by divisions. All VPI students must be found eligible based on one of the criteria outlined below, regardless of age or setting.

Criteria Established in the Appropriation Act

According to the Appropriation Act, statewide eligibility criteria for participation in the VPI program are:

- (i) *family income at or below 200 percent of federal poverty guidelines,*
- (ii) *homelessness,*
- (iii) *student's parents or guardians are school dropouts, or*
- (iv) *children with disabilities or delays who are eligible for special education services under the Individuals with Disabilities Education Act, regardless of household income.*

Definitions for each of these criteria and requirements for documentation are discussed below.

(i) *Family income at or below 200 percent of federal poverty guidelines*

Each year, the federal Department of Health and Human Services releases income thresholds for the federal poverty level across the country, according to the number of persons in the household;

◆ Table 1. 2024 Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in Family/Household:	100% of Poverty Guideline:
1	\$15,060
2	\$20,440
3	\$25,820
4	\$31,200
5	\$36,580
6	\$41,960
7	\$47,340
8	\$52,720

*For families/households with more than 8 persons, add \$5,380 for each additional person. Source: 2024 [U.S. Federal Poverty Guidelines](#).

To be income-eligible for VPI, the child's family/household income must be at or less than 200% of these federal poverty income thresholds (see the 200% column in the chart below):

♦ Table 2. 2024 Poverty Guidelines Percentage Thresholds – for Applying the Family Income Eligibility Criteria and Reporting Requirements for VPI as Stated in the Virginia Appropriation Act			
Persons in family/household	FY25 Poverty Guidelines Percentage Thresholds Applicable to VPI Requirements		
	130%	200%	350%
1	\$19,578	\$30,120	\$52,710
2	\$26,572	\$40,880	\$71,540
3	\$33,566	\$51,640	\$90,370
4	\$40,560	\$62,400	\$109,200
5	\$47,554	\$73,160	\$128,030
6	\$54,548	\$83,920	\$146,860
7	\$61,542	\$94,680	\$165,690
8	\$68,536	\$105,440	\$184,520

It is important to note that the Appropriation Act requires divisions to report household income for all students enrolled in VPI, regardless of how they were found eligible for the program. Income must be categorized in one of the following ranges:

- (i) *at or below 130 percent poverty,*
- (ii) *above 130 percent but at or below 200 percent of poverty,*
- (iii) *above 200 percent but at or below 350 percent of poverty,*
- (iv) *and above 350 percent of poverty.*

Income thresholds for each range are included in the table above. The following definitions and guidelines for verifying income can be applied for both the purposes of determining student eligibility and income reporting requirements.

♦ **Defining Family/Household Size**

For the purposes of determining income, VPI definitions of family/household size follow the Virginia Child Care Subsidy Program definitions. The following individuals living in the household must be included in the family unit:

1. Parents including:
 - i. Biological parents including the father of a child born out-of-wedlock, if paternity can be established;
 - ii. Adoptive parents;
 - iii. Stepparent;
 - iv. Legal guardian(s);
 - v. Adult(s) standing in loco parentis for children under 18; and
 - vi. Persons cohabitating with the natural or adoptive parent of a child under age 18.
2. All the parents' children under age 18.
3. Spouses of an adult standing in loco parentis shall also be included in the family unit.
4. A household member who is temporarily absent from the home shall be included in the family unit for determining eligibility.
5. A parent who is temporarily absent from the home shall be included in the family unit unless the absence period is expected to exceed 60 consecutive days. A parent who is absent from the home due to active duty in the military services is considered part of the family unit and is not subject to the 60 consecutive

day time limit and will be counted as a household member even if they are expected to be out of the household for more than 60 days.

What to Include as Family Income

Include all gross income received by the family unit. Specifically:

- **Include** gross money income, before taxes. Partial year income (i.e., single pay period, monthly, etc.) information must be annualized for an estimate of annual family income
- **Include** as income:
 - employment earnings
 - unemployment and workers' compensation payments
 - veterans' benefits payments
 - survivor benefit payments
 - pension or retirement income
 - interest and dividends
 - rents and royalties
 - income from estates and trusts
 - income from educational assistance, alimony, and child support
 - financial assistance from outside the household
- **Do not include** noncash benefits such as Supplemental Nutrition Assistance Program (SNAP) (i.e., food stamps), Medicaid, public housing, housing subsidies, or military allowances (e.g., housing allowance).
- **Do not include** capital gains or losses.
Based on the income items listed in the bullets above in this section, only include as "family income" the total annual income of the child's "parent" or "parents" as those terms are defined in Section 22.1-1, Code of Virginia, as the "parent, guardian, legal custodian, or other person having control or charge of a child." Do not include as "family income" the income of other immediate or extended family members living in the household or non-relatives in the household, such as housemates.

How to Verify and Document Annual Family Income

At the time of application to the VPI program, family income should be verified based on review and approval of original source documentation demonstrating income:

- For income verification, use original source documents such as employee pay stubs/earnings notices, income tax returns, employer W-2 forms, and public assistance program payment documentation
- A parent or guardian's qualification for any of the following income-based public assistance programs may be considered proof of VPI income eligibility: Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Medicaid, or Supplemental Nutrition Assistance Program (SNAP).
 - Official documentation (e.g., award letter, Notice of Action, SNAP card) must be used to verify VPI income eligibility.
- Similarly, income eligibility for the National Free or Reduced-Price Lunch program may be used to determine income eligibility for VPI.
 - Only personnel with responsibility for making student eligibility decisions for the VPI program should be provided a student's Free or Reduced-Price Lunch eligibility status; this information must be treated as confidential personally identifiable information and must not be disclosed or released outside of the VPI program except for the purpose of qualifying students for other preschool programs operated by the school division (e.g., Head Start, Title I preschool). However, parental permission should be obtained in order to use Free-Reduced Lunch eligibility status information for other preschool program eligibility determinations. Parents/guardians may grant this permission on the school division application form.
 - The VPI personnel requesting the Free or Reduced-Price Lunch eligibility information must sign and submit a completed Memorandum of Understanding (MOU) to the division school nutrition programs office prior to receiving the eligibility status information.
 - When students are determined eligible for VPI based on their Free or Reduced-Price Lunch eligibility status, the division must accurately report those students within the correct income range per the Appropriation Act reporting requirements (see d.2 on page 1).

- Parents/guardians may not be required to complete a school meal application form specifically for the purpose of determining student eligibility for VPI.
- If a family indicates that there is no income or cannot provide income documentation, they may complete the **VPI Documentation of No Income Form** (see Appendix).
- If a family is found eligible for VPI through another criterion (besides income), and declines to provide income documentation, they should be asked to complete the **VPI Income Self-Report Form** (see Appendix). This will provide an income range to be used for income reporting purposes.

Documents containing income information must be considered and treated as sensitive and confidential personally identifiable information. While school divisions may choose to receive copies of such information and maintain the records in their files according to the state records retention policy, divisions may also review and approve such documentation at the time of registration/application and then return the documents directly to the parent/guardian without receiving and maintaining the documents in the division records.

Whether or not income documents are received and maintained on file by the school division, VPI personnel and the parent/guardian must certify by their signatures on the application form which specific document(s) were provided and reviewed in making the VPI income eligibility determination and that the information on the documents met the income eligibility requirements.

If copies of the income documents are maintained on file by the school division and not returned to the parent/guardian, they must be handled and stored in a secure manner preventing unauthorized access and disclosure. The information must only be accessible to personnel with responsibility for making student eligibility decisions for the VPI program.

Income Verification for Children Living in Foster Care or with Other Relatives

In the case of children in foster care, student eligibility should be based on the income of the custodial parent(s) (if known) and not on the income of the foster parents that serve as temporary custodians. Where family income documentation may not be available for verification, VPI program personnel may make reasonable efforts to contact the custodial parent(s) to obtain an estimate of annual family income. Alternatively, the foster parent or foster entity enrolling the student in the VPI program may certify by signature as to an estimate of the student's family income based on the income of the student's custodial parent(s).

- When a student enrolling in VPI lives with a grandparent(s) or other relative, student eligibility should be based on the income of the grandparent or other relative only when they have permanent custody of the child; otherwise, use the income of the custodial parent(s) in determining student eligibility. Alternatively, the grandparent(s) or other relative that has permanent custody may provide a certification by signature as to an estimate of the student's family income based on the income of the student's custodial parent(s).

♦ **Note on Families Income-Eligible for Head Start:** The Appropriation Act requires that state and local funds *"...not be used to supplant any Head Start federal funds provided for local early education programs, and not be used until the local Head Start grantee certifies that all local Head Start slots are filled."* Therefore, any families with a household income below 130% of the Federal Poverty Guidelines (see Table 2) must be referred to Head Start prior to enrollment in VPI. Referrals should follow procedures established in Memoranda of Understanding/Agreement (MOU/As) between the VPI program and local Head Start recipient agency. See the VPI Guidelines, posted on the [VPI website](#), for more information.

(ii) Homelessness

The second VPI eligibility criterion listed in the Appropriation Act is homelessness. The definition for homelessness is provided on [Project-Hope for Virginia's website](#) (authorized under the federal McKinney-Vento Homeless Education Assistance Act). Divisions should rely on their division McKinney-Vento staff to confirm this eligibility

(iii) Student's parents or guardians are school drop outs

According to the 2013-2017 American Community Survey, over 700,000 Virginia adults do not have a high school diploma or high school equivalency credential, and many more lack literacy in key areas such as math or workforce preparation skills. A question asking if parent/guardian has a high school diploma or a GED on a VPI Application Form (see sample in Appendix) can assist with eligibility determination.

(iv) Children with disabilities or delays who are eligible for special education services under the Individuals with Disabilities Education Act

Children are considered eligible under this criterion if they have a current individualized education program (IEP).

The Appropriation Act outlines an expectation that “*Programs shall meet or exceed a target inclusion rate, such that 10 percent of all children participating in the Virginia Preschool Initiative are children with disabilities, defined as those with an Individualized Education Plan, and are served in inclusive classrooms that include children who do not have an Individualized Education Plan.*” As a part of the VPI Local Plan submitted each spring, school divisions provide their plan for supporting inclusive practices for children with special needs. State funding to support VPI programs is intended for all at-risk children, including those who have an IEP or those who may later be identified as a child with a disability requiring special education and related services. It is an expectation that children with disabilities will be included in VPI classrooms.

The Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA) require that all early childhood programs make reasonable accommodations to provide access for children with disabilities or developmental delays.

◆ Locally Established Eligibility Criteria

The four eligibility criteria specified in the Appropriation Act make up the majority of VPI eligibility, but the bill also provides flexibility for divisions to incorporate risk factors specific to their local communities. Up to 15 percent of a division's slots may be filled based on locally established eligibility criteria to meet the unique needs of at-risk children in the community. If applicable, local plans must also indicate the number of at-risk three-year-old children to be served using the same eligibility criteria listed above.

The key question to consider in determining local eligibility criterion is “What other factors in our community are contributing to children’s readiness for kindergarten?” Historically, some school divisions have reported the following local at-risk criteria to the VDOE.

- Abuse/Trauma: A family member suffers from abuse including all forms of trauma and/or adverse childhood experiences.
- Single Parent: A child for which one parent or guardian has sole responsibility for financial support and parenting of children (this would not include divorced or never married parents, where both parents still provide financial and parenting support).
- Foster/Welfare: Child is in foster care or at risk based on involvement in the child welfare system.
- ELL: Child is English Language Learner
- Incarceration: A parent is incarcerated
- Military Deployment: A parent is on military deployment
- In Loco Parentis: Child is raised by relatives other than parents
- No available affordable childcare options within 10 miles of the child’s home: *available* is a site with open slots, *affordable* is a site that accepts Child Care Subsidy

If incorporating local criteria related to the COVID-19 pandemic, divisions are encouraged to consider the specific impacts of the pandemic on their community. Impacts of the pandemic that could be risk factors include, but are not limited to: a parent or caregiver’s job loss, chronic health conditions, or death of a close family member.

When determining local eligibility criteria, divisions should consider how each criterion puts a child at risk. As an example, “child of a division employee” would not be an acceptable local eligibility criterion because it is not a

factor that puts a child at greater risk for not entering kindergarten ready. Children of division employees may be eligible via other criterion, but not solely for this reason. Criteria should also be specific to an individual, not characteristics of a community. For example, “There is a lack of adequate childcare in our community” describes the general situation in the community and not a risk factor used to determine eligibility for a specific child. This criterion could be rephrased to be specific to the child; for example, “No affordable childcare within 10 miles of the child’s home.” Where applicable, divisions should be specific about time frames and screening tools used to determine eligibility.

♦ *Waiver to Increase Use of Local At-Risk Criteria*

Localities that can demonstrate that more than 15 percent of slots are needed to meet the needs of at-risk children in their community may apply for a waiver from the Superintendent of Public Instruction to use a larger percentage of their slots. The “Waiver to Increase Use of Local At-Risk Criteria” is available through the VDOE’s Single Sign-on for Web Systems (SSWS) during three different submission windows each spring, summer, and fall.

Divisions applying for a waiver must demonstrate that increasing eligibility will enable the maximization of federal funds and will not have a negative impact on access for other individuals currently being served. Localities should include in their application a justification for how each specific criterion put a child at risk.

When completing the local eligibility criteria waiver, divisions should ensure that each criterion listed describes a factor that puts a child at risk. Criteria should also be specific to an individual child. Generalities about the community may be included as explanations, but criteria used to evaluate eligibility must always be clearly stated in the application.

When reviewing waiver applications, the VDOE conducts an initial review, considering how each specific criterion has been identified as putting a child at risk. The Superintendent of Public Instruction makes final decisions regarding local eligibility criterion.

◆ BEST PRACTICES FOR IMPLEMENTING AN ELIGIBILITY PROCESS FOR VPI

When verifying eligibility of children for VPI, it is critical to establish a clear systematic process, guide families through completion of the process, and annually train local staff to determine eligibility consistently. The following guidance provides best practices for implementing a local eligibility process.

1. **Communication:** Always engage community early childhood providers in the recruitment and registration process. Collaboration with Head Start programs to provide a single point of entry and registration process for families is critical for maximizing resources. Ready Regions are integral in supporting coordinated enrollment efforts.

Determine where families in the community regularly receive announcements, news, and information. Use these avenues to spread the word about the VPI program and registration opportunities. Always provide written and verbal communication in the home languages of families served.

- School and division websites
 - Social media accounts (Facebook, Twitter, etc.)
 - Recorded voice messages to parents
 - Text messages to parents
 - Printed notes/fliers sent home
 - Brochures in main office
 - Posters throughout buildings
 - Billboards
 - Single point of entry registration w/ Head Start
 - Ask school bus drivers to be alert for 4-year-olds at the bus stop and hand VPI registration flyer to parent
 - Partner with school division's Child Find staff in locating at-risk preschool students
 - Flyers and posters distributed in key locations throughout the community (e.g., stores, cell phone companies, restaurants, pharmacy)
 - Engage local partners in conversations, share printed materials for posting/distribution and ask for referrals
 - County/City Government (Social Services, Health Dept., Parks and Recreation, Treasurer, Utilities, Housing and Redevelopment, Employment Commission)
 - Military bases (contact base commander; check base childcare centers)
 - Smart Beginnings chapters/Virginia Early Childhood Foundation
 - Adult education providers (GED, ELL, etc.)
 - Senior-focused centers programs (grandparent guardians)
 - Community Colleges/Universities (info to counselors, admissions and financial aid offices)
 - Community Services Board (CSB)
 - Community based organizations (Chamber of Commerce, Rotary, Kiwanis, Knights of Columbus)
 - Childcare providers with waiting lists
 - Local charities (food pantry, shelters, free clinics, Salvation Army, Goodwill)
 - Pediatricians, family physicians, & free clinics
 - Churches and places of worship
2. **Application Form:** Provide families with an initial Application Form (sample provided in Appendix) in their home language via online and paper. The Application Form is submitted by email, postal service, or in person to trained staff.
 - a. Trained staff are available via phone or in person to answer questions regarding the program, eligibility requirements (income and local at-risk criteria), and completion of the Application Form. Provide families assistance using their home languages.
 - b. Trained staff review completed Application Forms and send families a flyer (email, postal service) in their home languages announcing VPI Registration Dates with title and description of documents that

must be brought with them to registration (e.g., child's birth certificate, proof of income documents, proof of residency documents).

3. **Registration Dates:** Provide families with a wide variety of days and times (evenings, weekends) to meet with trained school staff to complete the VPI Income Verification Form (sample provided in Appendix) using the required income documents provided by the family. If families cannot attend a registration date, schedule a separate time to meet with a trained staff member.
4. **Selection Process:** A second staff member reviews completed Income Verification Forms with income documentation (including any requested documentation for local at-risk criteria) to check for accuracy and parent/guardian signature and staff signature before final selections are made and families are informed of acceptance or non-acceptance into the program.

♦ If desired, divisions may use “points” systems, where students get “points” for the multiple risk factors present, to prioritize students for acceptance when there are more applicants than available slots. Such systems should be applied fairly and transparently across all applicants, with clear documentation of how the different factors are weighted. Within any system, families with any of the four eligibility criteria established by the General Assembly are expected to be heavily weighted.

Divisions should provide families with clear communication regarding when final eligibility and selections will be made for the program. Many programs provide final communication to families after most of the recruitment and registration efforts have been completed (e.g., late spring/early summer). Communicate with all families after final selections have been determined (child eligible and accepted, child not eligible, child eligible but placed on wait list).

5. **Wait Lists:** If all classroom slots are filled, keep an ongoing and updated wait list of eligible (income/local criteria) children with their families contact information. In case families move or contact information changes, encourage families to check back with the staff periodically for any openings in the program.
6. **Guide Families through Completion of the Process:** Throughout the registration and income verification process, families may need ongoing assistance in submitting required documents and completing forms. Develop a process to touch base with families who have started, but not completed, the registration process.
7. **Provide Annual Staff Income Verification Training:** Staff members verifying eligibility for VPI should be trained in the process annually to ensure consistency and accuracy. Training should include the following topics:
 1. Program Components (e.g., school calendar, daily start/stop time, transportation)
 2. Eligibility Requirements
 3. Application Form
 4. VPI Income Verification Form & Documentation
 5. Local Criteria Used for Risk Factors

APPENDIX

Sample VPI Application Form

Child's First, Middle and Last Name:	Child's Birthdate	Mother or Legal Guardian Name:	Father or Legal Guardian Name:
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Parental Status (Legal Custody of Child):	Child Lives with:	Address	Address
<input type="checkbox"/> Mother <input type="checkbox"/> Father	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Sole Custody:	Physical Custody:	Joint Custody:	Day Phone Number(s):
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Evening Phone Number(s):	Email Addresses	# of members in family:	# of members in household:
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Is your family currently receiving any of the following forms of income and/or assistance? (Check all that apply).

<input type="checkbox"/> TANF (Temporary Assistance for Needy Families)	<input type="checkbox"/> SSI (Supplemental Security Income)	<input type="checkbox"/> Unemployment Benefits
<input type="checkbox"/> Child Support	<input type="checkbox"/> Daycare Assistance	<input type="checkbox"/> Food Stamps (SNAP)
<input type="checkbox"/> WIC (Women, Infants, & Children)	<input type="checkbox"/> Alimony/Spousal Support	<input type="checkbox"/> Disability
<input type="checkbox"/> Social Security	<input type="checkbox"/> Scholarships/Grants	<input type="checkbox"/> Section 8/Subsidized Housing
<input type="checkbox"/> Utility Assistance	<input type="checkbox"/> VA Benefits	<input type="checkbox"/> Rental Income

Do any of the following situations apply to your family? (Check all that apply).

<input type="checkbox"/> Homeless or living in shelter	<input type="checkbox"/> Living with relatives or others due to loss of housing or economic hardship	<input type="checkbox"/> Living with relatives or others by choice
<input type="checkbox"/> Unsafe or unhealthy environment	<input type="checkbox"/> Abusive home	<input type="checkbox"/> Child's mother does not have high school diploma or GED
<input type="checkbox"/> Child's father does not have a high school diploma or GED	<input type="checkbox"/> Child's mother is currently incarcerated	<input type="checkbox"/> Child's father is currently incarcerated
<input type="checkbox"/> Active-duty military	<input type="checkbox"/> In need of emergency food/shelter	<input type="checkbox"/> Disabled parent/legal guardian

Child History and Specific Information. (Check all that apply).

Child's First, Middle, and Last Name:	Click or tap here to enter text.
<input type="checkbox"/> Current IEP	<input type="checkbox"/> Referral by Pediatrician for Speech or Developmental Delay
<input type="checkbox"/> Evaluated or Child Find/Early Intervention or another agency	

Click or tap here to enter text.

Click or tap here to enter text.

Parent/Guardian Signature**Date**

Sample VPI Income Verification Form

CONFIDENTIAL INFORMATION (Only if submitted)

Include total gross annual income (before taxes) of the child's parent or parents (defined as parent, guardian, legal custodian, or other person having control or charge of the child – see VPI Income Criteria Guidelines)

Parent/Guardian (P/G) #1:

Weekly	X 52	= Annual Income
Every 2 weeks	X 26	= Click or tap here to enter text.
Twice a month	X 24	= Click or tap here to enter text.
Monthly	X 12	= Click or tap here to enter text.
Other Income	Click or tap here to enter text.	= Click or tap here to enter text.

Parent/Guardian (P/G) #2:

Weekly	X 52	= Annual Income
Every 2 weeks	X 26	= Click or tap here to enter text.
Twice a month	X 24	= Click or tap here to enter text.
Monthly	X 12	= Click or tap here to enter text.
Other Income	Click or tap here to enter text.	= Click or tap here to enter text.

Total Household Income

#1 P/G Income:	#2 P/G Income:	Other Income:	Total:
Click or tap here to enter text. (+)	Click or tap here to enter text.(+)	Click or tap here to enter text.(=)	Click or tap here to enter text.

VERIFICATION OF INCOME

Staff Member Income Verified by:
(Please print)

How Verified:

☐ W-2 Form ☐ Tax Forms ☐ Pay Stubs (Salary) ☐ SSI Verification ☐ SNAP Verification ☐ TANF Verification
☐ Written statement from employer ☐ Child Support ☐ Social Security Benefits/Unemployment/Other

Number of people in household:

Children	Adults	Total
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Are you currently working for the same employer as documented on the W-2/tax form?

- P/G #1: ☐ Yes ☐ No
- P/G #2: ☐ Yes ☐ No

(If either P/G answered “No” above, current income information is needed to determine income eligibility.)

Do you have any other forms of income not reported on this document, such as rental income, trust fund, etc.?

- P/G #1: ☐ Yes ☐ No
- P/G #2: ☐ Yes ☐ No

CERTIFICATION

I certify that all of the above information is true and correct and that all income is reported (if submitted). I understand that if any of this information changes, I am obligated to notify the program immediately. I understand that the school/program will receive state funds based on the information I give. I understand that deliberate misrepresentation of any of this information may disqualify my child from being considered for a preschool program.

Click or tap here to enter text.

Click or tap here to enter text.

Signature of Parent/Guardian (Required for Consideration)

Date

Click or tap here to enter text.

Click or tap here to enter text.

I verify that I have examined ALL information (Staff Signature)

Date

Click or tap here to enter text.

Click or tap here to enter text.

STUDENT NAME

Virginia Preschool Initiative Declaration of No Income or No Documentation of Income Form

Parent(s)/Guardian(s) Name(s)	Click or tap here to enter text.
Child's Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.

Check which of the below applies to your current situation:

- ☐ I certify that I had no income of my own in the last 12 months.
- ☐ I certify that at this time I cannot produce evidence of my income.

Indicate how you provide for the following (savings, assistance from family, cash earned):

Housing:	Click or tap here to enter text.
Food:	Click or tap here to enter text.
Transportation:	Click or tap here to enter text.

If you indicate that you have income but cannot verify the income with documentation, indicate the income source and the amount below:

Source of Income	\$ Amount
Social Security	\$ Click or tap here to enter text.
SSI	\$ Click or tap here to enter text.
TCA	\$ Click or tap here to enter text.
Child Support	\$ Click or tap here to enter text.
Other (cash earned, etc.)	\$ Click or tap here to enter text.
Total	\$ Click or tap here to enter text.

All sections must be complete to determine your family's eligibility. All information will be held in strict confidence as is available to you during normal business hours.

I certify that the information provided to support this information is accurate and truthful to the best of my knowledge. I understand that program staff will verify this information and that deliberate misrepresentation may result in withdrawal from this program.

Parent Guardian Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Staff Signature/Title:	Click or tap here to enter text.	Date:	Click or tap here to enter text.

♦ Virginia Preschool Initiative Income Self-Report Form

Parent(s)/Guardian(s) Name(s)	Click or tap here to enter text.
Child's Name:	Click or tap here to enter text.
Address:	Click or tap here to enter text.

Initial the following statements:

_____ I certify that I do not wish to provide documentation of my income.

_____ I understand that Virginia Preschool Initiative programs are required by the Appropriation Act to report income ranges for *all* children enrolled in the Virginia Preschool Initiative.

Use the following table to determine the income range of your household. Find the column with your family size and check the box in the row next to the income range that best describes your family.

VPI Family Income Ranges for Reporting Requirements									
		Persons in family/household							
Check which range applies	Income Ranges	1	2	3	4	5	6	7	8
	Less than 130%	Less than \$19,578	Less than \$26,572	Less than \$33,566	Less than \$40,560	Less than \$47,554	Less than \$54,548	Less than \$61,542	Less than \$68,536
	131 to 200%	\$19,579 to \$30,120	\$26,573 to \$40,880	\$33,567 to \$51,640	\$40,561 to \$62,400	\$47,555 to \$73,160	\$54,549 to \$83,920	\$61,543 to \$94,680	\$68,537 to \$105,440
	201 to 350%	\$30,121 to \$52,710	\$40,881 to \$71,540	\$51,641 to \$90,370	\$62,401 to \$109,200	\$73,161 to \$128,030	\$83,921 to \$146,860	\$94,681 to \$165,690	\$105,441 to \$184,520
	Greater than 351%	Greater than \$52,711	Greater than \$71,541	Greater than \$90,371	Greater than \$109,201	Greater than \$128,031	Greater than \$146,861	Greater than \$165,691	Greater than \$184,521

This information is for reporting purposes only and will not be used to determine eligibility for the Virginia Preschool Initiative Program. All information will be held in strict confidence.

I certify that the information provided to support this information is accurate and truthful to the best of my knowledge.

Parent Guardian Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Staff Signature/Title:	Click or tap here to enter text.	Date:	Click or tap here to enter text.