

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 (.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.

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

If so, specify below.

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

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

If so, specifically which documentation is required?

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?

9. What might disqualify a family from your program?

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

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

5. Program Description for First Five Website

Your program will have a page on First Five, as well as appear on the screener results and the application. To build those, we need to know what language you would prefer. If you don't have strong preferences for what it needs to say, we can draft it for your revision/approval. The First Five team uses this format in positively framed family-friendly language.

DESCRIBE YOUR PROGRAM	
Program Name	
Header A few words that describe the program	
Short Description for Results Page One sentence to describe what's offered	
Long Description for Program Page A few sentences over one to two small paragraphs for your program's page content that describe the program in plain language and its goals in more detail	
Link to program or agency website	
Email address If there is a general information or program address	
Phone Number If there is a direct line to the program	
Application Submission Language What appears in a text box after a family hits the "submit button" that shows them next steps	

HERE'S AN EXAMPLE	
Program Name	Pre-Kindergarten
Header	A strong foundation for a successful future
Short Description for Results Page	School District offers Pre-Kindergarten programs at all elementary schools and early childhood centers.
Long Description for Program Page	As required by the South Carolina Department of Education, all children must be 4 years of age on or before September 1st. All children must be assessed individually. School District has a comprehensive system that promotes positive outcomes for all children, including dual language learners, children with disabilities, and advanced learners.
Application Submission Language	Thank you for submitting your application. You can expect to hear from an intake professional within the next 5-10 business days by phone. If you have questions, please reach out to us at XXX-XXX-XXXX or visit www.-----