Seattle Department of Education & Early Learning

SEATTLE PRESCHOOL PROGRAM

Re-Enrollment Guide for Providers

Seattle Preschool Program 2025-2026

Who is eligible to return?

Children who were 2 or 3-years old on 8/31/2024 (and will now be 3- or 4-years old on 8/31/2025.) Children who are five years old on 8/31/25 are eligible for kindergarten and are not eligible for a city-funded preschool seat.

Who is planning to return?

Providers who do their own enrollment are responsible for determining which eligible children are intending to return for the 2025-2026 school year. Providers who do their own enrollment will work with families to collect all required paperwork/information. Providers who have a combination of DEEL-selected and Agency-selected seats may choose to manage re-enrollments for *all* their children. DEEL will contact families who were originally selected/enrolled by DEEL and collect all required paperwork/information Providers and HSCs are responsible for determining which eligible children are planning to return for 2025-2026.

Enrollments in CHIPS

All age eligible children who were enrolled prior to 1/22/2025 will automatically have an enrollment record created for them in CHIPS. Please work with your HSC to ensure that any child enrolled for 2024-2025 after 1/22/2025 that is eligible to return has an enrollment for 2025-26.

The Re-Enrollment Form (REF)

The REF will be distributed to providers via fillable-PDF for printing or email distribution. The REF will be translated into Amharic, Oromo, Simplified Chinese, Somali, Spanish, Tigrinya, and Vietnamese.

Parents re-enrolling online

Providers may choose to direct parents to the Parent Portal to complete their re-enrollment. Parents who have used the parent portal before will have a log-in and password already. Parents who enrolled directly through the provider in 2024-2025 likely do *not* have a username/password. Via the Provider Portal, providers can invite parents to complete their re-enrollment in the Parent Portal as long as an email address is listed for the parent, even if they do not have a username or password yet.

Recommended instructions for parents to log in to the Parent Portal

Consider sending an email to parents similar to the one below and attach the instructions for logging into the parent portal.

Dear Parent or Guardian,

Thank you for the wonderful 2024-2025 school year so far! We are looking forward to your child returning to the Seattle Preschool Program (SPP) in the fall. To secure your child's seat for the 2025-2026 school year, please complete re-enrollment online through the Parent Portal.

1. Navigate to the Portal: www.seattle.gov/applyspp
2. Log in using your existing username and password

   Parents who have not used the Parent Portal before, please email me back if you'd like to complete the process online and we will email you an invitation. Otherwise, you can complete the process on paper.
3. Please use the attached instructions to log in and complete your re-enrollment.
4. You will only need to upload documentation of your address/income as attachments if there have been changes since you originally enrolled into the program. If your address/income have not changed, no additional documentation is required.

Please complete this online process no later than **Friday, February 28th**. If you have log-in difficulties, you may email preschool@seattle.gov or call 206-386-1050. If you would like to complete your re-enrollment on paper or in another language, please reply to this email.

For Seattle Preschool Program parents interested in a different SPP location for 2025-2026, applications will be available on **March 14, 2025**. Please submit a new application on SPP's website for an opportunity to change providers. **You may apply for a new site without risking the loss of your child's current preschool placement,** provided you complete your re-enrollment on time.

Kind Regards,

Providers collect documents from parent (for Agency-Selected children)

Providers will collect REFs and any supporting documents from parents, depending on the type of program slot the child is enrolling in. If income has significantly changed since last year, then please collect income verification. Otherwise, income documentation is not required. Children who moved since enrollment last year will need to submit new address verification. Children who were ineligible for 2024-2025 and may be eligible for 2025-2026 will need to submit a full *Enrollment Packet* and all documents. Children who change "slot types" between 2024-2025 and 2025-2026 may need different documents. Please refer to the "Changing Programs" table below.

Types of Slots in the SPP Classroom- Returning Children Only

DEEL-Selected or Agency-Selected, SPP	**Agency-Selected, ECEAP**	**Agency-Selected, Head Start**
Parents of children will need to submit: ☐ Full REF ☐ Income docs, if different ☐ Address documents, if different	**Parents of children will need to submit:** ☐ Consent from the REF ☐ Address documents, if different	**Parents of children will need to submit:** ☐ Consent from the REF ☐ Address documents, if different
Agency-Selected, Special Education	**Agency-Selected, Dual Language**	**Agency-Selected, Ineligible**
Parents of children will need to submit: ☐ Full REF ☐ Income docs, if different	**Parents of children will need to submit:** ☐ Full REF ☐ Income docs, if different ☐ Address documents, if different	**Parents of children will need to submit:** ☐ Consent only

Tuition and accepting full tuition rather than verifying income

Every child in SPP receives subsidy for preschool simply by being enrolled in SPP. The subsidy level varies depending on the household's SMI, which is why DEEL must verify the household income for each family to determine the tuition amount. If income documents submitted during re-enrollment increases the amount of tuition due, that change will not apply until the 2025-2026 school year. If income documents submitted during re-enrollment decrease the amount of tuition due, that change will apply in the next billing cycle in the 2024-25 school year. Tuition letters for 2025-2026 will be sent in the summer, confirming enrollment is finalized and will include tuition amounts for the 2025-26 school year. Parents may choose to opt out of verifying their income, in favor of accepting full tuition. **Full tuition for 2025-2026 will be $1,411.80/month** (not including any type of discount). Please note, families will not be billed SPP Tuition during September; SPP billing will begin in October. Families who accepted full tuition last year and would like to accept full tuition again only need to select the box on the REF.

Changing programs

Children may change programs between 2024-2025 and 2025-2026, however, additional verification may be required. Providers should review the "Program" on the Enrollment List in CHIPS to confirm all children are listed correctly for 2025-2026. Please work with your HSC regarding specific questions.

- If in 2024-25 the child is eligible for SPP and still is, then you will need the REF form.
- If in 2025-26 the child is ineligible for SPP and is eligible for 25-26, then you will need a full enrollment packet and supporting documents
- If in 2024-25 the child is ineligible for SPP and is still ineligible for 2025-26, then you need only the consent

Uploading documents in CHIPS

Upload the completed REF as an "Enrollment Packet" in CHIPS. Upload any additional documents such as address or income ***changes*** (most families will not have any additional documents to submit).
It is the provider's responsibility to review the "Follow Up Notes" in CHIPS to determine if any additional information is needed from the family; then to collect the information from the family.

Acceptable documents

Below is a list of documents that are acceptable demonstrations of these eligibility criteria: age, address, and income. Depending on the type of program slot the child is enrolling in, the Provider will need to ensure parents understand which documents to submit.

Child Age

To verify the age requirement for programs, submit one document containing child's name and date of birth from this list:

- Birth Certificate
- Medical Record
- Immigration Document
- Passport
- Government Issued Identification

Address

Families must live in incorporated Seattle to be eligible for DEEL programs. For families in transition, experiencing homelessness, or otherwise unable to provide address documentation, use our Housing Form found here. All documents must include a parent/guardian's full name and be dated within the last three months or identifiable as current. Information on the outside of an envelope is not accepted. Either submit one primary document or two alternative documents.

Primary Address Verifications

Submit one document from this list:

- Utility bill
  - Examples include gas, water/garbage, internet, light/electrical, cable, landline phone, etc.
- Home/renter's insurance
- Mortgage document
- Signed rental lease
- Housing agency letter
- Rental receipt

Alternative Address Verifications

Submit two documents from different sources from this list:

- Insurance documents
  - Examples include health, car, rental, etc.
- Financial documents
  - Examples include bank statement, credit card statement, student loan statement, etc.
- Income documents
  - Examples include TANF, SSI, paystub, etc.
- Driver's license
  - Must be current
- Other bills

Income

Income verification is used for either eligibility or tuition determination. Submit documentation for all income the parent/guardian(s) in your household receive. Families willing to accept full tuition do not need to submit income documentation instead complete the Full Tuition Form found here.
Documentation required depends on income source:

Employment

- Most recent three full months of paystubs
  - Paid Weekly? 12 Paystubs
  - Paid every two weeks? 5 to 7 paystubs
  - Paid bi-monthly? 6 Pay stubs
  - Paid Monthly? 3 Paystubs
- Employer letter or email
  - When paystubs from prior 6 months pay unavailable. Include the start date, hours worked, wage, and dated from the last 90 days
- Self-employed
  - Use Self-Employment Form found here

Child Support

- Court ordered
  - Official document with amount
- Other
  - Use Child Support Form found here

Student

- Financial aid
  - Award letter & tuition statement
- Work study
  - Award letter or supervisor letter with hours/wage

Other Income

- Public cash benefits
  - Current award letter (TANF, SSI, or other cash benefits)
- Other Income
  - Three months of statement
- Rental income
  - "Schedule E" tax document from most recent tax year

Supplemental Forms for Verification

Address - Only needed if address has changed since enrolling in 2024-25

- **Confirm:** Use the *Eligibility Checker* to confirm if the address is within City limits: Eligibility Checker · Customer Self-Service
- **Homeless:** Families experiencing homeless (defined by McKinney-Vento) should fill out the *Housing Form*.
- **Insufficient documents:** Families unable to collect documents per the "Address" list below may use the *Housing Form* to explain their housing situation.
    - If a family plans to live in Seattle but is not currently, DEEL discourages enrolling that child until *some* confirmation of address can be obtained (including a signed lease or offer to purchase a house).

Income - Only needed if income has changed significantly since enrolling in 2024-25

- **Full Tuition:** Families enrolling in SPP may opt out of verifying income using the *Full Tuition Form*
- **No Income:** Families who have no income for the parents/legal guardians of the enrolling child may fill out the *No Income Form*
- **Self-Employed:** Parents who are self-employed or independent contractors can submit the *Self-Employment Form* and any documents applicable. Instructions/guidance is included on the form.
- **Child Support:** Parents who receive child support or pay out child support may submit the *Child Support Form*.

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

Timeline

Thursday, February 6: Re-Enrollment Starts, forms/instructions emailed to providers to distribute to families
Thursday, February 13: Providers confirm all 3-year-olds have enrollments in CHIPS
Friday, February 28: Recommended deadline for families to return their REFs to their Provider or DEEL
Friday, March 7: Providers' deadline to enter their REFs into CHIPS for all Agency-Selected children
Friday, March 28: Deadline for PIRs to finalize all returners' enrollments in CHIPS

PIRs review and verify enrollment

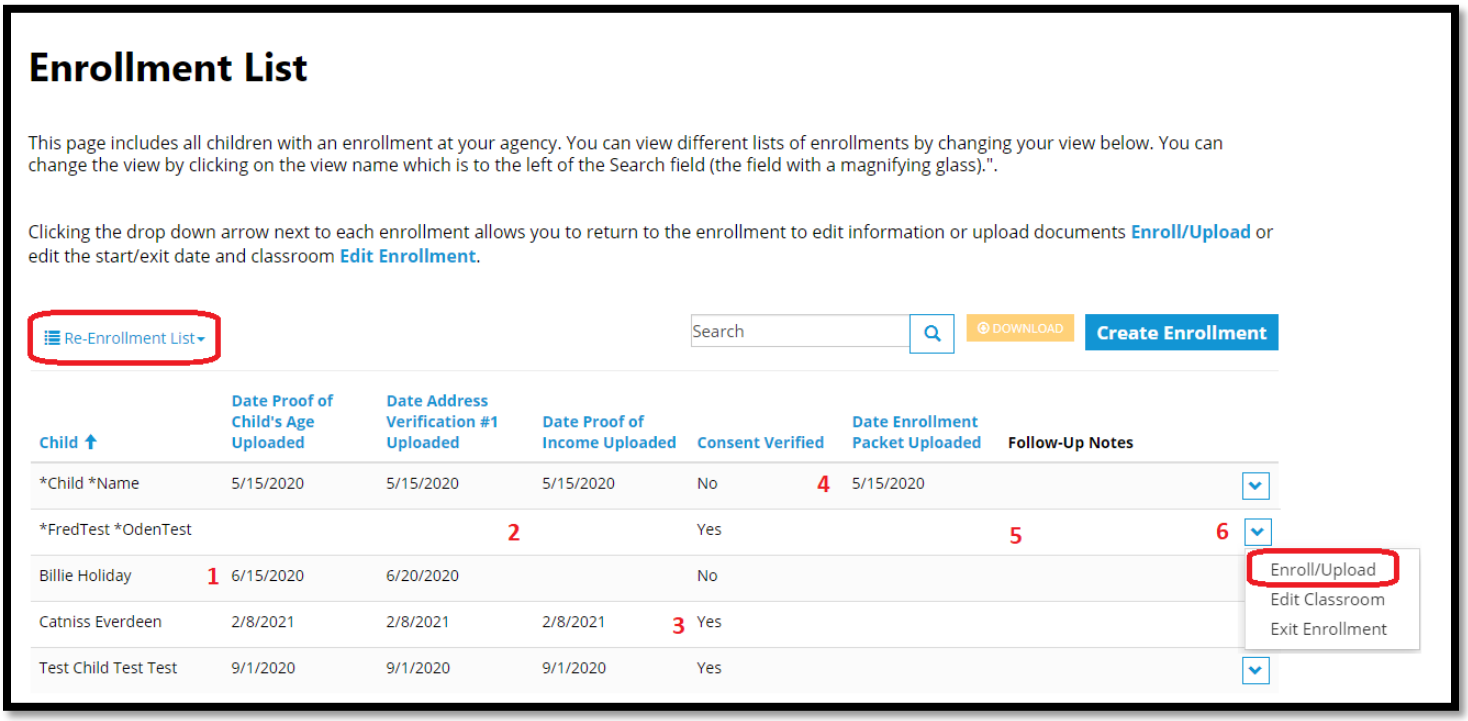
Program Intake Representatives will work directly with agencies to collect documents from parents for all agency-selected children. PIRs will verify age, address, and income, depending on the type of program slot. If information is incomplete, it is the Provider's responsibility to monitor the Enrollment 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 finalized or when the child is determined ineligible.

Re-Enrollment in CHIPS

Providers will use the Enrollment List in the Provider Portal to monitor re-enrollment progress.

1. From the Programs drop down, select SPP Enrollment.

2. By changing the “View” to *Re-Enrollment List*, Providers can view the list of returning children and their status.



You may consider focusing on enrollments with “No” in the Consent Verified column (which means the parent/guardian did not complete the enrollment online), or without a date in “Date Enrollment Packet Uploaded” (which means you have not uploaded the REF).

1. **Do you see a date from the 2024-2025 enrollment year?** This means the information has been verified and doesn’t need reverification unless the information has changed.
2. **Is the field blank?** This means the document(s) has not been uploaded last year or this year. If this type of enrollment requires that document, your PIR may request it.
3. **Consent Verified:** This column will say “Yes” if the parent completed the process online. It will say “No” if the parent hasn’t completed the re-enrollment process online.
4. **Date Enrollment Packet Uploaded:** This column will have a date if you have uploaded a REF and listed it as an “Enrollment Packet.” Please do not use “Mass Scan” for returning enrollments as it will not check off the boxes on this view. Rather, upload the income documents as “Income” and the REF as “Enrollment Packet”.
5. **Follow-Up Notes:** PIRs will review enrollment documents for completeness. If additional information is needed, notes will be listed here. It is the provider’s responsibility to check this page frequently and follow-up with families regarding any outstanding requests.
6. **Uploading Documents:** If you distributed the REF on paper or via email, upload it here, categorizing it as “Enrollment Packet.” If you collect documents from a family, upload them here, categorizing them as the type of document they are (Income, Address, etc.).