












**Parent Checklist for Qualifying Pre-K Students**

**Instructions:** Use this template to support parents with completing the qualification process for qualifying prekindergarten and obtaining and submitting the required documents for enrollment.

Qualifications:			
<input type="checkbox"/> <b>1.</b> Students must be <b>4 years old</b> by <b>Sept. 1, 2023</b> . <input type="checkbox"/> <b>2.</b> The family <b>must reside in Tomball ISD</b> and... <input type="checkbox"/> <b>3.</b> Meet <b>ONE</b> of the three following qualifying requirements: <ul style="list-style-type: none"> <li>• <b>Language</b></li> <li>• <b>Income</b></li> <li>• <b>Other</b> (<i>Homelessness, Foster Care, Military Status, Star of Texas Award eligible</i>)</li> </ul>			
Language		Income	
<b>CHECK WHEN COMPLETE:</b> <input type="checkbox"/> *Home Language Survey - as part of the online registration process <input type="checkbox"/> *English Language Proficiency Assessment for Early Learners ( <i>preLAS</i> ):  <b>*Important Notes:</b> ➤ <i>If either of your responses indicates the use of a <b>language other than English</b>, then the school district <b>must</b> conduct an assessment to determine how well your child communicates in English.</i> ➤ <i>The preLAS assessment information will be used to determine if Bilingual and/or English, as a Second Language program services are appropriate and to inform instructional and program placement recommendations.</i>		<b>PROVIDE ONE OF THE FOLLOWING DOCUMENTS:</b> <input type="checkbox"/> Current SNAP eligibility letter or printed screenshot from the website <input type="checkbox"/> Current Medicaid or CHIP recipient <input type="checkbox"/> Current paycheck stub ( <b><i>dated within 30 days</i></b> ) <input type="checkbox"/> Statement of Earnings from employer <input type="checkbox"/> Unemployment Documentation <input type="checkbox"/> Worker's compensation payment stub <input type="checkbox"/> Disability compensation payment stub <input type="checkbox"/> Business/farming documents, such as ledgers books, and/or self-issued paycheck stubs if self-employed <input type="checkbox"/> Last year's income tax return if self-employed	
Homeless	Foster Care	Military	Star of Texas
<b>CHECK WHEN COMPLETE:</b> <input type="checkbox"/> Student Residency Questionnaire (provided by the school) <input type="checkbox"/> Student Homeless Packet (provided by the school) <input type="checkbox"/> Meet with counselor/social worker	<b>PROVIDE ONE OF THE FOLLOWING DOCUMENTS FOR ONE OF THE QUALIFYING CATEGORIES ABOVE:</b>		
	<input type="checkbox"/> DFPS letter as proof of eligibility <input type="checkbox"/> CPS form for foster placement is Form 2085FC <input type="checkbox"/> CPS form for adoptive placement is Form K-902-2226- <input type="checkbox"/> Adoptive Placement Agreement	<input type="checkbox"/> Verification of U.S. Department of Defense photo I.D. ( <b><i>DO NOT COPY ID</i></b> ) <input type="checkbox"/> Statement of Service <input type="checkbox"/> Copy of Death Certificate <input type="checkbox"/> Copy of Purple Heart Orders <input type="checkbox"/> Copy of official letter from the commander <input type="checkbox"/> Copy of a letter from the U.S. Department of Veterans Affairs <input type="checkbox"/> Documentation that the service member is MIA	A parent/person eligible for the Star of Texas Award may:  <input type="checkbox"/> Copy of the resolution (certificate) awarded to the parent of a child <input type="checkbox"/> Proof of name on the list of past honorees at <a href="https://gov.texas.gov/uploads/files/organization/criminal-justice/PastStarOfTexasAwards.pdf">https://gov.texas.gov/uploads/files/organization/criminal-justice/PastStarOfTexasAwards.pdf</a>
<b>Important Notes:</b>  <b>Children of military families qualify for Pre-K when the child is:</b> <input type="checkbox"/> <i>the child of an active-duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority</i> <input type="checkbox"/> <i>the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty</i>  <b>A child of a parent who is eligible for the Star of Texas Award will qualify for Pre-K if the parent is:</b> <input type="checkbox"/> <i>a peace officer under Texas Government Code §3106.002</i> <input type="checkbox"/> <i>a firefighter under Texas Government Code §3106.003 or</i> <input type="checkbox"/> <i>an emergency medical first responder under Texas Government Code §3106.004</i>			

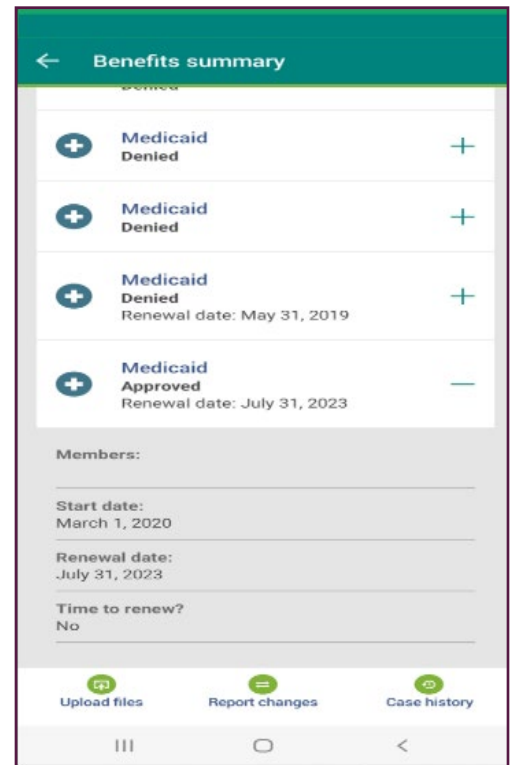
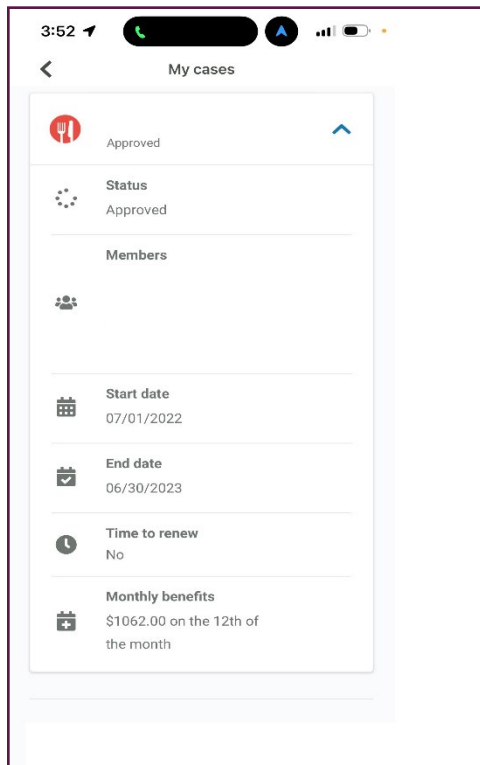
2023-2024 Acceptable Forms of Documentation for Eligible Pre-K Students

Required Enrollment Documents:		
Once eligibility for Pre-K has been determined, provide one copy of each of the documents that are required to enroll your child in school to the campus ADA/Attendance Clerk.		
<input type="checkbox"/> <b>Documentation of Birth</b> <ul style="list-style-type: none"> <li>✓ Birth Certificate (<i>original</i>) or</li> <li>✓ Hospital birth record,</li> <li>✓ Adoption records</li> </ul> 	<input type="checkbox"/> <b>Guardian Proof of Identity</b> <ul style="list-style-type: none"> <li>✓ State Issued Parent Photo ID</li> <li>✓ State Issued Driver's License</li> <li>✓ Valid Passport</li> </ul> 	<input type="checkbox"/> <b>Utility Bill</b> <ul style="list-style-type: none"> <li>✓ Electric</li> <li>✓ Water</li> <li>✓ Natural gas</li> </ul>  <p><i>Note: the document submitted must be current and dated within 30 days of the application date.</i></p>
<input type="checkbox"/> <b>Social Security Card</b> <ul style="list-style-type: none"> <li>• Original card (<i>when available</i>)</li> </ul> 	<input type="checkbox"/> <b>Proof of Residence in Fort Bend County</b> <ul style="list-style-type: none"> <li>✓ Deed</li> <li>✓ Mortgage</li> <li>✓ Monthly mortgage statement</li> <li>✓ Mortgage payment booklet</li> <li>✓ Residential lease</li> <li>✓ Property Tax Statement</li> </ul> 	<input type="checkbox"/> <b>Child's Immunization Record</b> <ul style="list-style-type: none"> <li>• Immunization record signed by a pediatrician</li> </ul> 

Alternate Enrollment Documents for Consideration on a <u>Case-by-Case Basis</u> :		
If a document from any of the categories above may not be obtained, provide one acceptable form of documentation required to enroll your child in school to the campus ADA/Attendance Clerk. Alternative documentation is considered on a case-by-case basis and is subject to review.		
<input type="checkbox"/> <b>Documentation of Birth</b> <ul style="list-style-type: none"> <li>✓ Statement of the child's date of birth issued by the division of the Texas Department of State Health Services responsible for vital statistics for school admission purposes</li> <li>✓ Passport</li> <li>✓ Church baptismal record</li> </ul> 	<input type="checkbox"/> <b>Guardian Proof of Identity</b> <ul style="list-style-type: none"> <li>✓ US passport book</li> <li>✓ Passport card</li> <li>✓ US Citizenship Certificate</li> <li>✓ Certificate of Naturalization with identifiable photo (<i>N-550, N-560, N-561, N-570, or N-578</i>)</li> <li>✓ US military photo ID card for active duty, reserve, or retired personnel</li> </ul> 	<input type="checkbox"/> <b>Utility Bill - <i>No alternate documents</i></b> <ul style="list-style-type: none"> <li>✓ Electric</li> <li>✓ Water</li> <li>✓ Natural gas</li> </ul>  <p><i>Note: The document presented must be current and dated within 30 days of the application date.</i></p>
<input type="checkbox"/> <b>Social Security Card</b> <ul style="list-style-type: none"> <li>✓ Dependent military ID with preprinted SSN</li> <li>✓ Health card, Medicare or Medicaid card with SSN</li> </ul> 		<input type="checkbox"/> <b>Child's Immunization Record</b> <ul style="list-style-type: none"> <li>✓ Medical exemption signed by a US-licensed MD or DO, clearly stating a medical reason the child cannot receive specific vaccines.</li> <li>✓ Affidavit of exclusion for reasons of conscience, including religious belief, from required school immunizations. <a href="https://www.dshs.texas.gov/immunize/school/exemptions.aspx">https://www.dshs.texas.gov/immunize/school/exemptions.aspx</a></li> </ul>  <p><i>Note: Unless the exemption states a lifelong condition, the exemption is only valid for one year.</i></p>

## Proof of Income Documentation:

- ✓ Current SNAP or Medicaid eligibility letter or printed screenshot from the account online
- ✓ One month of current paycheck stub (dated within 30 days)
- ✓ Statement of earnings from the employer
- ✓ Unemployment Documentation
- ✓ Worker's compensation payment
- ✓ Disability compensation payment stub
- ✓ Last year's income tax if self-employed



**Instructions:** Use this checklist to support parents with providing the required documents to enroll in the prekindergarten program at the school.

TEXAS HEALTH AND HUMAN SERVICES COMMISSION  
P O BOX 149029  
AUSTIN, TEXAS 78714-9029



Date: 03/23/2018

Case Number:

**Need help?**

Call 2-1-1 or 1-877-541-7905

If you have a hearing or speech disability call 7-1-1 or any relay service.

**All numbers are free to call.**

529908310000590110



# Notice about your case:

## SNAP Food Benefits

EDG number:

Who gets SNAP Food Benefits		
Name	Date	Monthly Amount

## Health Care Benefits

Who gets health care benefits			
Name	EDG number	Program	Date
			05/01/2018 - 05/31/2019
			05/01/2018 - 05/31/2019
			05/01/2018 - 05/31/2019



**PLACEMENT AUTHORIZATION-FOSTER CARE / RESIDENTIAL CARE**  
**CPS**

**Purpose:** Use this form to authorize placement in a foster care setting.

**Instructions:** To complete this form, see 2085FCIns.

**Directions:** After completing this form and obtaining signatures, give the original to the caregiver and file a copy in the case record.

**Help:** Contact your supervisor for issues regarding use of this form with foster care placements.

The Texas Department of Family and Protective Services (DFPS), managing conservator of

Child's Name		Person ID.	Medicaid No.
Date of Birth	County	Court No.	Cause No.

hereby authorizes \_\_\_\_\_ to serve as this child's caregiver under the following terms and conditions:

- Daily Care.** The caregiver must provide the child's daily care, protection, control and reasonable discipline. Physical discipline, including spanking may not be used on a child that is in the conservatorship of DFPS. Reasonable discipline should be related to the child's specific misbehavior, age, developmental level, previous experiences, reactions to previous discipline, and any other relevant factors. The caregiver must comply with any applicable court orders and must provide care for the child which conforms to all applicable DFPS rules and standards and any specific instructions from DFPS. The child's placement with the caregiver is based on the caregiver's compliance with the requirements set forth in the contract with DFPS. DFPS, at its sole discretion, may transfer the child to another placement at any time.
- Education.** The caregiver must enroll the child in public school and / or other educational program(s) as directed by the child's caseworker or the caseworker's supervisor. The caregiver may sign any documents needed to enroll the child in a school or other educational program to implement DFPS's decisions about the child's education. The caregiver may also receive and review all the child's educational records. The caregiver may not consent to corporal discipline.
- School Programs and Extracurricular Activities.** The caregiver may authorize the child to participate in routine school programs and extracurricular activities that do not involve an unusual risk of injury to the child. The caregiver must inform the child's caseworker of all such activities.
- Foster children who are the legal responsibility of the State or formally placed with a caregiver by the court are categorically eligible for free meals/milk in the National School Lunch Program/School Breakfast Program (NSLP/SBP), Special Milk Program (SMP), Summer Food Service Program (SFSP), and Child and Adult Care Food Program (CACFP). A caregiver who wants free meals/milk for their foster child/children need only present this document to the school, the summer feeding site, or their child care provider. No further application is required.**
- Travel.** The caregiver may provide routine transportation for the child, including transportation for medical and dental care. The caregiver may also travel with the child within the state of Texas and remain away from the caregiver's facility for as long as 72 consecutive hours, or may arrange for the child to travel within the state of Texas and remain away from the caregiver's facility for as long as 48 consecutive hours.

If the travel is within the state of Texas and for more than three 3 calendar days (72 consecutive hours), the caregiver must obtain prior written approval from the Department's caseworker or DFPS staff in the caseworker's chain of command. When the caregiver desires to take a child outside the state or country, the caregiver shall work with the Department's caseworker to follow policies and procedures.

Prior to allowing any trip, activity, or visit to the home of any non-related person during which the caregiver will not be present, excluding Intermittent Alternate Care, for a period of time exceeding 48 consecutive hours, the caregiver must obtain written approval from the Department's caseworker or caseworker's chain of command.



**PLACEMENT AUTHORIZATION-FOSTER CARE / RESIDENTIAL CARE**  
**CPS**

- If the contractor or caregiver cannot readily determine the identity or authority of an individual appointed by a court of competent jurisdiction, then the contractor or caregiver must obtain approval from the Department prior to granting the individual access to the Child.

11. Reason for Placement                      Briefly discuss the reason for the child's out-of-home placement below

12. Time in Care                                  How long is the child expected to be in care

**Authority of the Department of Family and Protective Services.** DFPS, at its sole discretion, may remove the child from the caregiver at any time, subject to applicable court orders.

**Important:** Forms in the 2085 series are the only caregiver authorizations that the child's caseworker and the caseworker's supervisor may sign. If either of them has signed any other caregiver authorization, that authorization is null and void.

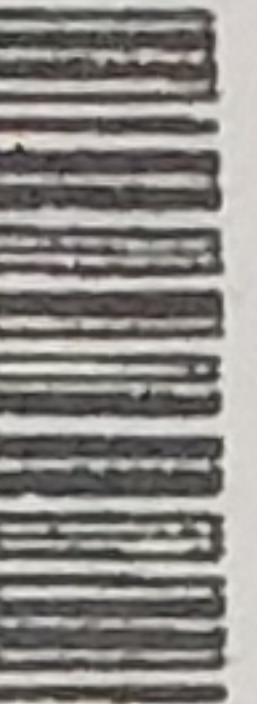
_____	_____	_____
Signature - Caregiver	Date	Telephone No.
_____	_____	_____
Signature - DFPS Caseworker	Date	Telephone No.
_____	_____	_____
Signature - DFPS Supervisor	Date	Telephone No.
_____	_____	_____
Program Director (Printed name only)		Telephone No.



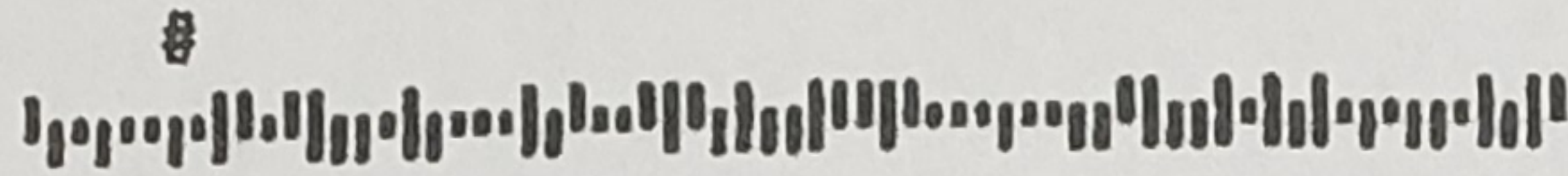
**Department of  
Veterans Affairs**

125 S MAIN ST  
MUSKOGEE OK 74401

January 10, 2019



Veteran's Name:



This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as housing entitlements, free or reduced state park annual memberships, state or local property or vehicle tax relief, civil service preference, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter replaces VA Form 20-5455, and is considered an official record of your VA entitlement.

**—America is Grateful to You for Your Service—**

Our records contain the following information:

**Personal Claim Information:**

Your VA claim number is:

You are the Veteran

**Military Information:**

Your character(s) of discharge and service date(s) include:

(You may have additional periods of service not listed above)

**VA Benefits Information:**

Service-connected disability:

Your combined service-connected evaluation is:

The effective date of the last change to your current award was:

Your current monthly award amount is:

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

**Need Additional Information or Verification?**

If you have any questions about this letter or need additional verification of VA benefits, please call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the federal relay number is 711. Send electronic inquiries through the Internet at <https://iris.custhelp.va.gov/>.

Sincerely yours,

Regional Office Director

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# Prekindergarten Eligibility

## Overview

**Statute:** [TEC §29.153 \(b\)](#)

**Resources:** [Student Attendance and Accounting Handbook \(SAAH\), Section 7.2 & 3.5](#)

To be eligible for enrollment in a free prekindergarten class, a child must be at least three years of age on or before September 1 of the current school year (if a 3-year-old program is available) or four years of age on or before September 1 of the current school year and meet at least one of the following eligibility requirements:

- unable to speak and comprehend the English language
- is educationally disadvantaged (eligible to participate in the national school lunch program... guidelines about NSLP eligibility can be found in sections 4 and 6 of the Texas Department of Agriculture's [Administrators Reference Manual](#))
- is homeless, as defined by [42 USC, §11434a](#), regardless of the residence of the child, of either parent of the child, or of the child's guardian or other person having lawful control of the child
- is the child of an active duty member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who is ordered to active duty by proper authority
- is the child of a member of the armed forces of the United States, including the state military forces or a reserve component of the armed forces, who was injured or killed while serving on active duty
- is or has ever been in the conservatorship of the Texas Department of Family and Protective Services (foster care) following an adversary hearing held as provided by [Family Code §262.201](#)
- is the child of a person eligible for the Star of Texas Award as:
  - a peace officer under [Texas Government Code §3106.002](#),
  - a firefighter under [Texas Government Code §3106.003](#)
  - an emergency medical first responder under [Texas Government Code §3106.004](#)

Eligibility applies to three-year-olds when a three-year-old program is available.

## Documentation

A district must verify a student's eligibility for pre-k in order to receive funding for the pre-k program. Districts must have the verification document as well as any required documentation on file for their records.

## Key Points

- Each district offering a prekindergarten program must develop a system to notify families with eligible children of the availability of the program [TEC §29.153\(e\)](#). Notice must be made in English and Spanish. The following sources can be used for prekindergarten notification:
  - Letter of notification sent home with students
  - Identification systems in place at times of registration of older siblings
  - Newspaper articles
  - Notices in public places
  - Radio announcements
  - Display on school marquee
  - Community newsletters
  - Social media announcements



# Prekindergarten Eligibility

- Students may not be denied or excluded from participating in a prekindergarten program for any reason if they are deemed eligible [TEC §29.153 \(b\)](#).
- “Child” includes stepchild. The stepchild is eligible for pre-k enrollment whether or not the child resides in the same household as the stepparent. [Student Attendance and Accounting Handbook, Section 7.2.1](#)
- Once a student is determined to be eligible for pre-k, the student remains eligible for the remainder of the current school year in the district in which he or she resides or is otherwise entitled to attend for Foundation School Program benefits.

## Frequently Asked Questions

### **Why isn't my child eligible for prekindergarten?**

The Texas Legislature determines eligibility requirements for free, public prekindergarten in Texas. When the Texas legislature established the prekindergarten program the intent was, and still is, to provide early learning experiences to students who are most at risk for school failure. Therefore, the eligibility is limited. The legislature believed that a high-quality prekindergarten program could mitigate the impact of the at-risk characteristics, thereby assisting these students to become school ready when they enter kindergarten.

### **Does my child have to go to prekindergarten if he or she is eligible?**

No. Prekindergarten is not mandatory. However, on enrollment in prekindergarten, a child must attend school. All students are subject to compulsory school attendance rules while they are enrolled in school. If a child has not reached 6 years of age as of September 1 of the current school year, the child may be withdrawn from school without violating compulsory attendance rules. [TEC §25.085\(c\)](#), **SAAH, Section 3.5**

### **Are districts required to serve three-year-olds who are eligible?**

No. A district may offer prekindergarten classes if the district identifies 15 or more eligible children who are at least three years of age. A child who is three years old is eligible for prekindergarten only if the district operates a three-year-old prekindergarten program. [TEC §29.153\(a\)](#), **SAAH, Section 7.2**

### **May districts keep "waiting lists" of eligible children who are not being served?**

No, not for eligible four-year-olds. By law, a school district must offer prekindergarten classes if it identifies 15 or more children who are eligible and are four years of age by September 1 of the current school year. If a district offers a program for eligible three-year-old students, a waiting list or lottery for three-year-olds only may be established under district policy. [TEC §29.153\(a\)](#)

### **Is it necessary to verify/qualify a four-year-old student for PK who was eligible and enrolled in PK as a three-year-old student?**

LEAs are still required to do their normal qualification process for previously enrolled three-year-old students, even though they would automatically qualify for PK based on their qualification and enrollment as three-year-old PK students. The PEIMS qualification code of automatic eligibility is a code of last resort and is only to be used if a student does not qualify for PK in any other way.