

APPLICATION INSTRUCTIONS

Please fill out this application completely. It contains important information that is used to determine your child's eligibility for Head Start services. **IF YOU NEED HELP IN COMPLETING THE APPLICATION, OR HAVE ANY QUESTIONS, PLEASE CALL US AT (541) 747-2425 EXT 1200.**

THE FOLLOWING INFORMATION MAY BE HELPFUL AS YOU ARE COMPLETING THE APPLICATION.

- **General Information** (page one): We must be able to reach you in order to enroll your child. If you move or change your phone number after completing this application, it is your responsibility to notify Head Start. Only a pregnant mother, parent or legal guardian may sign this application. You must provide proof of your child's date of birth with one of the following types of documents: Birth Certificate, hospital documentation, etc. You do not need to provide us with your child's Social Security Number (SSN) in order to be eligible for Head Start.
- **Income** (page two): If your family is a current recipient of TANF benefits from DHS, is receiving Supplemental Security Income (SSI), or is providing foster care for the child you are applying for, you automatically qualify for Head Start. You do not need to provide proof of income, but you must provide documentation that your family is currently receiving TANF, SSI or providing care for a foster child. If you are currently homeless, you are automatically eligible for Head Start and do not need to provide documentation of income.
- **Priority** (page three): Please fill out this page carefully – the information you provide in this section will help us prioritize your child's placement on the waiting list.
- **Signature** (page four): This affirmation must be signed and dated.

Once you have completed the application, please provide proof of your child's date of birth and proof of your family income and mail or bring your application to:

Head Start of Lane County

221 B Street

Springfield, OR 97477-4522

WHAT HAPPENS NEXT?

You will be contacted, either by phone or by mail, regarding the status of your application.