

Puget Sound ESD - HS/EHS 8020 - Monitoring Worksheet

2017 - 2018 Eligibility Monitoring Checklist

This checklist is used to verify documentation for enrolling eligible children. Monitors will review a random sample of five (5) files per classroom. For EHS classrooms and other classrooms with 11 children or less, monitors will review random sample of three (3) files per classroom.

Due: _____
 Scheduled: _____
 Actual: _____

			Regulation
1.	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	The PSESD Early Learning application is signed by the parent. Notes:	PSESD Requirement
2.	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Documentation that an in-person or telephone interview took place to verify age, income, and family size. Notes:	HS: 1302.12(a)ECEA P: B-101, B-102
3.	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	A statement (EVF: Eligibility Verification Form) signed by a program employee identifying the child's eligibility category is in the child file. Notes:	HS: 1302.12(a)(1)(iii) ECEAP: B-101,
4.	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	Documents or statements program staff used to verify eligibility are in family file. Documentation can include signed statements, individual income tax forms, W-2 forms, pay stubs, pay envelopes, or employer's written statements, documentatnoin showing current status as recipients of publicc assitance, and declaration of zero income. Notes:	HS: 1302.12(h-i)ECEAP: B-101, B-102

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5.	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Not Applicable	ECEAP ONLY: - The parent and staff signature on the ELMS (DEL) application - The parent signature date matches the ELMS (DEL) application date - The site staff uses the PSESD pointing system Notes:	ECEAP: B-102