

## Preschool Enrollment Guide for Providers

### Seattle Preschool & Pathway Program 2024 – 2025

#### Who is eligible?

##### AGE

Age 3 or 4yrs old on 8/31/2024

Children must be 3- or 4-years old on 8/31/2024. Children who are five years old on 8/31/2024 are eligible for kindergarten and are not eligible for a city-funded preschool seat. If you would like to enroll a 2- or 5-year old child, you will need to modify your contract or otherwise place the child in an unfunded slot.

##### ADDRESS

Address Live within Seattle city limits

Families must live within Seattle city limits. Some zip codes include a Seattle address but are in unincorporated King County or Skyway. Children experiencing housing instability must have a nighttime address within Seattle city limits. Addresses can be confirmed using the City Council Member lookup tool: <https://www.seattle.gov/council/meet-the-council/find-your-district-and-councilmembers>

##### TIMELINE

**March 20:** *Enrollment Packet* is available to Directors and CHIPS is available for data entry and document uploads.

**July 1:** Enter all known enrollments into CHIPS (rising toddlers, ECEAP, etc.).

**August 15:** Last day to enter complete *Enrollment Packets* into CHIPS to guarantee the child may start on the first day of school. Any enrollment without complete documents on August 15, will have no guarantee of being verified by the first day of school.



## Step 1: Family completes the Enrollment Packet

Providers and DEEL identify children to enroll in classrooms based on eligibility criteria, if applicable. Unlike Agency Selection, in the DEEL Selection Intake process, the *Enrollment Packet* (EP) is the second form that families complete. Families that apply for SPP through DEEL for a DEEL-selected SPP seat have already submitted basic screening information in the *SPP Application*. Children enrolling as Agency Selected in a SPP seat do not need to submit the *SPP Application*, as that document's primary function is eligibility screening and site selection for seats DEEL fills (DEEL Selected seats).

The EP can either be printed or filled out as a fillable PDF, distributed by providers.

The Enrollment Packet contains:

1. Child information
2. Parent information
3. Household members
4. Household income
5. Consent

**Directing families to the Portal:** Families enrolling directly through an agency-selected provider still have the option to complete enrollment through the portal, even if they do not have an existing portal account. To direct families to the portal, start by creating an enrollment in CHIPS. As usual, first check to see if the household is already listed by searching existing households. You can also always check with your HSC to see if the family exists in the broader CHIPS system. **Remember, if the family is a referral sent to you by an HSC, then the family is already in CHIPS and your HSC can create that enrollment for you to prevent a duplicate account being created.**

If the family is not in CHIPS, please enter the family as a new household. After entering a few basic pieces of information about the enrollment, the child, and the primary parent/guardian, on the “Enrollment Information” page you will see a question that asks, “Would you like to send the parent an email invitation to complete their child’s enrollment?”. If you did not enter an email address for the parent/guardian, the option to send them the email to complete enrollment will not be present. Please go back to the previous pages to add an email address if you wish to utilize this option. Select “Yes” and then click “Save and Send Parent Invitation”. An email will be sent to the parent/guardian’s email address inviting them to create a parent portal login and from there they can complete the enrollment steps in the system. Please also provide the parent/guardian with the [instructions for how to access their enrollment in the parent portal](#), as sometimes it is difficult to navigate to the enrollment page.

DEEL Early Learning P... > Seattle Preschool Pro... > Enrollment

### Enrollment Information

Please enter information about this child and this enrollment year.

Program Year *	Provider	Site
2024 - 2025	DEMO - Agency ABC	*DEMO - Site ABC

Is the child in foster care/kinship care (full-time care of child by relatives or suitable others)?  
 No  Yes

Does this family either own or rent their own home?  
 No  Yes

During school hours, does the child need help with a medical condition? (i.e. allergies, diabetes, blood sugar, seizures, eye/ear drops)?  
 No  Yes

Would you like to send the parent an email invitation to complete their child's enrollment?  
 No  Yes

[Back](#) [Save and Send Parent Invitation](#)

Please note that if the enrollment is agency-selected, it is still the provider’s responsibility to check the follow up notes even for parents/guardians who are invited to complete the enrollment steps through the parent portal. Providers will need to communicate with the family if any additional information is needed or missing. As always, please check to ensure that the enrollment status is listed as “Enrolled” *prior* to having the child start in the SPP or Pathway classroom.

## Step 2: Provider collects documents from family

Providers will collect *Enrollment Packets* (EPs) and supporting documents from parents, depending on the type of program slot the child is enrolling in: SPP, Pathway, or Private Pay.

**The Seattle Preschool Program** enrollment is classroom-based. **All children** in the SPP classroom must be enrolled in CHIPS and verified by DEEL before starting in the classroom.

Providers determine the slot designations in collaboration with their Human Service Coordinators and Education Specialists.

### Types of Slots in the SPP Classroom

<b>DEEL-Selected or Agency-Selected, SPP</b>	<b>Agency-Selected, ECEAP or Head Start</b>	<b>Agency-Selected, Previously Enrolled or Program Aligned</b>
DEEL selects these children from the pool of applicants who submitted an application at <a href="https://seattle.gov/applyspp">seattle.gov/applyspp</a> . DEEL prioritizes students based on age, school zones, DLL and income; children experiencing housing instability or in foster/kinship care get absolute priority.	Agencies with ECEAP or HS slots in the SPP classroom will select these children. The <i>ECEAP and HS enrollment process</i> will verify child's age and income. Children must live within Seattle city limits.	Agencies may select children from younger classrooms in their agency or from communities that represent the mission/curriculum of the organization. These children must meet eligibility criteria.
<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Address <input type="checkbox"/> Consent <input type="checkbox"/> SMI or FPL % as calculated by the provider	<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet
<b>Agency-Selected, Special Education (SPP+)</b>	<b>Agency-Selected, Dual Language</b>	<b>Agency-Selected, Ineligible</b>
Agencies with SPP+ (inclusive) classroom structures may select children with IEPs. The <i>IEP enrollment process through SPS</i> will verify child's age and address.	Agencies with dual language classrooms may identify native speakers of the classroom language. Children must meet eligibility criteria.	Agencies may identify students who don't meet SPP eligibility criteria. DEEL will not reimburse the agency for these slots, families will pay the provider directly. Enrolling ineligible students reduces contract slot numbers.
<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Income <input type="checkbox"/> SPP+ enrollment packet	<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	<b>Parents of children will need to submit:</b> <input type="checkbox"/> Consent

**The Pathway Program** enrollment is slot-based. DEEL compensates providers for Pathway slots and only Pathway children are considered in performance pay requirements. All children in the Pathway classroom, however, receive services from DEEL, and will need to consent to those services and providers.

Providers determine the number of slots in collaboration with their Human Service Coordinators and Education Specialists. The remainder of the licensed classroom, less the Pathway slots, is considered "Private Pay" regardless of other programs those children may be enrolled in (ECEAP or Head Start).

Types of Slots in the Pathway Classroom	
<b>Pathway</b>	<b>Private Pay</b>
Agencies identify children who meet all eligibility criteria to enroll in Pathway slots. Slots are part of the contracting process and are restricted to specific sites as enumerated in the contract. Changes in these slot numbers require a contract amendment.	Any children in the Pathway classroom who are ineligible for Pathway are considered Private Pay. This includes children who <i>may be</i> eligible for Pathway but are enrolled in a different funding model (like ECEAP).
<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Age <input type="checkbox"/> Address <input type="checkbox"/> Income <input type="checkbox"/> Full enrollment packet	<b>Parents/Guardians of children will need to submit:</b> <input type="checkbox"/> Consent

### Declining Consent for *Private Pay* Children

Parents are allowed to decline consent if their child is not in a Pathway (or SPP) seat. However, if the parent refuses to sign consent, DEEL encourages the provider to consider a different classroom for the child, first. If that is not an option,

- DO NOT enter child into CHIPS
- DO NOT enter child into DEEL's TSG account
- DO NOT enter child into ASQ online
- Please make sure your Human Service Coordinator (HSC) is informed when you have a refusal

These children may not be observed by DEEL coaches, receive SKCPH support/observations/referrals, nor receive assessments funded by DEEL, like PPVT. It is the provider’s responsibility to ensure unconsented children in the classroom do not receive any services funded or facilitated by DEEL.

### Acceptable Documents

Please refer to this list of documents, also included in the *Enrollment Packet*, to see a list of acceptable demonstrations of these eligibility criterion: Age, address, and income.

When collecting documentation from Unhoused families (families experiencing housing instability) you do not need to submit income verification.

Depending on the type of program slot the child is enrolling in, the Provider will need to ensure families understand which documentation to submit based on the type of slot (refer to “Type of Slots” table on page 2).

For specific questions about documents, please speak with your Program Intake Representative (PIR).

<input type="checkbox"/> <b>CHILD'S AGE</b> All programs have an age requirement. Submit <b>ONE</b> document from this list: <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Medical record</li> <li>• Immigration documentation with birthdate</li> <li>• Passport</li> <li>• Government issued ID</li> </ul>	
<input type="checkbox"/> <b>ADDRESS</b> <i>Only families who live in the City of Seattle are eligible for DEEL programs. For families in transition, experiencing homelessness, or otherwise unable to provide the below documentation, please contact DEEL for a Housing Affidavit Form.</i> Documents need to include the parent/guardian's <b>full name</b> and be <b>dated within the last three months</b> . Documents cannot be personal correspondence or the outside of envelopes. Please provide document(s) from two options below. <b>Option 1: Submit ONE document from this list:</b> <ul style="list-style-type: none"> <li>• Utility bill (gas, water/garbage, internet, light/electrical, cable, landline phone)</li> <li>• Home/renter's insurance</li> <li>• Mortgage document</li> <li>• Signed rental lease (current)</li> <li>• Housing agency letter (current)</li> <li>• Rental receipt (current)</li> </ul> <b>Option 2: Submit TWO documents from two different sources from this list:</b> <ul style="list-style-type: none"> <li>• Insurance document (health, car, etc)</li> <li>• Benefits document from the agency (DSHS, SSI, paystub, etc)</li> <li>• Financial document (bank statement, retirement, credit card statement, etc)</li> <li>• Other bills</li> <li>• Driver's license (non-expired; can only submit one per household)</li> </ul>	
<input type="checkbox"/> <b>INCOME</b> Submit documentation for all income your household receives. <i>If you have income from...</i>	
<b>EMPLOYMENT</b> (Submit one of these options) <ul style="list-style-type: none"> <li>• Paystubs from your previous <b>3 full months</b></li> <li>• Employer letter (only when starting a new job) --must be on letterhead, include the start date, hours worked, wage and dated from the last 90 days</li> <li>• Self-employed—request the self employment form from DEEL</li> </ul>	Paid weekly? Submit 12 paystubs Paid every two weeks? Submit 5-7 paystubs Paid bi-monthly? Submit 6 paystubs Paid monthly? Submit 3 paystub
<b>STUDENT</b> (Submit any applicable) <ul style="list-style-type: none"> <li>• Financial aid - Award letter &amp; tuition statement</li> <li>• Work study- Award letter or supervisor letter including hours/wage</li> </ul>	
<b>OTHER INCOME</b> <ul style="list-style-type: none"> <li>• TANF or other cash benefits – current award letter</li> <li>• Rental income- <i>Schedule E</i> tax document from most recent tax year</li> <li>• Other income—three months of statements</li> </ul>	
<i>If you have...</i> <b>CHILD SUPPORT</b> (Submit either of these options) <ul style="list-style-type: none"> <li>• Received or Paid: Court documentation with amount</li> <li>• Received or Paid: Child Support Statement (request from DEEL)</li> </ul>	

## Supplemental Forms for Verification

### Age

- **Verification of Participation in Early Head Start, Early ECEAP, or Early Intervention:** This form is for Head Start, ECEAP, and SPP Plus providers only. This form should be completed by the SPP provider if enrolling a child who turned three-years-old after the birth date cut off for the program year. Before starting, the child must have already turned three, and must have previously been enrolled in either Early Head Start, Early ECEAP, or Early Intervention. The child's SPP enrollment must match their previous enrollment (i.e. children enrolled in Early Head Start must be enrolling into a SPP Head Start seat; children enrolled in Early Intervention must be enrolling into an SPP Plus seat). Please upload this form to the child's enrollment in CHIPS.

### Address

- **Housing Affidavit Form:** Families experiencing housing instability (as defined by McKinney-Vento) should complete this form. The family must have a current nighttime address inside Seattle city limits to be eligible. If a family is unable to collect documents (per the "Address" list on page 3), this form may also be used to explain their housing situation.
  - If a family plans to live in Seattle but is not currently, DEEL discourages enrolling that child until confirmation of address can be obtained (including a signed lease or offer to purchase a house.)

### Income

- **Self-Employment Form:** Parents/legal guardians who are self-employed or independent contractors will submit a *Declaration of Self Employment Income Form* and any other applicable documents. Instructions/guidance is included on the form.
- **Declaration of No Income Form:** Families who have zero income in the home may fill out the *Declaration of No Income Form*.
- **Opt-out of Verifying Income Form:** Families enrolling in SPP, or Pathway may opt-out of verifying income using the *Opt-out of Verifying Income Form*. Families enrolling in SPP+ must have their income verified and cannot opt-out of verification.
- **Child Support Form:** Parents who receive child support or pay child support should fill out a *Child Support Statement*. Instructions/guidance is included on the form.
- **Self-Attestation for Foster & Kinship Care Form:** Families that have a foster/kinship care relationship with the enrolling child do not need to provide income documentation. They will be asked to fill out a *Self-Attestation for establishing Foster Care/ Kinship Care Relationship Form*.

### Opt-Out of Verifying Income

Every child in SPP and Pathway receives subsidy for preschool simply by being enrolled in the program. The subsidy level varies depending on the household's SMI, which is why DEEL must verify the parent/guardian's income for each child to determine the tuition amount. Families may choose to opt-out of verifying their income, in favor of accepting full tuition. **Full tuition for 2024-2025 will be \$12,336.15 (divided into ten payments for the whole school year.)** If a family would prefer to opt-out of verifying their income, they may submit an *Opt-out of Verifying Income Form*. Households with gross annual income above the amounts in the table will pay full tuition.

Household size	Annual gross income (+760% FPL)
2	\$159,670
3	\$197,240
4	\$234,820
5	\$272,380
6	\$309,950

## Step 3: Enter enrollment and documents into CHIPS

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Providers may begin entering enrollment information for 2024-25 into CHIPS immediately and are responsible for collecting complete Enrollment Packets and supporting documentation from parents. If submissions are incomplete, the PIR will indicate additional needs in the “Follow Up Notes” section of the Enrollment page in CHIPS.

Depending on the type of enrollment you’re entering into CHIPS, the income and/or household member pages may be skipped. Refer to the “Types of Slots” for guidance on what information may need to be collected and entered into CHIPS.

## Step 4: PIR Review and Verify Enrollment

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Program Intake Representatives (PIR) will work directly with agencies to collect documents from parents. PIRs will verify age, address, and income, depending on the type of program slot. If information is incomplete, it is the provider’s responsibility to monitor the Enrollment page in CHIPS for follow-up needs.

When a child is officially enrolled, you will see the enrollment status in CHIPS listed as Enrolled.

Providers will also be responsible for notifying Pathway and SPP Agency-Selected children when the enrollment has been completed or when the child is determined ineligible.

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### Tuition

Tuition may be collected during the 2024-2025 school year for Seattle Preschool and Pathway Program participants. Parents/guardians are encouraged to notify their PIR or email [preschool@seattle.gov](mailto:preschool@seattle.gov) when their income has decreased, or their household size has changed, during the school year. PIRs will re-verify income and may decrease the tuition amount. Tuition letters for 2024-2025 will be sent beginning in June, confirming enrollment is complete and tuition amounts for the school year.