

**Quality First Scholarships Program**  
**Family Application for Fiscal Year 2017 (July 1, 2016 - June 30, 2017)**

Scholarships are awarded to enrolled Quality First (QF) child care sites to distribute to eligible families based on family eligibility criteria formed by First Things First. To receive a scholarship, families must complete this application, attach the required documentation, and provide it to a QF site currently participating in the Scholarships Program. The scholarship may not cover all charges; review co-pay amounts with your provider before enrollment (if applicable). To clarify your situation contact: regionalscholarships@vsuw.org or call 1-866-973-0012.

Only two (2) scholarships are permitted per family household (one scholarship per child)							
<b>Names of Children birth-5: First</b>		<b>Last</b>	<b>Date of Birth (mm/dd/yyyy)</b>	<b>Documented special need:</b>	<b>Tax dependent?</b>		
				<input type="checkbox"/> IEP <input type="checkbox"/> ISFP <input type="checkbox"/> 504			
				<input type="checkbox"/> IEP <input type="checkbox"/> ISFP <input type="checkbox"/> 504			
<b>Parent/Guardian Name: First</b>		<b>Last</b>	<b>Relationship</b>			<b>Claims on Taxes Y/N</b>	
<b>Household Member(s): First</b>		<b>Last</b>	<b>Relationship</b>			<b>Claims on Taxes Y/N</b>	
<b>Street Address (child must be AZ resident)</b>			<b>City</b>			<b>Zip Code</b>	
<b>Mailing Address (if different from above)</b>			<b>City</b>			<b>Zip Code</b>	
<b>Email Address</b>			<b>Phone Number</b>		<b>Cell Y/N</b>		
<b>2016 Federal Poverty Levels (FPL)</b> supplied by the U.S. Department of Health and Human Services							
<b>Family Size</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>200% of FPL</b>	<b>\$32,040</b>	<b>\$40,320</b>	<b>\$48,600</b>	<b>\$56,880</b>	<b>\$65,160</b>	<b>\$73,460</b>	<b>\$81,780</b>

\*Add additional \$8,320 for each person

**REQUIRED: Statement of Lawful Presence & Eligibility to Receive Public Benefits**

**REQUIRED:** Child(ren) receiving a scholarship must be a U.S. citizen or national or an eligible alien. The Statement of Lawful Presence & Eligibility to Receive Public Benefits form must be completed for each child applying for Quality First Scholarships. In addition to the completed form, one of the documents listed on page 9 must be provided as verification of lawful presence and eligibility.

**\*Scholarships are reserved for children age 0-5, not yet eligible for Kindergarten. Children with a date of birth of 8/31/2011 or earlier are considered Kindergarten eligible as of 9/1/2016, and may not receive a scholarship after this date.**

**REQUIRED: Household size must be defined by Option 1 or Option 2.**

**Option 1: Public Assistance** (*Determines household size AND family income*)

Attach your public assistance approval letter dated within the last six (6) months, listing child's name and monthly gross income and household size. (Food Stamps, AHCCCS, and/or Cash Assistance/TANF)

According to your public assistance letter:

\_\_\_\_\_ Number of parents/guardians/contributing members in the family household  
\_\_\_\_\_ Number of children in the family household  
\_\_\_\_\_ Family Gross Annual Income

***You may stop here and proceed to the Parent Declarations section of this application on pg. 5. No additional information is needed.***

**Option 2: Tax Records** (*Determines household size, does NOT determine family income*)

Provide a copy of your family's most current annual income tax return (pg.1 of 1040 tax form) with listed dependents. (Applying child should be included).

- I have provided a tax return
- I do not have a tax return (you must state why in the personal statement section)\*
- I have provided a tax return, but my tax records do not accurately reflect my situation (you must state why in the personal statement section)\*

**\* Your provider will use QF guidelines to make a final determination on your household size and whose income needs to be collected.**

### Earned Income Documentation Requirements for Applicants Qualifying Using Option 2

Income information is necessary to process your application, please provide ONE of the following as they apply for **each contributing member**.

**Contributing Member(s):** Any household member related by birth, marriage, or adoption; contributing member will also include anyone who claims the child as a dependent on his/her taxes.

**Employed by other** (must provide documentation of one of the following options):

One month of current consecutive pay stubs

Providers calculate *Gross Annual Income* (BEFORE taxes) using pay stubs. Do not submit W-2 forms.

Monthly = 12 pay periods - 1 pay stub

Twice per month = 24 pay periods - 2 pay stubs

Biweekly = 26 pay periods - 2 pay stubs

Weekly = 52 pay periods - 4 pay stubs

(avg. number of hours for all provided pay stubs) X (hourly rate) X (number of pay periods) = Gross Annual Income

**Note:** PTO, vacation, holiday, sick time, shift differentials, bereavement, tips, and commission, etc. count towards GAI. Overtime and bonuses do NOT count towards GAI.

OR

Written statement from employer including gross annual income OR hourly rate with average hours worked and frequency of pay

**Self-employed** (must provide documentation of one of the following options):

Tax Form 1040 with applicable forms such as schedules C, C-EZ, E, F and K1 **AND** weekly/monthly ledgers verifying gross income, receipts for business income and expenses for the three most recent months

OR

Signed profit and loss statement for the three most recent months

**Unemployed** (must provide documentation of one of the following options):

Unemployment insurance statement or letter from your previous employer

OR

Signed personal statement explaining circumstances (stay-at-home parent, full-time student, unemployed, etc.)

**Homeless**

Signed statement from your case manager

OR

Signed personal statement explaining circumstances

**Unearned Income Documentation Requirements for Applicants Qualifying Using Option 2**

- My household does NOT receive any unearned income
- My household DOES receive unearned income (documentation of this income, amount and frequency, is required and counted in the eligibility determination):
  - Education assistance (not loans)
  - Foster care or adoption payments
  - Government or tribal income (per cap, TANF)
  - Social Security Income (disability, survivor benefits, etc.)
  - Retirement payments
  - Veteran benefits
  - Child support or spousal maintenance
    - Custody A** - both parents' total income is needed if child lives in both homes and both are responsible for child care costs
    - OR
    - Custody B** – other parent's income not counted if primary or applying parent receives child/spousal support (applying parent must provide documentation of support amount and frequency)

**Personal Statement of Circumstances:**

**Parent Declarations**

Initial each of the following boxes to certify that you have read and understand the guidelines for a Quality First Scholarship.

	I understand that there are additional requirements to meet in order to qualify for a Navajo Nation, Arizona Off-Reservation Scholarship. I am attaching the supporting documents. (This declaration does not apply to Quality First Scholarship applicants.)
	I have reviewed the eligibility requirements and have attached supporting documentation for ALL income sources from ALL contributing members in my household.
	I understand that the provider may charge a monthly co-pay that will be my responsibility.
	I understand all of the guidelines within the site's parent handbook (if applicable) and that the provider may revoke the scholarship at any time during the fiscal year.
	I understand that this scholarship cannot be guaranteed to continue beyond June 30, 2017.
	I understand that a single family may receive a maximum of two (2) full time scholarships, with a maximum of one (1) full time scholarship per child.
	I understand that scholarship eligibility is determined once per fiscal year.
	I understand that if my child(ren) no longer attend the program, I cannot transfer my scholarship to another site. If pursuing a scholarship at another QF program, I must reapply at the desired location and be awarded a scholarship at that site.
	I understand that in order for my child(ren) to be eligible for a part time scholarship, they must be scheduled to attend at least 8 days and 48 hours per month, and that to be eligible for a full time scholarship, they must be scheduled to attend at least 8 days and 112 hours per month.
	I agree to bring my child(ren) 85% of their scheduled time in order to fulfill the purpose of the scholarship which is to give my child(ren) early learning opportunities. I understand that excessive absences may result in the loss of the scholarship; exceptions may be made for documented illness.
	I understand that if any questions are left blank or if any attachments are missing, my application will be returned as incomplete. This may cause a delay in approval.

**Declarative Statement:**

I understand that personal information contained on this application will be reported to First Things First, reviewed in audits, shared with other state agencies for program compliance and used publicly in aggregate, both regionally and statewide. I also understand that scholarship funding is temporary in nature and that I may be liable for any dollars received based on false information. Completion of this application does not guarantee a scholarship.

\_\_\_\_\_  
Printed Name of Parent/Guardian                      Signature                      Date

**Provider Verification & Determination of Eligibility**

Must be completed and initialed by site administrator on or before enrollment date

	All pages in application have been filled out completely.
	Child's age and legal residency have been verified. (Ages 0-5, not yet eligible for Kindergarten.)
	Family has been informed of co-payment (if applicable) not covered by the Scholarships Program.
	Eligibility has been determined; income and household verification supporting documents are attached.

**2016 Federal Poverty Levels (FPL)**

CIRCLE YOUR FINAL HOUSEHOLD SIZE DETERMINATION & ADD FINAL INCOME IN APPROPRIATE BOX

Family Size =	2	3	4	5	6	7	8
GAI =							
200% of FPL	\$32,040	\$40,320	\$48,600	\$56,880	\$65,160	\$73,460	\$81,780

\*Add additional \$8,320 for each person

\_\_\_\_\_  
Printed Name of Staff Member                      Signature                      Date

**STATEMENT OF LAWFUL PRESENCE & ELIGIBILITY  
TO RECEIVE PUBLIC BENEFITS  
QUALITY FIRST SCHOLARSHIPS**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the “Act”), 8 U.S.C. §§ 1611 & 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, “qualified aliens” (and sometimes only particular categories of qualified aliens), nonimmigrants, and certain aliens paroled into the United States are eligible to receive public benefits. Public benefits under the Act include grants and contracts as well as payments or assistance to an individual, household or family unit for welfare, health, disability, postsecondary education and other similar benefits. Individuals who apply for a public benefit must make a written declaration under penalty of perjury that they are eligible to receive public benefits and submit documentation establishing that eligibility.

Arizona Revised Statutes §§ 1-501 & 1-502 require, in general, that a natural person applying for a public benefit must submit certain documentation that satisfactorily demonstrates that the applicant is lawfully present in the United States and make a declaration under penalty of perjury that the submitted documentation of lawful presence is true.

**Directions: All applicants who are natural persons (i.e., individuals) must complete Sections I, II, and IV. Applicants who are natural persons and are not U.S. citizens or nationals must also complete Section III. Submit this completed form and a copy (front and back, if any) of one or more documents from the attached list that demonstrate eligibility and lawful presence in the United States.**

**SECTION I — CHILD INFORMATION**

PRINT OR TYPE CHILD’S NAME \_\_\_\_\_

GRANT OR OTHER BENEFIT APPLYING FOR Quality First Scholarships \_\_\_\_\_

**SECTION II — CITIZENSHIP OR NATIONAL STATUS DECLARATION**

Is the child a citizen or national of the United States? (check one) \_\_\_ Yes \_\_\_ No

If the answer is “Yes,” where was the child born? List city, state (or equivalent), and country.

City \_\_\_\_\_ State (or equivalent) \_\_\_\_\_ Country or Territory \_\_\_\_\_

If the child is a citizen or national of the United States, go to Section IV. If he/she is not a citizen or national of the United States, please complete Sections III and IV.

**SECTION III — ALIEN STATUS DECLARATION**

**Directions:** To be completed by parent/guardian of applicants (child) who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box.

**“Qualified Alien” Status** (8 U.S.C. §§ 1611(a), 1621(a)(1), 1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA).
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) or 241(b)(3) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban and Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980).
- 8. An alien who is, or whose child or child’s parent is a “battered alien” or an alien subjected to extreme cruelty in the United States and who qualifies under 8 U.S.C. § 1641(c)(1)(B).
- 9. An alien who has been granted nonimmigrant status under Section 101(a)(15)(T) of the INA (human trafficking) or who has a pending application that sets forth a prima facie case for eligibility for such nonimmigrant status.
- 10. An alien from Iraq or Afghanistan granted special immigrant status under Section 101(a)(27) of the INA. *See* 8 U.S.C. §§ 1101 (Afghanistan) & 1157 (Iraq) (resettlement support).

**Nonimmigrant Status** (8 U.S.C. § 1621(a)(2))

- 11. A nonimmigrant under the Immigration and Nationality Act (8 U.S.C. § 1101 *et seq.*). Nonimmigrants are persons who have temporary status for a specific purpose. *See* 8 U.S.C. § 1101(a)(15). (*Applicable to state public benefits only.*)

**Alien Paroled into the United States For Less Than One Year** (8 U.S.C. § 1621(a)(3))

- 12. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA. (*Applicable to state public benefits only.*)

**Otherwise Lawfully Present** (A.R.S. §§ 1-501 & 1-502)

- 13. A person not described in categories 1–12 who is otherwise lawfully present in the United States. **PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for public benefits despite being lawful present in the United States. See** 8 U.S.C. §§ 1611(a) & 1621(a).

**SECTION IV — DECLARATION**

**All applicants must complete this section.** I declare under penalty of perjury under the laws of the state of Arizona that the answers I have given are true and correct to the best of my knowledge and that the document(s) submitted demonstrating eligibility and lawful presence are true.

Name of legal residency document(s) provided: \_\_\_\_\_

\_\_\_\_\_  
PARENT OR LEGAL GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE

**Attachment: List of Evidence of Eligibility and Lawful Presence**

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**EVIDENCE OF ELIGIBILITY AND LAWFUL PRESENCE**

- (1) \* An Arizona driver license issued after 1996 or an Arizona non-operating identification license (U.S. citizens and nationals);
- (2) A birth certificate or delayed birth certificate issued in any State, Territory, or Possession of the United States, including the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time) (unless the applicant was born to foreign diplomats residing in such a jurisdiction);
- (3) A United States Certificate of Birth Abroad: Consular Report of Birth Abroad of a Citizen of the United States (FS-240) (issued by the Department of State to U.S. citizens); Certificate of Birth (FS-545) (issued by a foreign service post); or Certification of Report of Birth (DS-1350) (copies of which are available from the Department of State);
- (4) A United States passport;
- (5) A foreign passport with a United States visa and appropriate stamp as described below;
- (6) An I-94 Form with a photograph and appropriate stamp as described below;
- (7) A United States Citizenship and Immigration Services Employment Authorization Document (Form I-766 annotated A3, A5, or A10; or Form I-551: Permanent Resident Card or Alien Registration Receipt Card) or Refugee Travel Document (Form I-571);
- (8) A United States Certificate of Naturalization (N-550 or N-570);
- (9) A United States Certificate of Citizenship (N-560 or N-561);
- (10) A Tribal Certificate of Indian Blood; or
- (11) A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal members, the elderly and persons with disabilities may contact First Things First at (602) 771-5026 for additional forms of acceptable evidence.

**Acceptable stamps and annotations:**

**“Qualified Aliens”**

***Alien Lawfully Admitted for Permanent Residence***

- Unexpired Temporary I-551 stamp in foreign passport or on Form I-94.

***Asylee or Refugee***

- Form I-94 annotated with stamp showing grant of asylum under § 208 or admission under § 207 of the INA.

- Form I-766 (Employment Authorization Document) annotated “A3” or “A5.”

***Alien Paroled into the U.S. for a Least One Year***

- Form I-94 with stamp showing admission for at least one year under § 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

***Alien Whose Deportation or Removal Was Withheld***

- Form I-766 (Employment Authorization Document) annotated “A10.”

***Alien Granted Conditional Entry***

- Form I-94 with stamp showing admission under §203(a)(7) of the INA.

- Form I-766 (Employment Authorization Document) annotated “A3.”

***Cuban/Haitian Entrant***

- Unexpired temporary I-551 stamp in foreign passport or on Form I-94 with the code CU6 or CU7; or

- Form I-94 with stamp showing parole as “Cuba/Haitian Entrant” under Section 212(d)(5) of the INA.

***Battered Aliens, Trafficking Victims, and Iraq/Afghanistan Entrants***

Contact First Things First at (602) 771-5026 for assistance.

**Nonimmigrants; Aliens Paroled into U.S. for Less than One Year**

- Form I-94 with stamp showing authorized admission as nonimmigrant or admission for less than one year under section 212(d)(5) of the INA.

\* These documents establish lawful presence for all applicants, but do not guarantee the eligibility of aliens for public benefits. Therefore, applicants that are not U.S. citizens or nationals must submit an additional or alternate document establishing eligibility.

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