

2013-2014 Open Enrollment Instructions for Parents Nonpublic Schools Early Childhood Development (NSECD) Program

If you have any questions about this information, please contact NSECD at (225) 342-0587.

- (1) Enrollment is year-round for the NSECD Program.
- (2) **Open Enrollment:** The open enrollment period will **start January 15, 2013 and end April 30, 2013** unless extended. Schools will be staffed during this period Monday through Friday from at least 9am to 4pm. Open enrollment means that every student is given an equal chance at program participation – **there is no first-come, first-served policy during Open Enrollment.** If a school is overenrolled, students who have enrolled with a completed packet will be chosen through a random lottery conducted by the Department of Education (LDE). During the open enrollment period, **parents must complete a Child Eligibility Packet per child per school.**

Child Eligibility Packet Must Include:

- Child Eligibility Cover Sheet
- Parental Choice Form
- NSECD-EZ Form
- DSC Intake Form
- Birth Certificate
- Immunization Record
- Proof of Residence
- Proof of Income
- Social Security Card

- (3) For schools participating in the lottery, all child eligibility information must be submitted to the selected school(s) by close of business day **Tuesday, April 30, 2013.**
- (4) A computer generated lottery to select student participants will be held **Friday, May 10, 2013** at the close of business.
- (5) By **Monday May 13th**, the NSECD Program Office will provide each school with:
1. A list of students that are selected from the lottery to participate;
 2. A waiting list to be exhausted **in the order in which the children are selected** by the lottery
- (6) Schools will notify parents of children that are selected from the lottery. Once notified, parents have **1 week (5 business days)** to inform the school if their child will be attending for the 2013-2014 school year.
- (6) To secure a seat for your child, parents must submit a Parental Slot Confirmation Form to the school of their choice. If you do not respond the school(s) within one week, your child will be dropped off of the accepted list and be placed at the bottom of the waiting list.
- (8) **For schools with student openings, general enrollment ends September 1, 2012.** All accepted students will be kept on a waiting list and will be eligible if a slot opens during the school year.

(9) Proof of Income Eligibility is based on the following:

Your child is automatically qualified if they receive one of the following:

- Food Stamps
- Free and Reduced Lunch

If you do not receive any of the items listed above, you must submit one of the following:

- Two (2) consecutive check stubs for the current year (within 2 months from the date you are filling out this application)
- An official letter from your employer stating
 - (1) Where you are employed
 - (2) Your hourly rate of pay
 - (3) The average number of hours you work per week.
- A statement from the Department of Health and Hospitals verifying an active Medicaid account, which must be accompanied by two current check stubs.
- A statement from the Social Security Administration verifying that the child listed on the application is a current recipient of SSI benefits, which must be accompanied by two current check stubs.

When a paycheck stub or a letter from your employer is submitted, your income eligibility is calculated by the following:

NSCED Worksheet on Family Income Eligibility for TANF-Funded Services

(Effective January 26, 2012)

Countable Income Limits: 185% FPL		
Family Size	Gross Annual Income*	Gross Monthly Income*
1	20,665.00	1,722.00
2	27,991.00	2,332.00
3	35,317.00	2,943.00
4	42,643.00	3,553.00
5	49,969.00	4,164.00
6	57,295.00	4,774.00

Monthly Income Calculation Table: How to Translate Income into a Monthly Figure	
Pay Period	Formula
Monthly, same gross pay each month	Use gross salary
Monthly, gross pay differs each month	Total gross salary from consecutive months ÷ appropriate number of months (e.g., Gross salary of last 2 months ÷ 2, or Year To Date gross salary as of June 30 ÷ 6 Months)
Paid exactly 2 times per month (e.g., 1 st and 15 th of month)	Gross salary x 2
Paid Every 2 weeks	Gross salary ÷ 2 x 4.33
Weekly	Gross salary x 4.33
Hourly	Hourly wage x hours per week x 4.33