



Nonpublic Schools Early Childhood Development Program

2009-2010 Open Enrollment Instructions for Parents

- (1) Enrollment is year-round for the NSECD Program.
- (2) **Open Enrollment:** The open enrollment period will *start February 18, 2009 and end June 30, 2009*, unless extended. Schools will be staffed during this period Monday through Friday from at least 9am to 4pm. Open enrollment means that every student gets 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 Office of Community Programs. During the open enrollment period, parents must complete a Child Eligibility Packet - **one for each child.**

Child Eligibility Packet Must Include:

- Child Eligibility Cover Sheet
 - Parental Choice Form
 - NSECD-EZ Form
 - Birth Certificate
 - Proof of Residence
 - Immunization Record
 - Proof of Income [see details on page 2]
 - Social Security Card
 - DSC Intake Form
- (3) All child eligibility information must be submitted to the selected school(s) by close of business day *June 26, 2009*.
 - (4) A computer generated lottery to select student participants will be held Monday, **July 6th** at the close of business.
 - (5) On **July 10th**, the Office of Community Programs will provide each school with
 - A list of students that are selected from the lottery to participate
 - A waiting list to be exhausted **in the order in which the children are listed** by lottery draw
 - Schools are to 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 or will not be attending that school.
 - (6) **July 17th** is last day for parents to either confirm enrollment or be placed on waiting list.

**If you have any questions about any of this information,
please contact Petrouchka Moise at (225) 342-0425.**

Proof of Income Eligibility is based on the following:

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

- Medicaid
- Food Stamps
- Social Security

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.

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
(Current as of 7/1/08)**

2008 Countable Income Limits: 200% FPL		
Family Size	Gross Annual Income*	Gross Monthly Income*
1	20,800	1,734
2	28,000	2,334
3	35,200	2,934
4	42,400	3,534
5	49,600	4,134
6	56,800	4,734

Monthly Income Calculation Table: How to Translate Income into a Monthly Figure	
Pay Period	Formula
Monthly, <i>same gross pay each month</i>	Use gross salary
Monthly, <i>gross pay differs each month</i>	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 each 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