

## Partner Eligibility Worksheet

Organization: \_\_\_\_\_

Program: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*This form needs to be completed for each program.*

We are asking for this information about your onboarding process in order to be able to match your application and eligibility to include on the First Five SC screener and application and build an application to mirror your process. It will not replace your existing onboarding process or application, but provide another way for families to begin the process.

Please email a high resolution file of your logo to [communications@scfirststeps.org](mailto:communications@scfirststeps.org) (.eps or .ai files preferred)

### QUESTIONNAIRE

1. What age ranges do you enroll in your program? \_\_\_\_\_

Is there a date they have to be this age to qualify? \_\_\_\_\_

2. What income eligibility, if any, would qualify a child or family in your program? \_\_\_\_\_

FAMILY SIZE	GROSS FAMILY INCOME
<input type="checkbox"/> 1	_____
<input type="checkbox"/> 2	_____
<input type="checkbox"/> 3	_____
<input type="checkbox"/> 4	_____
<input type="checkbox"/> 5	_____
<input type="checkbox"/> 6	_____
<input type="checkbox"/> 7	_____
<input type="checkbox"/> 8	_____

3. Are there any other factors used to determine eligibility, such as medicaid, SNAP, or TANF enrollment, or homelessness/transiency?  Y  N

If so, please provide all other criteria below.

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\_\_\_\_\_

\_\_\_\_\_

4. Are there specific areas a family has to reside in, in order to qualify?  Y  N

If so, specify below.

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5. What information is provided to families about if they qualify for the program, either before determination, or after, prior to enrollment?

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6. Is there documentation that a family must provide in order to enroll or qualify?  Y  N

If so, specifically which documentation is required?

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7. Who contacts the family after to collect additional information to make the determination if not enough information was provided? \_\_\_\_\_

8. What are the next steps once a family applies to your program?

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9. What might disqualify a family from your program?

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10. Are there other questions you ask families that is useful in enrolling them in your programs?

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11. Is there anything else we need to know about the application, eligibility determination or enrollment process?

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