

Box is for Administrator Use Only:

Program Name: _____

Award Start Date: _____

Award Amount: _____

Application Fiscal Year: _____

Notes: _____

Early Learning Scholarship – Pathway I 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 or be in a priority group.

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: _____
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 Hispanic/Latino

Race (*check all that apply*): American Indian or Alaskan Native Asian Black or African American
Pacific Islander or Native Hawaiian White

Has this child received an Early Childhood Screening? Yes No

Location: _____ Date: _____

Name the early childhood program where you plan to use the scholarship, if awarded. *Leave blank if unknown.*

_____ Phone: _____

Is this child currently attending this program? Yes No Not Applicable

Is a sibling of this child already attending this program with an active scholarship? Yes No

If yes, child(ren)'s first and last names: _____

If you are only applying for one child, skip this page. 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 No

Ethnicity (*check one*): Hispanic/Latino Not Hispanic/Latino

Race (*check all that apply*): American Indian or Alaskan Native Asian Black or African American
Pacific Islander or Native Hawaiian White

Has this child received an Early Childhood Screening? Yes No

Location: _____ Date: _____

Name the preschool, Head Start or child care program where you plan to use a scholarship. *Leave blank if unknown.*

_____ Phone: _____

Is your child currently attending this program? Yes No Not Applicable

Is a sibling of this child already attending this program with an active scholarship? Yes No

If yes, child(ren)'s first and last names: _____

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 Hispanic/Latino

Race (*check all that apply*): American Indian or Alaskan Native Asian Black or African American
Pacific Islander or Native Hawaiian White

Has this child received an Early Childhood Screening? Yes No

Location: _____ Date: _____

Name the preschool, Head Start or child care program where you plan to use a scholarship. *Leave blank if unknown.*

_____ Phone: _____

Is your child currently attending this program? Yes No Not Applicable

Is a sibling of this child already attending this program with an active scholarship? Yes No

If yes, child(ren)'s first and last names: _____

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 *Middle* *Last*

*Resident Address: _____ Apt/Unit #: _____

*City: _____ *State: _____ *ZIP: _____ County: _____

*Relationship to child: Parent Legal Guardian (appointed by the court)
Other: _____

Date of Birth (*required only if parent is under 21, MM/DD/YYYY): _____

Phone Number: _____ Email Address: _____

Mailing Address (If different from resident address): _____

City: _____ State: _____ ZIP: _____ County: _____

Additional Contact 1

If there are two legal parents/guardians in the household, the second parent must be listed below. By listing this person, you give your consent for the Area Administrator to contact this adult to discuss the information on this form.

Name: _____
First *Middle* *Last*

Resident Address: _____ Apt/Unit #: _____

City: _____ State: _____ ZIP: _____ County: _____

Phone Number: _____ Email Address: _____

Relationship to child/children: _____

Additional Contact 2

Optional: If there is another contact such as an additional family member, case worker, program staff, or other adult that you want to include on your application, list them here. By listing this person, you give your consent for the Area Administrator to contact this adult to discuss the information on this form.

Name: _____
First *Middle* *Last*

Resident Address: _____ Apt/Unit #: _____

City: _____ State: _____ ZIP: _____ County: _____

Phone Number: _____ Email Address: _____

Relationship to child/children: _____

Family Information

What language does your family speak most at home? *Check one.*

English Hmong Somali Spanish Vietnamese

Other: _____

Do you need an interpreter? Yes No

Has your family experienced any of the following living situations at any point in the last 24 months (including now) due to economic hardship or loss of housing? *Check any that apply.*

Shelter Moving from place to place Doubling up temporarily with other family or friends
Hotel, motel, or trailer Car, outside, or public space

What is the highest level of education you have completed? *Check one.*

Less than high school High school or GED Some college or no degree College degree

What is your current employment status? *Check one.*

Employed full-time (25 hours/week or more) Employed part-time (less than 25 hours/week)
Unemployed, seeking employment Unemployed, not seeking employment

How did you hear about Early Learning Scholarships? *Check all that apply.*

My program Friend/Family Another family in my program
Area Administrator Community partner (i.e., library) Social media (Facebook, Twitter)
Online research Parent Aware/Child Care 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., MEC² 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 you 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) [SNAP eligibility webpage](https://www.fns.usda.gov/snap) (<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 the 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 Income Eligibility

Option 1: Participation in a Public Program

Do you currently participate in any of these public programs? Check all that apply. 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) |
| Head Start | Foster Care |

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.

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 program listed on Page 5.

Option 2: Income Verification Form

Adults in Household – Income Verification Chart

Adults – Full Name	Gross Pay from Work <i>Do not write in an hourly wage.</i>				Farm or Self-Employment	Child Support, Alimony				All Other Incomes				No Income			
	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
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 <i>Household Declaration of No Income</i> form.																	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Children in Household

Child's First Name	Child's Last Name	Child's Age	Foster Child: If a county or social service agency has legal responsibility for the child, then mark the circle.
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Your application is not complete without the required separate income documents.

Attach a separate document(s) to demonstrate that you meet the income eligibility requirements listed on pages 5 & 6.

Common examples include recent county statements listing your name as a recipient of SNAP or MFIP or CCAP. Also, Head Start enrollment statements, school district statements of Free or Reduced meals for a family member, ***2 paystubs, W2s or signed Taxes, Child Support payment history and SSI payment statements*** may be attached.

- The blue bold italics above represent documents that must be summarized on page 6, *Option 2: Income Verification Form*, along with all children and adults associated with the income.
- If applying and seeking prioritization as a parent under 21 enrolled in a high school/GED program, we require written proof of your status as a student on the letterhead of the education organization.

Contact us if you are unsure about these instructions or the types of documents acceptable.

651-641-6604
scholarships@thinksmall.org

No Income? The *Income Verification Form* on page 6 must be completed as well as the *Household of Declaration of No Income* form on page 11.

Make sure you have everything you need for your application before submitting. Refer to page 3 of the Instructions to review a checklist.

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 protective services, leave this section blank.

Referring Agency: _____ Date: _____

Referring Staff Name: _____ Title: _____

Phone Number: _____ Email Address: _____

Foster Care Information

This section must be completed by the foster care county or tribal social service agency worker.

By completing this section, you are designating yourself as the point of contact for the Area Administrator if there is a need to discuss the information on this form. The county or tribal social service agency worker should notify the Area Administrator of any changes that could impact the child's scholarship.

At the end of the application, the county or tribal social service agency worker should sign as the parent/guardian.

County or Tribal Social Service Agency Information

County or Tribal Social Service Agency: _____

County or Tribal Social Service Agency Address: _____

Worker Name: _____

Phone Number: _____ Email Address: _____

Residence of Child

Current Resident Address: _____ Apt/Unit #: _____

City: _____ State: _____ ZIP: _____ County: _____

Resident School District of the child based on the address of the home from which the child was removed:

Foster Care Parent Contact

Foster Parent's Name: _____
First Middle 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 Area Administrator when my child stops attending the program where we are using a scholarship.
- I will notify the Area Administrator if I move or my contact information changes.
- Within 10 months of being awarded an Early Learning Scholarship, my awarded child(ren) must be enrolled in a program participating in Parent Aware or the scholarship will be cancelled. If needed, the Area Administrator will help direct me to Child Care Aware to help me find programs in my area. The scholarship may be cancelled earlier than 10 months if I do not communicate with the Area Administrator about my plans for using the scholarship.
- Regular and consistent attendance is expected. Early Learning Scholarships does not 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.
- As of July 1, 2024, only programs rated Three- or Four-Stars may receive scholarships.
- 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 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 *Award Planning Agreement* and information retained by the program.
- The 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.

- 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 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.*

Tennessee 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 I 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.

Parent/Guardian Signature

Optional Consent: Release Information and Participate in an Evaluation

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

_____ 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.

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 Tennessee Warning.

Signature of Parent or Legal Guardian

Sign in blue/black ink or electronically, not in pencil.

*Parent/Guardian's Legal Name: _____
First Middle Last

*Signature: _____ *Date: _____
MM/DD/YYYY

Signature of Secondary Parent (optional, not required)

Parent/Guardian's Legal Name: _____

Signature: _____ Date: _____
MM/DD/YYYY

Submit Your Application

Submit your completed application and eligibility documentation to your Area Administrator:



Think Small
ATTN: Early Learning Scholarships
10 Yorkton Court
Saint Paul, MN 55117

Email: ApplyELS@thinksmall.org
Phone: 651-641-6604

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

Household Declaration of No Income

This statement below serves as your declaration of no household income for Option 2. This form must be completed by the same parent or legal guardian who signs the *Early Learning Scholarships – Pathway I 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