

# Step-By-Step Instructions



**Note:** The term "GSRP" in this document also stands for "Great Start Readiness Program."

## Applying for Preschool Benefits

### Step #1

Do you have a child who is 3-4 years old, or who will be soon? *If you answered "yes," go to step #2.*

### Step #2

Do you live in our preschool service area? This area includes:

- ▶ All of Calhoun County, MI
- ▶ Bellevue, MI
- ▶ Olivet, MI
- ▶ Union City, MI

*If "yes," go to step #3.*

### Step #3

Is your annual household income within the income limits for Head Start and/or GSRP (Great Start Readiness Program)? (See the income eligibility chart on **page 2**.)

*If "yes," go to step #4.*

### Step #4

Fill out the application for preschool benefits now. It only takes a few minutes to complete! You can apply for preschool in two different ways, but you only need to do it once:

**Method 1:** [Click here now to apply online](#)

**Method 2:** [Click here to download the mail-in application](#)

For help, call **(269) 660-1606, ext. 6141**, from 7:30 a.m. to 3:30 p.m., Monday - Friday.

### Step #5

**After you submit your application**, you will get a phone call and/or letter in 1-2 weeks that your application has been received for Head Start or GSRP. Make sure to check your messages and mailbox regularly!

*If you get a phone call or letter that says you qualify for Head Start or GSRP, continue to step #6.*

### Step #6

If you qualify for Head Start or GSRP, you'll need to bring in some documents that are required by law. *You can save time by organizing these document now.* Here is the list of documents you'll need to provide to the contact person listed on your acceptance letter:

**Proof of Income** - You will only need one of the following documents for proof of income:

- ▶ Recent pay stub from your job
- ▶ W-2 income form from your employer
- ▶ A tax return from the most recent tax year
- ▶ TANF (Temporary Assistance to Needy Families) statement
- ▶ Unemployment check stub or statement
- ▶ SSI check stub or monthly statement

**Proof of Residency** - Again, you will only need one of the following documents for proof of residency:

- ▶ Recent utility bill for your address (e.g., gas or electric)
- ▶ Rental agreement (if you are renting)
- ▶ Deed to your house (if you own your house)

**Proof of Age** - You will only need one of the following documents for proof of child's age:

- ▶ Birth certificate
- ▶ Passport
- ▶ Immigration record
- ▶ Baptismal certificate

**Child's Immunization Record** - This document should come from your child's doctor's office or the county health department where your child was immunized / vaccinated.

**Need help with immunizations?** Your local public health department can help you make sure your child is properly immunized. Start by calling the Calhoun County Public Health Department at **(269) 969-6363** for assistance. Or you can [click here now for more information](#).

**Just one more step!** *Go to next page*

## Step #7

**If your child is accepted** into Head Start or GSRP, we will work with you to review preschool openings in your area for the month when your child will begin preschool.

**Be flexible:** We'll do our best to find a location near your home, but there's no guarantee your child will get a particular preschool, but we will do our best to help you!

If your child is enrolled in a specific preschool (Head Start or GSRP), you will get a phone call and/or letter introducing you to that preschool. It will include information about what to bring, schedules, safety and other key topics. Make sure to read that information carefully and **save it for future reference.**

## Free Help is Available!

**Parents:** If you need help with any part of this preschool application process, please call our free help line today at **(269) 660-1606, ext. 6141**, from 7:30 a.m. to 3:30 p.m., Monday - Friday. *We'll be happy to assist you!*



## Income Guidelines for 2015-2016

**Head Start Guidelines:** To qualify for free preschool tuition through the **HEAD START** program, your total household income can be no more than 100% of the federal poverty level as listed below. The more people who live in your household, the higher the limit.

		Head Start Program	
		Maximum Household Income Level	
Household Size	Per Year	Per Month	
1	\$11,770	\$981	
2	\$15,930	\$1,328	
3	\$20,090	\$1,675	
4	\$24,250	\$2,021	
5	\$28,410	\$2,368	
6	\$32,570	\$2,715	
7	\$37,730	\$3,145	
8	\$40,890	\$3,408	

**Example:** Cindy Smith is a single mother with two children who live with her at home. That means her household size is 3 persons. The maximum amount of money she can make *per year* to qualify for free preschool tuition through **Head Start** is \$20,090 (total household income before taxes and deductions). The maximum amount of money she can make *per month* is \$1,675.

**Important Note to Parents:** The income guidelines on this page are a starting point only. You must complete the application process before you'll know if you qualify for free or low-cost preschool tuition benefits. You can learn more at: [www.MyChildNeedsPreschool.com](http://www.MyChildNeedsPreschool.com) or call **(269) 660-1606, ext. 6141**, from 7:30 a.m. to 3:30 p.m., Monday - Friday.

**GSRP Guidelines:** To qualify for free preschool tuition through **GSRP** (Great Start Readiness Program), your total household income can be no more than 250% of the federal poverty level as listed below. The more people who live in your household, the higher the limit.

### More options with GSRP:

If you make more than the GSRP limits listed below, you may still qualify for *reduced-cost* preschool tuition. To learn more, call **(269) 660-1606, ext. 6141**, from 7:30 a.m. to 3:30 p.m., Monday - Friday.

		GSRP	
		Maximum Household Income Level	
Household Size	Per Year	Per Month	
1	\$29,425	\$2,453	
2	\$39,825	\$3,319	
3	\$50,225	\$4,186	
4	\$60,625	\$5,053	
5	\$71,025	\$5,919	
6	\$81,425	\$6,786	
7	\$94,325	\$7,861	
8	\$102,225	\$8,519	

**Example:** Tom Davis and his wife, Terry, live with two children in their apartment. That means their household size is 4 persons. The maximum amount of money Tom and Terry can make *per year* to qualify for free preschool tuition through **GSRP** is \$60,625 (total household income before taxes and deductions). The maximum amount of money they can make *per month* is \$5,053. (Please note that additional help is available for some households that have higher income levels – see note above for details.)