



Pine Grove Area School District
Pennsylvania Pre-K Counts Program
For a Brighter Future



Parent/Guardian,

Thank you for your interest in the PGA Pre-K Counts Program.

Please complete the enrollment application including required documentation and return them to the address listed below by June 1st of the current year to be considered for the upcoming school year. You may mail, hand deliver, or send with an older sibling, the enrollment application and required eligibility documents. The enrollment application and enrollment plan can be found on the PGA Elementary School website under the Our School - Pre-K Counts tab. Completed applications with birth certificate and income documents will be accepted. Once your enrollment application and income documents have been received, the program coordinator will contact you to set up a meeting to review your application. Priority will be given to Pine Grove Area School District 4-year-olds who will be attending Kindergarten in the following year.

Pine Grove Elementary School
Pre-K Counts Program
c/o Pre-K Counts Program Coordinator
103 School Street
Pine Grove, PA 17963

Determinations will be made by the last working school day in June of the current year. You will be notified, by phone and mailed/emailed letter, immediately after determinations have been made if your child has or has not been offered enrollment in the Pre-K Counts Program at PGA.

If your child has been offered enrollment, you will need to notify the school of your acceptance of that offer. If your child has not been offered enrollment, if eligible, they will be placed on a waiting list in case an opening does occur. You will be notified of that as well.

Required eligibility documentation with the enrollment application used to determine age and income eligibility:

- A copy of the child's **birth certificate**
- **Earned Income Documentation – current tax return for ALL persons** (18 and older and who are not full-time students earning income in the household where child resides)
- **Unearned Income Documentation for ALL persons: worker's compensation; TANF cash payments; SSI; child support** (copy of current benefit check, award letter, bank statement, court order, etc.)

You **may include** with the application or wait to see if offered enrollment:

- A copy of the child's **social security card**
- A copy of the child's **immunization record**

(please specify)

List ALL Household Members below for determination of family size (required):

	Name and Relationship to Child	Age
1		
2		
3		
4		
5		
6		
7		
8		

Per PKC Statute, Regulations, and Guidance, the following members of the household are included in family size:

- Parent of the child (biological or adoptive mother or father, stepmother or stepfather, caretaker or spouse)
- A biological, adoptive, unrelated or foster child or stepchild of the parent or caretaker who is under 18 years of age and not emancipated.
- A child who is 18 years of age or older but under 22 years of age who is enrolled in high school, a general educational development program, or a post-secondary program leading to a degree, diploma or certificate and who is wholly or partially dependent on the income of the parent or caretaker or spouse of the parent or caretaker.
- Others supported by the income of the parent(s) or guardian(s) of the child enrolling or participating in the program. ***If counted toward family size, any applicable income of these persons must also be counted for eligibility purposes.***

Note: A family size value of one (1) with an income of \$0 is entered when a foster child is applying for Pennsylvania Pre-K Counts.

DETERMINED FAMILY SIZE =

<p>Employment Status of parent/guardian</p> <p><input type="checkbox"/> Employed Full-Time</p> <p><input type="checkbox"/> Employed Part-Time</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Other _____</p>	<p>Employment Status of 2nd parent/guardian (if applicable)</p> <p><input type="checkbox"/> Employed Full-Time</p> <p><input type="checkbox"/> Employed Part-Time</p> <p><input type="checkbox"/> Unemployed</p> <p><input type="checkbox"/> Other _____</p>
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Household Income Sources (Must check all that apply):

<input type="checkbox"/> Employment	<input type="checkbox"/> Self-Employment	<input type="checkbox"/> Unemployment Compensation	<input type="checkbox"/> Worker's Compensation	<input type="checkbox"/> TANF Cash payments
<input type="checkbox"/> Social Security	<input type="checkbox"/> SSI	<input type="checkbox"/> Child Support	<input type="checkbox"/> Alimony	<input type="checkbox"/> Other

Enrollment Priority Criteria (Must check all that apply): These indicators help us learn more about your family and understand what supports may be helpful. Your answers also help us determine enrollment priority so we can serve families with the greatest need first. Every family's situation is unique, and all information is kept confidential.

Risk Factor	Definition
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<input type="checkbox"/>	Preschooler with an Individualized Education Program (IEP)-	Defined as a child who is currently enrolled in the Early Intervention program with an active IEP. Verification includes a copy of the IEP or other source of documentation from the parent or the Early Intervention agency.
<input type="checkbox"/>	Migratory (Non-Immigrant) Seasonal Student	Defined as a child who has moved from one school district to another to accompany or join a parent or guardian who is a migratory agriculture worker or fisher within the preceding 36 months, in order to obtain temporary or seasonal employment in qualifying agricultural or fishing work, including agri-related businesses such as meat or vegetable processing, or work in nurseries such as Christmas and evergreen tree farming.
<input type="checkbox"/>	English Language Learner	Defined as a child whose first language is not English and who is in the process of learning English. Ask these two questions, as established by the Pennsylvania Department of Education, to determine if a child qualifies as an English language learner: 1) What is/was the child's first language? 2) Does the child speak a language other than English? (Do not include languages learned in school).
<input type="checkbox"/>	Homeless	If any of the situations below apply a family is eligible under McKinney-Vento. Additional guidance is available from the National Center for Homeless Education . <ul style="list-style-type: none"> - If the family is staying with others, was this a result of a loss of housing, economic hardship, or other similar reason? - Is the family living in a shelter? (Includes youth, emergency, transitional living, domestic violence, etc.) - Is the family living in a motel, hotel, or campground? - Is the family staying in a public or private place not ordinarily used as a regular sleeping accommodation for human beings? - Is the family living in cars, parks, public places, abandoned buildings, transportation stations, or similar settings? - Is the family living in substandard (limited or no utilities, unsafe conditions, etc.) housing?
<input type="checkbox"/>	Child in or Part of Family in Child Welfare System	Defined as a child who is a foster child, a kinship care child, or receiving Children and Youth Services.
<input type="checkbox"/>	Child's Family or Living Structure	Defined as a child with a single parent, divorced parents, or with relatives as guardians.
<input type="checkbox"/>	Child Receiving Behavioral Supports	Defined as a child who is referred to Pennsylvania Pre-K Counts from an appropriately credentialed health or mental health provider (not employed by the Pennsylvania Pre-K Counts program) or a child who is receiving mental health treatment. Additional verification beyond the interview is required.
<input type="checkbox"/>	Teen Parent	Defined as a mother or father who was under the age of 18 when the child was born.
<input type="checkbox"/>	Incarcerated Parent	Defined as a child for whom one or both of the child's parents are currently incarcerated.
<input type="checkbox"/>	Education Level of Guardian	Defined as when the parent or legal guardian of the child does not have a high school diploma, high school equivalency, or postsecondary degree.
<input type="checkbox"/>	Eligible for or Receives the Following Public Assistance: TANF, SSI, SNAP	This risk factor was added in 2024. Defined as a family who can produce documentation of eligibility for or receipt of TANF, SSI, or SNAP. (Categorically eligible for Head Start, please refer to HS program if available.)

<input type="checkbox"/>	Child Enrolled in Infant Toddler Contracted Slots Program (ITCSP)	Defined as a child enrolled in ITCSP and eligible to transition into PA PKC.
<input type="checkbox"/>	Child Lives in Geographic Area of High Poverty	Providers wishing to prioritize specific geographic regions with higher rates of poverty may do so. This might include specific zip codes, school districts, or other factors.
<input type="checkbox"/>	Concerns Regarding Child's Physical Development or Existing Medical Condition (Currently Not Receiving EI Services) Concerns Regarding Child's Speech or Language Development (Currently Not Receiving EI Services) Concerns Regarding Child's Social, Emotional, or Behavioral Development (Currently Not Receiving EI Services)	If a family concern is shared that is not covered by any of the other risk factors and the child has not yet been referred to EI for evaluation, the program should share information on EI regardless of enrollment.

Family Assurances

By signing below, I acknowledge and agree to the following:

- I understand that my child's eligibility for Pennsylvania Pre-K Counts (PA PKC) is subject to the program's two-year participation limit. My child must be at least three years old by the kindergarten cutoff date set by the school district where we live to ensure compliance with receiving only two-years of PKC programming.
- Once my child reaches the age required to enroll in kindergarten in the public school district where we live, I understand they will no longer be eligible for PA PKC funding.
- I understand that my child's enrollment is contingent upon meeting the eligibility criteria, including income verification and prioritization based on risk factors.
- I understand that the PA Pre-K Counts (PKC) program is an educational program with attendance requirements. I agree to ensure my child's regular attendance and to notify the program in case of absences. My program's PA Pre-K Counts hours of operation are: 8:20 am – 2:00 pm
- I understand that the PKC portion of the day will be secular (non-religious) in nature and will not include religious instruction during the PKC portion of the day. My program's PA Pre-K Counts hours of operation are: 8:20 am – 2:00 pm
- I understand that once an enrollment start date is confirmed, the child's PA Pre-K Counts enrollment status may be shared with other OCDEL-funded programs, such as the Early Learning Resource Center (ELRC) or Early Intervention, to ensure proper coordination of funding and services.

Parent/Guardian Certification

To the best of my knowledge, the information provided in this application and the associated income documentation is accurate. I understand that I may be asked to verify or give proof of the information provided.

I certify that all information provided is accurate. I understand that eligibility is subject to verification and providing false information may result in disqualification.

Parent/Legal Guardian (Signature)

Date

Parent/Legal Guardian Name (Print Name)

Family and Program Administrator to Complete This Portion Together

For Head Start Eligible families (100% of FPL or below)

Check if not applicable

I have been informed of my child's eligibility for Head Start and given the following:

Contact information for the following Head Start location

 Application and/or assistance with referral

Brochure or website with information about Head Start

I understand that my signature below indicates that I have been informed about my options for Head Start, and that I may choose to enroll in either the Pre-K Counts program or Head Start if eligible for both.

Parent/Legal Guardian (Signature)

Date

FOR OFFICE USE ONLY – PLEASE DO NOT WRITE ANYTHING BELOW THIS BOX

Income Verification

2026 Federal Poverty Level Guidelines Based on Annual Income

Family Size	100% (Head Start Eligible)	300% (Pre-K Counts Eligible)
1	\$15,960	\$47,880
2	\$21,640	\$64,920
3	\$27,320	\$81,960
4	\$33,000	\$99,000
5	\$38,680	\$116,040
6	\$44,360	\$133,080
7	\$50,040	\$150,120
8	\$55,720	\$167,160
Each Additional	+\$5,680 for each additional family member	+\$17,040 for each additional family member

Pay Frequency Calculation Guide:

Weekly	Multiply gross weekly income by 52
Bi-Weekly	Multiply gross income by 26
Semi-Monthly	Multiply gross income by 24
Monthly	Multiply gross income by 12

INCOME CALCULATION GRID

Name	Income Source	Pay Frequency	Gross Amount	Annualized Amount
1.				
2.				
3.				
4.				
Total Annual Income:			\$ _____	

Actual Annual Verified Gross Household (Family) Income: _____

*Attach copies of documents used to verify income prior to enrollment

Family Size (per PKC guidelines): _____

Family income is at or below 300% of federal poverty level relative to family size (required risk factor). Consider all sources of income. Must be verified prior to enrollment.

Staff Verifying Income and Risk Factors Signature _____
Date

Dual Enrollment Verification (Complete once eligibility and enrollment is confirmed)

This section helps process the PA PKC Verification Form, which documents a child's enrollment in the PA PKC Program and is submitted to the ELRC. Additionally, it ensures families seeking wraparound services receive referrals to the local ELRC and accurate notification of the PKC enrollment start date.

Is this child currently receiving CCW subsidy (at any program)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the family interested in receiving ELRC contact information to determine eligibility for CCW wrap around care (at any program)? Referral for ELRC # _____ Contact email or Phone number shared with family _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the PA PKC program submitted a Verification Form to/communicated with the appropriate ELRC to confirm PKC enrollment with Child Care Works (CCW) and received confirmation back? Use the PA PKC and CCW dual enrollment contacts list on the PKC portal for this information	<input type="checkbox"/> Yes <input type="checkbox"/> No

Enrollment Outcomes: This section documents outreach, communication, and waitlist activity related to a child's application.

- Child enrolled – Date: _____ Child placed on waitlist – Date: _____
- Family declined placement – Date: _____ Unable to contact family after documented attempts

Documented Family Communication

Date	Communication Method	Purpose of Contact	Staff Initials
	<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Letter	<input type="checkbox"/> Application status <input type="checkbox"/> Waitlist update <input type="checkbox"/> Slot availability <input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Letter	<input type="checkbox"/> Application status <input type="checkbox"/> Waitlist update <input type="checkbox"/> Slot availability <input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Letter	<input type="checkbox"/> Application status <input type="checkbox"/> Waitlist update <input type="checkbox"/> Slot availability <input type="checkbox"/> Other: _____	
	<input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Letter	<input type="checkbox"/> Application status <input type="checkbox"/> Waitlist update <input type="checkbox"/> Slot availability <input type="checkbox"/> Other: _____	

- Family was informed of waitlist status and next steps
- Family was informed they will be contacted when a slot becomes available