Preschool Enrollment Guide for Providers
Seattle Preschool Program 2025 – 2026

Who is eligible?
Age
Children must be 3- or 4-years old on 8/31/2025. Children who are five years old on 8/31/2025 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/classroom.

Address
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 eligibility checker: Eligibility Checker · Customer Self-Service

Timeline
March 18: *Enrollment Packet* is available to Providers 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.

Enrollment Steps
1. Step 1: Provider gives family the paper Enrollment Packet to complete, or family is invited to complete enrollment via the parent portal.
2. Step 2: Provider collects documents from family, or family collects documents to prepare to upload into the parent portal.
3. Step 3: Provider enters enrollment and documents into CHIPS, or family uploads documents in parent portal
4. Step 4: PIRs review and verify enrollment

Step 1: Provider gives family the paper Enrollment Packet to complete, or family is invited to complete enrollment via the parent portal

Providers and DEEL identify children to enroll in classrooms based on eligibility criteria, if applicable. Unlike Agency Selection, in the DEEL Selection 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.

Directing families to the portal: Families enrolling directly through an agency-selected provider still have the option to complete enrollment through the parent portal, even if they do not have an existing parent portal account. To direct families to the parent 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**

> The Enrollment Packet contains:
> 1. Child information
> 2. Parent/guardian information
> 3. Household members
> 4. Household income
> 5. Consent

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 Invite". 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.

ENROLLMENT INFORMATION
The responses below are copied from last year's enrollment, please only change the responses if you know that there have been changes.

Program Year *	Provider	Site
2025 - 2026	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

Is this family's housing stable? Mark no if the family is currently unhoused and/or experiencing housing instability.
○ No ⦿ Yes

Does child have an individual education program (IEP)?
[Select ▾]

During school hours, does your 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

[Previous] [**Save and Send Invite**]

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 classroom.

Step 2: Provider collects documents from family, or family collects documents to prepare to upload into the parent portal

Providers will collect *Enrollment Packets* (EPs) and supporting documents from parents, depending on the type of program slot the child is enrolling into.

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

The following table shows a list of the types of slots in SPP classrooms and the type of documentation required to enroll in these slots.

Selected by: DEEL or Agency **Program Alignment:** None	**Selected by:** Agency **Program Alignment:** ECEAP – school day, ECEAP – working day, or Head Start	**Selected by:** Agency **Program Alignment:** None or Dual Language or ECEAP – school day, ECEAP – working day, or Head Start **Previously Enrolled:** Yes
For DEEL-selected children, DEEL selects these children from the pool of applicants who submitted an application at seattle.gov/applyspp 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 *ECEAP and HS enrollment process* 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.
Parents/guardians of children will need to submit: ☐ Age ☐ Address ☐ Income ☐ Full enrollment packet	**Parents/guardians of children will need to submit:** ☐ Consent ☐ Address ☐ SMI or FPL % as calculated by the provider	**Parents/guardians of children will need to submit:** ☐ Age ☐ Address ☐ Income ☐ Full enrollment packet
Selected by: Agency **Program Alignment:** Special Education (SPP+)	**Selected by:** Agency **Program Alignment:** Dual Language	**Selected by:** Agency **Program Alignment:** Agency-Selected Ineligible or ECEAP-only
Agencies with SPP+ (inclusive) classroom structures may select children with IEPs. The *IEP enrollment process through SPS* 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. Sites with ECEAP seats may enroll children that are only eligible for ECEAP, but not SPP. These seats are funded through the ECEAP contract only.
Parents/guardians of children will need to submit: ☐ Income ☐ SPP+ enrollment packet	**Parents/guardians of children will need to submit:** ☐ Age ☐ Address ☐ Income ☐ Full enrollment packet	**Parents/guardians of children will need to submit:** ☐ Consent

Acceptable Documents

Please refer to the acceptable documents chart to see a list of acceptable demonstrations of these eligibility criteria: age, address, and income. This chart is also included in the *Enrollment Packet* or is available online here: Acceptable Verification Documents · Customer Self-Service

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 3).

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

Supplemental Forms for Verification

Child Age

- ***Early Head Start-ECEAP-Intervention Age Form:*** 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 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 the acceptable documents chart), this form may also be used to explain their housing situation.
  - o If a family plans to live in Seattle but is not currently, DEEL discourages enrolling that child until confirmation of address can be obtained.

Income

- ***Self-Employment Form:*** Parents/legal guardians who are self-employed or independent contractors will submit a *Self-Employment Form* and any other applicable documents. Instructions/guidance is included on the form.
- ***No Income Form:*** Families who have zero income in the home may fill out the *No Income Form.*
- ***Full Tuition Form:*** Families enrolling in SPP may opt-out of verifying income using the *Full Tuition 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 Form.* Instructions/guidance is included on the form.
- ***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 *Foster-Kinship Care Form*.
- **Consent for TANF/SNAP Benefit Recipients:** Families that receive SNAP/TANF benefits may not need to provide income documentation if they complete the consent for the PIR to look them up in the DSHS system. Please have the family complete the provided consent form.

Tuition

Tuition may be collected during the 2025-2026 school year for Seattle Preschool Program participants. Parents/guardians are encouraged to notify their PIR or email 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 2025-2026 will be sent starting in the summer, confirming enrollment is complete and tuition amounts for the school year. Providers and families should refer to the Tuition FAQ page on the parent portal for more information and for the 2025-26 Tuition Payment Guidelines: SPP Tuition · Customer Self-Service

Tuition Adjustments

When determining start dates with families, it may be helpful to keep in mind the guidelines around tuition adjustments, which are outlined below.

1. Changes to income or household size should be reported to the SPP enrollment team before the cut-off date listed on the Tuition Payment Guidelines in order to be included in that month's billing cycle. Otherwise, all changes apply to the next month's billing date.
2. June tuition invoices will not be pro-rated regardless of start/exit dates. For children entering or exiting mid-month between October – May, tuition will be prorated as follows:
   a. Entering on or before the 15th, or exiting on or after the 15th, no change to tuition requirements
   b. Entering after the 15th or exiting before the 15th, monthly tuition will be reduced by 50%

Accepting Full Tuition

Every child in SPP 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 2025-2026 will be $1,411/month.** Please note, families will not be billed SPP Tuition during September; SPP billing will begin in October. If a family would prefer to opt-out of verifying their income, they may submit a *Full Tuition Form*. Families are welcome to use the tuition calculator online to estimate their SPP tuition and to see if it makes sense for them to complete a *Full Tuition Form.* The tuition calculator can be found on the parent portal here: Parent Portal Tuition Calculator · Customer Self-Service

Step 3: Provider enters enrollment and documents into CHIPS, or family uploads documents in parent portal

Providers may begin entering enrollment information for 2025-26 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" table for guidance on what information may need to be collected and entered into CHIPS.

Step 4: PIRs Review and Verify Enrollment

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 SPP Agency-Selected children when the enrollment has been completed or when the child is determined ineligible.