



Dear Provider,

Please complete both the **2018-2019** Income Eligibility Application and the Enrollment Renewal Report Worksheet. DO not sue individual enrollment forms for each child. Forms are effective the month when 'processed' not received or submitted. They must be processed in **September 2018** to be effective for **September 2018**.

Follow these tips to ensure that our future claims will be processed correctly:

Before Printing the Enrollment Renewal Worksheet:

- Make sure that all children have been sorted by last name in the 'settings' of your application.
- Withdraw all children who are no longer in care
- Update all children's: Parent Information, School information and schedule information online. The office does not update this information.
- Pending children will not be activated via the Enrollment Renewal Worksheet. Make sure they are signed and dated so that they are not withdrawn but be sure to complete an individual enrollment form and submit it to activate the child.
- Enrollment Renewal Worksheets are available online in the reports section of Minute Menu.
- All pages are required and must be received at the same time. The provider must sign each page. Missing pages or missing provider signatures will prevent the processing of the entire document.
- If scanning and emailing the document be sure to save it as a document and not a picture.

Income Eligibility Applications

- All **2018-2019** Income Eligibility Applications cannot contain white out. Incomplete, illegible or old applications cannot be accepted.
- Income Eligibility Applications are available on our website www.childrenshungeralliance.org or by using the link on page 3.

Mail completed forms to: Children's Hunger Alliance
1105 Schrock Road Suite 505
Columbus, Ohio 43229

Scan and email completed forms to: ecnedocuments@childrenshungeralliance.org

Fax completed forms to: 614-396-7625

All required forms should be completed and submitted before: **September 10, 2018**.



Enrollment Renewal Worksheet Instructions for Online Providers

(This form should only be used during your Renewal month; no other time.)

1. Click on the tool icon in the top right corner and sort children by: last name.
2. Withdraw any children no longer in care.
3. Update all parent information, school information, schedule information within the software. *The office does not update this information.*
 - In the list on the left side choose: My Kids
 - Choose one of the children on the right that requires updates.
 - School Details, Contact and Attendance Details *If marking times vary the typical times are still required for drop off and pick up times.
 - Click: Update
 - Follow the instructions to update each child.
 - There is one section that cannot be updated electronically. Update this section on the actual worksheet and the office will update the information:
 - Child's name and address
 - Child's Date of birth
 - Child's relation to the provider
 - Infant preferences and the payment source.
4. Print the Enrollment Renewal Worksheet
 - In the list on the left side of the screen click: Reports
 - Click on Select a Category: Choose Enrollment Renewal Worksheet
 - A date box will appear: Choose the correct renewal month
 - Click on: Run
 - Once the report has loaded, click print (You may have to open the file.)
 - Make sure the report prints in 'landscape' this will ensure the signature and date lines are available. This setting can be changed in your printing options.
5. Ask the parents of each child to sign and date the Enrollment Renewal Worksheet for their children. Renew all children, even new children. **(New children will still need to submit an individual enrollment form.) Providers must sign and date the form for their own children. Any children missing a signature and/or date will not be renewed, no exceptions. Providers must sign ALL pages and must return ALL pages.**

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Income Eligibility Application Instructions for Online Provider

Income Eligibility Applications are effective the month they are 'processed' not received or submitted.

1. Print the **2018-2019** Income Eligibility Form. This form qualifies you for Tier 1 rates or allows you to claim your own children. Previous year applications are not acceptable and will be denied.
 - Right click on the link and choose open:

[http://www.childrenshungeralliance.org/assets/childrenshungeralliance/files/\\$cms\\$/100/2533.pdf](http://www.childrenshungeralliance.org/assets/childrenshungeralliance/files/cms/100/2533.pdf)

-OR-

Go to the website: www.childrenshungeralliance.org

- Click on the Access Services title and select the drop-down option: Child Care Providers Resources.
 - Scroll down and find Income Eligibility on the left-hand side of the screen.
 - The application is located under Income Eligibility: IE Form
2. Complete at least one **2018-2019** Income Eligibility Application. DO NOT use a previous year's application.
 - The application cannot contain any white out.
 - Read and follow the instructions on the application
 - Don't forget to attach proof of income or benefit with the completed forms. Keep a copy of both for your records.
 - The application can be mailed, scanned and emailed or faxed however they MUST be clear and easily read. If a large family is applying use two applications. Any applications that are not clear will be denied.

Pay special attention to:

- Part 1
 - Mark box 1 if you are applying for Tier 1 rates.
 - Mark box 2 if you are already receiving the Tier 1 rates but wish to claim and be reimbursed for your own children.
 - Foster children may be included in part 2 and no longer require their own forms. Be sure the check the foster box.
- Part 2
 - Do not list a voucher number as a benefit. Boucher numbers start with '600'. Case numbers are the only acceptable numbers 10-12 digits.
- Part 3
 - Acceptable proof of income: First page of the 1040 and schedule C of taxes. Award letter for benefits stating approval.
- Part 4 and 5
 - Must be fully completed including the date.



3. If you do not qualify for Tier 1 rates, you may ask daycare parents to complete the Income Eligibility Form to receive higher rates per child. Print as many forms as needed.

Pay special attention to:

- Part 1
 - Parents will mark box 4
- Part 2
 - Do not list a voucher number as a benefit. Voucher numbers start with '600'. Case numbers are the only acceptable numbers and typically start with a 5. They are usually 10-12 numbers long
- Part 4 and 5
 - The last four digits of the social security number must be supplied if Part 3 is complete.
 - Must be fully completed including the date.

****Do not forget to circle the benefit type or how often income is received. The application cannot be processed without this information****

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