

# Early Learning Scholarship - Pathway II Application

### **Instructions**

### What is an Early Learning Scholarship?

An Early Learning Scholarship – Pathway II can help your child attend high-quality child care and early education to help your child get ready for kindergarten. A program is eligible to receive Pathway II funds if they are Parent Aware Four-Star Rated. Parent Aware is a rating tool to help parents select high-quality early childhood programs. For more information, visit the <u>Parent Aware website</u> (ParentAware.org). **Note:** Children may only receive one scholarship within a 12-month period and cannot receive a Pathway I and Pathway II scholarship at the same time.

### Where can my child use a scholarship?

Early Learning Scholarships — Pathway II are awarded to families by an eligible Parent Aware Four-Star Rated program. Pathway II early childhood programs receive scholarship funds from the Minnesota Department of Education. These programs then use their funds to award scholarships to families whose children attend the Pathway II program. The scholarships must be used at the awarding Pathway II program. The funding stays with the program to support other children if your child leaves.

### Is my child eligible?

Children must meet age eligibility requirements in at least one category listed below at the time they are awarded. Children age out of eligibility for the Early Learning Scholarships Program either (a) the day they are age-eligible for kindergarten (age 5 on September 1), or (b) the day the child is enrolled in and attending kindergarten, whichever is earlier. Once a child is awarded a scholarship, they are eligible to continue to receive a scholarship until they age out.

- Children ages 3 to 4 on September 1 of the current school year, or age 5 if not yet aged out of eligibility.
- Children ages 0 to 4 on September 1 of the current school year, or age 5 if not yet aged out of eligibility, who meet one of the following criteria:
  - A parent of the child is under the age of 21 and currently pursuing a high school or general education equivalency diploma (GED)\*; or
  - The child is in foster care or in need of child protective services\*; or
  - The family has experienced homelessness in the previous 24 months\*; or
  - The child has a sibling who has already been awarded a scholarship and attends the same program, as long as funds are available. Applications for eligible siblings do not require proof of income eligibility.

\*Note: Priority for funding is given to children who meet the eligibility criteria with an asterisk (\*). Families must also meet income eligibility requirements after meeting at least one of the criteria above. Awards are made as long as funds are available.

### **Additional Requirements**

Only a parent or legal guardian of the child/children may apply for an Early Learning Scholarship – Pathway II, and your family must meet the following requirements:

- Location: You must have a Minnesota address (residing in the state of Minnesota).
- **Income:** You must have a family income equal to or less than 185 percent of the federal poverty level or be receiving certain publicly funded assistance in an approved state or federal public assistance program.

The chart below is based on the poverty guidelines published in the Federal Register on January 12, 2022 and is valid for awards from July 1, 2022 through June 30, 2023.

Family Size	Gross Income	Family Size	Gross Income
2	\$33,874	6	\$68,802
3	\$42,606	7	\$77,534
4	\$51,338	8	\$86,266
5	\$60,070	9**	\$94,998

<sup>\*\*</sup>For family units of more than nine members, add \$8,399 for each additional member.

### How do I Apply for an Early Learning Scholarship?

- 1. Complete the application in blue/black ink or electronically. Information that is required is marked with an asterisk (\*).
  - If the child is in foster care, the county or tribal social service agency must complete and sign the application. The foster parent cannot apply directly for a scholarship.
- 2. Attach the required documentation to demonstrate your eligibility. See Page 4 for requirements for Option 1 (proof of participation in a publically funded program) or Option 2 (proof of income).
  - If applying in the parent under 21 eligibility category, the applicant must provide written proof of the parent's pursuit of a high school diploma or GED<sup>®</sup> on the letterhead of the education organization providing the course(s) of study the parent attends.
- 3. Read the Agreement to Comply with Requirements and Tennessen Warning.
- 4. Sign and date the application in blue/black ink or electronic signature.
- 5. Submit your original application to the Pathway II program by following the instructions provided at the bottom of the Application Checklist on the next page.

This form was created by the Minnesota Department of Education and must not be altered or adjusted in any way.

Funding provided by the Minnesota Department of Education using state funding to support administration of early learning scholarships, Minnesota Statutes, section 124D.165.

# **Application Checklist**

Review	the checklist below to make sure you have everything you need for your application:
	Complete all required areas of the application. The items marked with an asterisk (*) are required. All other information is optional.
	Complete this form in blue/black ink or electronically.
	Carefully read each line of the <b>Agreement to Comply with Requirements</b> section and the <b>Tennessen Warning.</b>
	Sign and date the application in blue/black ink or electronically.
	• Optional: Read the agreement to participate in the evaluation and initial to give consent.  Staple all supporting documents to the back of the application. Supporting documents include:
	<ul> <li>For Option 1: Documentation demonstrating current participation in one of the approved public programs listed on Page 4.</li> </ul>
	• For Option 2: Income documentation in addition to the <i>Option 2 Income Verification Form</i> on Page 5 of the application.
	If none of the adult members of your household have any income, the Household Declaration of No Income form on Page 11 must be completed by one adult and submitted with your application.
	<ul> <li>If you are a teen parent under 21 and are pursuing a high school diploma or GED<sup>®</sup>, you must provide</li> </ul>
	written proof of your pursuit of a high school diploma or GED <sup>®</sup> on the letterhead of the educational organization providing the course(s) of study you attend.
	Submit the completed, signed application with attached eligibility documentation to the Pathway II program listed below.
	Keep at least one copy of the application and attachments for your own records.
	Submit the Application
Submit	your completed application and eligibility documentation to your Pathway II program:

Missing documentation such as proof of program participation or income, or missing signatures may cause a delay.

This page is intentionally left blank.



Box is for Administrator Use Only:
Program Name:
Application Fiscal Year:

## Early Learning Scholarship – Pathway II Application

Complete this form in blue/black ink or electronically. Information with an asterisk (\*) is required to be filled out by the parent/guardian. If any required questions are left blank, the parent/guardian will need to correct the application.

### **Child Information**

Provide information for all children you want considered for a scholarship. Use separate applications for children living at different addresses. Siblings are children who share one or both parents through blood, marriage or adoption, including siblings as defined by the children's tribal code or custom. If a sibling is not yet 3 years old on September 1, the child must attend the same program as Child One at time of award.

**Note**: Children age 5 or older on September 1 of the current fiscal year are not eligible to receive a scholarship.

Child One					
*Child's Legal Name:			Middle		Last
*Child's Date of Birth:					
	MM/DI	D/YYYY			
*Child's Gender (check one)	: Male	Female	e		
Is this child in Foster Care?:	Yes	□No			
Ethnicity (check one):	☐ Hispanic/	Latino	☐Not Hispanio	c/Latino	
Race (check all that apply):	American	Indian or A	laskan Native	Asian	☐Black or African American
	Pacific Isla	ander or Na	itive Hawaiian	□White	
Has this child received an Ea	ırly Childhood	Screening?	☐ Yes	□No	
Location:					Date:
Additional Children					
Are you applying for more t	han one child?	☐Yes	□No		
If you are applying for more	than one chila	l, use the ex	tra page at the e	end of the app	lication.

# **Parent/Legal Guardian Information**

The parent or legal guardian of the children included in this application must complete this section.

**Note:** If any child is in foster care, please skip this section and complete the "Foster Care Information" section.

*Parent/Guardian's Legal Name:			
First	N	1iddle	Last
*Resident Address:		Apt/Unit #:	
*City:	*State:	*ZIP:	County:
*Relationship to child: Parent   Other:		•	)
Date of Birth (*required only if parent i	is under 21, MM/DD/YY	YY):	
Phone Number:	Email Add	ress:	
Mailing Address (If different from resia	lent address):		
City:	State:	ZIP:	County:
Additional Contact 1			
If there are two legal parents/guardiar person, you give your consent for the I form.		•	•
Name:			
First	Middle	Lo	ast
Resident Address:		Apt/Unit #:	
City:	State:	ZIP:	County:
Phone Number:	Email Add	ress:	
Relationship to child/children:			·
Additional Contact 2			
Optional: If there is another contact su that you want to include on your appli Pathway II program to contact this adu	cation, list them here. B	y listing this perso	n, you give your consent for the
Name:			
First	Middle	Lo	ast
Resident Address:		Apt/Unit #:	
City:	State:	ZIP:	County:
Phone Number:	Email Add	ress:	
Relationship to child/children:			

# **Family Information**

What language does you	family speak most at	home?	
☐English ☐Hmong	Somali [	Spanish	□Vietnamese
Other:			
Do you need an interpret	<b>er?</b> □ Yes □ No	0	
Has your family experien now) due to economic ha	· ·		uations at any point in the last 24 months (including any that apply.
Shelter	☐ Moving from pla	ice to place	Doubling up temporarily with other family or friends
☐ Hotel, motel, or trailer	Car, outside, or	public space	
What is the highest level  Less than high school	of education you have ☐ High school or GE	-	d? Check one.  ne college or no degree ☐ College degree
What is your current emp	oloyment status? Chec	k one.	
☐Employed full-time (25 h	nours/week or more)	☐ Em	ployed part-time (less than 25 hours/week)
☐Unemployed, seeking er	nployment	Une	employed, not seeking employment
How did you hear about	Early Learning Scholars	ships? Chec	k all that apply.
☐ My program	☐Friend/Famil	У	☐ Another family in my program
Area Administrator	☐Community ¡	partner (i.e.	, library) Social media (Facebook, Twitter)
Online research	Parent Awar	e/Child Care	e Aware Tribal, County, or State service provider
☐Flyer/advertisement	Other:		

### **Proof of Income Eligibility: Instructions**

Families must demonstrate their eligibility in one of two ways:

**Option 1:** Current participation in one of the following public programs:

- Minnesota Family Investment Program (MFIP)
- Free and Reduced-Price Lunch Program (FRPL)
- Food Distribution Program on Indian Reservations
- Head Start

- Child Care Assistance Program (CCAP)
- Child Adult Care Food Program\* (CACFP)
- Supplemental Nutrition Assistance Program (SNAP)
- Foster Care

\*Families cannot be income-eligible for scholarships based solely on CACFP provider area eligibility. Families must be eligible based on their own income.

Acceptable proof of participation includes: official notice on program letterhead; application with program approval/signature (i.e., approved CACFP or FRPL application); authorization form from the public program; current bill or receipt from the program (i.e., MEC<sup>2</sup> bill from CCAP); or screenshot from a program's official system of record (i.e., free or reduced price lunch status in Infinite Campus). Proof of participation must have the name of the parent/guardian and/or child(ren), must be dated, and must be valid at the time of the award. Unacceptable proof includes: a waitlist letter, an unapproved application, documentation without a date, and/or expired documentation.

**Option 2:** If are not participating in or have documentation from one of the federally funded programs listed in Option 1, then you must complete both charts of the *Option 2: Income Verification Form* on the following page and submit documentation demonstrating your household income.

- Adults in Household-Income Verification Chart instructions: List all household members including all people living in the
  household, related or not (such as grandparents, other relatives, or friends), who share income and expenses. The applicant
  must include themselves and all children who live with them. Households do not include other people who are economically
  independent, such as a roommate.
- Children in Household Chart instructions: List all infants, children, and students through grade 12 in the household that share income and expenses, even if they are not related. Attach an additional page if necessary. For more information on household size, view the "Who is in a SNAP household" section of the US Department of Agriculture (USDA) <a href="SNAP eligibility webpage">SNAP eligibility webpage</a> (https://www.fns.usda.gov/snap).

Attach acceptable proof of all income for each adult listed, which includes the previous year's W-2 form, two most recent pay stubs, financial aid statement, or a statement from an employer on company letterhead. Pay stubs must be dated within six months of the award. If other types of documentation are not available, the previous year's income tax filing documents may be used. The tax documents must be a copy of the signed version submitted to the Internal Revenue Service (IRS) or include the confirmation notice if submitted electronically. Include proof for all types of income earned. If the household has no income, one of the adults in the household must complete the *Household Declaration of No Income* at the end of this application.

Note: Applications for a sibling of a child with an active scholarship do not need to submit proof of income eligibility.

### Family's Documentation Demonstrating Eligibility

### **Option 1: Participation in a Public Program**

Head Start

<b>Do you currently participate in any of these public programs? Check all that apply.</b> If you currently participate in any of the programs listed below, you must attach an official document showing participation in at least one as proof of eligibility.						
Minnesota Family Investment Program (MFIP)	☐ Child Care Assistance Program (CCAP)					
Free and Reduced-Price Lunch Program (FRPL)	☐ Child Adult Care Food Program* (CACFP)					
Food Distribution Program on Indian Reservations	Supplemental Nutrition Assistance Program (SNAP)					

If you do **not** currently participate in one of these public programs, you must complete the *Option 2: Income Verification Form* on the following page and submit valid income documentation for review of eligibility.

Foster Care

Complete this page and submit valid income documentation if you do **not** currently participate in an Option 1 public program.

Skip this page if you currently participate in and can provide documentation for one of the Option 1 public programs listed on Page 4.

### **Option 2: Income Verification Form**

### Adults in Household – Income Verification Chart

Adults – Full Name	<b>Gross</b> Do not wri	-			2.	Farm or Self- Employment	Child Su	ıpport	., Alim	iony		All Ot	her In	come	s		No Income
For the purpose of this program, the members of your household are "Anyone who is living with you and shares income and expenses, even if not related."  List the full name of each household member and their income(s) in whole dollars. Include any college students temporarily away from home. *If none of the adults listed has income, check the last column and submit the Household Declaration of No Income form.	Gross pay before deductions (Not net income) (\$)	Weekly	Bi-Weekly	2x Month	Monthly	Net income after business expenses. State if annual or monthly. (\$)	Payments received. (\$)	Weekly	Bi-Weekly	2x Month	Monthly	Pension, retirement, disability, unemployment, Veterans benefits, etc. (\$)	Weekly	Bi-Weekly	2x Month	Monthly	Check if this adult has no income.

### **Children in Household**

Child's First Name	Child's Last Name	ild's Last Name Child's Age lega							

If you are not applying for a child in protective services and/or foster care, skip this page.

### For a Child in Protective Services

If your child is not receiving child prote	ctive services, leave	e this section blar	ık.	
Referring Agency:		Date:_		
Referring Staff Name:		Title: _		
Phone Number:	Email /	Address:		
Foster Care Information				
This section must be completed by the	e foster care county	or tribal social s	ervice agency worker.	
By completing this section, you are des need to discuss the information on this Pathway II program of any changes tha	form. The county of	or tribal social ser		а
At the end of the application, the coun	ty or tribal social se	rvice agency wor	ker should sign as the parent/guardian.	
County or Tribal Social Service Agency:				
County or Tribal Social Service Agency	Address:			
Worker Name:				
Phone Number:	Ema	il Address:		
Residence of Child				
Current Resident Address:			Apt/Unit #:	
City:	State:	ZIP:	County:	
Resident School District of the child ba	sed on the address	of the home from	n which the child was removed:	
Foster Care Parent Contact				
Foster Parent's Name:				
First	Midd		Last	
Phone Number:		Email Address:		

### **Agreement to Comply with Requirements**

By signing this application, you are confirming that you have read, understand and agree to the Early Learning Scholarships Program requirements and the items listed below.

- The information on this application is true, and all household members' incomes are reported. If I purposely give false information, my child may lose the scholarship and I may need to reimburse the state for funds paid.
- My 3- to 5-year-old must complete an Early Childhood Screening within 90 calendar days of attending a selected program using a scholarship. If my child receives a scholarship between age 0 and 2, they must complete the screening within 90 days of their third birthday.
- My child will remain eligible to receive a scholarship through August 31 of the year he/she is age-eligible for kindergarten, or 5 years old on September 1, as long as state funding is available.
- I will notify the Pathway II program when my child stops attending the program where we are using a scholarship.
- I will notify the Pathway II program if I move or my contact information changes.
- Regular and consistent attendance is expected. Early Learning Scholarships cannot pay for more than 25 absent days, 10 planned closure days and 11 program holidays. Absent days over 25 will not be covered by scholarships and charges must be paid at my own expense unless an official exemption has been extended to my child(ren).
- If the program is no longer participating in Parent Aware, I may not be able to continue to use the Early Learning Scholarship for that program.
- If I am a family child care provider participating in Parent Aware, I understand that I am not able to use my own child's Early Learning Scholarship at my licensed family child care.

### **Required Consent to Share Your Information**

You must consent to all of the following statements to participate in the scholarship program.

- The Scholarship/Area Administrator may share my child's/children's name, address, date of birth and gender, and my name and address as listed on the application, as well as any scholarship amount my child is eligible for and the award date, with the program I choose. This is needed to ensure accuracy between the application and the information retained by the program.
- The Scholarship/Area Administrator may share my child's/children's name, address, date of birth and gender, and my name and address as listed on the application with: (1) my local school district, for purposes of assigning my child a unique Statewide Student Identification (SSID) number to be used by the Scholarship/Area Administrator, and (2) the Minnesota Department of Education (MDE) to identify my child and validate scholarship payments.
- The Minnesota Department of Education (MDE) may share information about me and my child's/children's eligibility for and use of scholarships with other governmental agencies and programs including, but not limited to: the Child Care Assistance Program (CCAP), county or Tribal social agency workers, MFIP, SNAP, Head Start, free and reduced-price lunch (FRPL), and the Child and Adult Care Food Program (CACFP). These agencies can also share information about me and my child's eligibility for and use of assistance with the Minnesota Department of Education. This information may be used to verify my family's income eligibility for scholarships and to monitor the use of scholarships and other public assistance programs. I understand that consent to share my information remains in effect for six months after my scholarship ends.
- Scholarship/Area Administrators may share information from this application with MDE including my name and address; demographic information; parent education; income information; my child's eligibility for and the amount of any Early Learning Scholarship; the program where I am using the scholarship; my child's SSID number; and whether or not I have complied with program requirements. This information is required to review eligibility, program implementation, and is necessary to comply with the state law authorizing the program.
- In order to verify the early childhood screening has taken place, the Scholarship/Area Administrator has my permission to contact the school district office of the child to verify the screening location and date.

**Note:** I do not have to consent to sharing my information, but if I choose not to, I understand my child/children will not be eligible to receive an Early Learning Scholarship. Information to be released does not include supporting documents attached to this application.

### **Tennessen Warning from the Minnesota Department of Education**

This notice applies to all information collected for the Early Learning Scholarships program. It explains what information we will collect and why we are collecting it.

#### What Information are we requesting?

We are requesting all information on the Early Learning Scholarship – Pathway II program application, some of which is considered private data under Minnesota law.

#### Why do we ask you for this Information?

Information on this application is required to apply for an Early Learning Scholarship. We will use the information collected here, and any additional related information, to determine eligibility for funding. This information is necessary to comply with the state law authorizing the program.

#### Am I required to provide this data?

There is no legal obligation for you to provide the data requested; however, without it, we cannot determine your child's eligibility and your child will not receive a scholarship.

#### Who else may see this information?

As described elsewhere in the application, with your required informed consent we will share your information with the program that you choose, your resident school district, and the Minnesota Department of Education. If you provide your optional consent, a third-party entity will make use of your information when evaluating the effectiveness of the scholarship program for the state. All of these entities, including the evaluator, are bound by Minnesota's data practices and privacy laws and will not share your private data except as described here and in the consent. The evaluator must not share your data with anyone except MDE. We may also give the data you have provided to the Legislative Auditor, the Minnesota Department of Human Services, and/or other agencies with the legal authority to access the information, or anyone authorized by a court order.

#### How else may this information be used?

We may use or release this information only as stated in this notice, unless you give us your written permission to release the information for another purpose or to another individual or entity. The information may be used for another purpose if the U.S. Congress or the Minnesota Legislature passes a law allowing or requiring other uses.

#### How long will my data be kept?

Your data will be kept for a minimum of seven years.

### **Optional Consent: Release Information and Participate in an Evaluation**

#### Please initial to confirm that you have read, understand and agree to the following.

\_\_\_\_\_ Scholarship/Area Administrator or MDE may share information from my application, my child's eligibility for and amount of any Early Learning Scholarship, and the program where I use my scholarship, with MDE-authorized program evaluators for purposes of analyzing how funds are spent, how families are informed about the program, the program's impact on child development or school readiness, the quality of early learning programs where scholarships are used, and other evaluations deemed relevant by MDE. No public report will include specific identifying information about any individual child.

### **Parent/Guardian Signature**

### By signing below, you agree and verify all of the following:

- 1. I verify that I am the parent or legal guardian, all information on this application is true, and the incomes of all adult household members are reported. I understand that if false information is given, my child/children may lose the scholarship and I may need to reimburse the state for funds already paid.
- 2. I agree to the program requirements described on the Agreement to Comply with Requirements page.
- 3. I agree to have my information and/or my child's information shared as described on the Required Consent to Share Your Information.
- 4. I agree that I have read and understand the Tennessen Warning.

Signature of Parent or Legal G	uardian	
Sign in blue/black ink or electronical	ly, not in pencil.	
*Parent/Guardian's Legal Name:		
First		Last
*Signature:	*Da	te:
		MM/DD/YYYY
Signature of Secondary Parent (opti	ional, not required)	
Parent/Guardian's Legal Name:		
Signature:	Date	e:
		MM/DD/YYYY
Submit your completed application a	and eligibility documentation to yo	our Pathway II program.
Program Repr	resentative Signature/A	Award Verification Date
reviewed and approved as true for the	he purpose of awarding a Pathway d the Early Learning Scholarship op	nolarship – Pathway II Application has been II I Scholarship within our program. I also otions and benefits with the family and that they
*Program Representative Name:		
First	t Las	st
*Signature:	*Da	te:
		Award Verification Date - MM/DD/YYYY
*Pathway II Program Name:		
*Site Name (if applicable):		
*Child 1 Award Start Date:	*Child 1 Award Amoun	t:
Child 2 Award Start Date:	Child 2 Award Amount	t:
Child 3 Award Start Date:	Child 3 Award Amount	t:

If you are applying for more than one child, list them here and attach this page to your *Early Learning Scholarship* – *Pathway II Application*. Do not enter information again for Child One listed on Page 1 of the application. If you are applying for more than three children, photocopy this page and attach the additional sheet(s) to your application.

Child Two				
*Child's Legal Name:				
First		Middle		Last
*Child's Date of Birth:				
	MM/DD/YYYY			
*Child's Gender (check one):	☐Male ☐Female			
Is this child in Foster Care?:	∐Yes			
Ethnicity (check one):	☐ Hispanic/Latino	☐Not Hispanic/	'Latino	
Race (check all that apply):	☐American Indian or Al☐Pacific Islander or Nat		☐ Asian ☐ White	Black or African American
Has this child received an Ear	ly Childhood Screening?	☐ Yes	□No	
Location:				Date:
Child Three *Child's Legal Name:				
First		Middle		Last
*Child's Date of Birth:	MM/DD/YYYY			
*Child's Gender (check one):	☐Male ☐Female			
Is this child in Foster Care?:	□Yes □No			
Ethnicity (check one):	☐ Hispanic/Latino	☐Not Hispanio	:/Latino	
Race (check all that apply):	☐American Indian or Al☐Pacific Islander or Nat		☐ Asian ☐ White	Black or African American
Has this child received an Ear	ly Childhood Screening?	☐ Yes	□No	
Location:				Date:

If the household has no income, complete this *Household Declaration of No Income* form and attach it to your *Early Learning Scholarship – Pathway II Application*.

### **Household Declaration of No Income**

This statement below serves as your declar the same parent or legal guardian who sign		or Option 2. This form must be completed by as — Pathway II Application.
I,		, declare that we as a household currently
Print full legal	name	
do not have income on this day of		
	Date: MM/DD/YYYY	
Signature:	Date:	
		MM/DD/YYYY