

# Campus Personnel

## FREQUENTLY ASKED QUESTIONS

### HOW DO I DETERMINE IF A STUDENT IS ECONOMICALLY DISADVANTAGED?

Use the table below to determine if a child qualifies to attend prekindergarten for free based on economically disadvantaged status.

2020–2021 Income Chart to Determine Economic Disadvantage Prekindergarten Eligibility			
Total # in Household	Annual	Monthly	Weekly
1	\$23,606	\$1,968	\$454
2	\$31,894	\$2,658	\$614
3	\$40,182	\$3,349	\$773
4	\$48,470	\$4,040	\$933
5	\$56,758	\$4,730	\$1,092
6	\$65,046	\$5,421	\$1,251
7	\$73,334	\$6,112	\$1,411
8	\$ 81,622	\$6,802	\$1,570
For each additional member add:	+ \$8,288	+ \$691	+ \$160

If the child qualifies, you will need to ask the parent to provide proof of income, which can be submitted as any of the following:

- Current paycheck stub
- Paycheck envelope – envelope has to state the wage on the outside of the envelope
- Letter from employer stating gross wages paid and how often they are paid

- Unemployment, worker’s compensation, or disability payment stub

Acceptable documentation for self-employment income can be any of the following:

- Business or farming document, such as ledger books and/or a self-issued pay check stub
- Last year’s tax return

### CAN PARENTS USE SNAP OR TANF CARDS TO DOCUMENT ELIGIBILITY FOR THEIR CHILD TO ATTEND PRE-K?

Yes. All 4-year-olds in a SNAP or TANF household are categorically eligible to enroll in prekindergarten because they qualified to receive free meals. When a household submits a complete application that contains the name of the child, a current SNAP or TANF case number, and an adult signature, no further proof of income will be required. Lone Star Card account numbers are not to be used as SNAP case numbers on the application.

The SNAP or TANF card can be used as proof that the student qualifies for free lunch, which qualifies the student for National School Lunch Program (NSLP). This is how the student should be coded in PowerSchool.

### HOW DO I DETERMINE THE TOTAL INCOME FOR A HOUSEHOLD?

Look at the total amount of gross wages for all incomes listed on the application. All gross wages listed should be added together to get a total household gross income.

Campus personnel can then use the 2020–2021 Income Chart (*left*) to determine economic disadvantage for pre-K enrollment.

### WHAT SHOULD CAMPUSES DO IF THE PARENT/GUARDIAN DOES NOT HAVE PROOF OF INCOME BECAUSE THERE IS NO INCOME?

Campus personnel will have to determine how to code the student properly by asking the parent/guardian questions to see how the student would qualify.

Some questions to ask include:

- **Is the parent homeless?** If the answer is yes, the student qualifies as being a homeless student and not necessarily economically disadvantaged. Even if they are living with someone else, they could still be considered homeless if the home they are living in is not providing them with income. The campus personnel can use the household income to determine if the student is economically disadvantaged.
- **Does the parent collect unemployment?** If yes, the parent would need to provide a pay stub or some form of documentation from the unemployment office.
- **Does the parent have a SNAP or TANF card?** If yes, the student qualifies for free lunch under NSLP and is considered economically disadvantaged.
- **Does the child qualify for free/reduced lunch?** If yes, the student is considered economically disadvantaged because he/she qualifies for free lunch under NSLP.
- **Are the parents living off savings?** Even if yes, savings still do not qualify as income and would thus still fall under the Zero Income Declaration. Use the Zero Income Declaration form to document lack of income. This form can be found on the HISD pre-K website, [www.houstonisd.org/preK](http://www.houstonisd.org/preK).

### IF A CHILD IS ADOPTED, DOES THAT COUNT AS BEING IN THE CUSTODY OF THE STATE TO QUALIFY FOR PRE-K ELIGIBILITY?

Campus personnel will need to ask parents/guardians if the adoption was from the state (or if the child has ever been in the custody of the state) or if the child was adopted through a private adoption.

If the adoption was from the state (or if the child has ever been in the custody of the state), the parent should have documentation of the adoption. This can be used as proof of qualification for pre-K eligibility.

Private adoptions do not count as being in the custody of the state. Therefore, children who are adopted through private adoption would not qualify to attend pre-K for free.

### DOES HISD ENROLL 3-YEAR-OLD STUDENTS IN PREKINDERGARTEN?

If there are additional spots in prekindergarten after all eligible 4-year-olds have been enrolled and tuition 4-year-old, campuses can enroll 3-year-olds. Campuses must enroll all eligible 4-year-old students first. (See 3-year-old enrollment policy on the HISD pre-K homepage)

### WHAT PROOF OF PRE-K ELIGIBILITY DO CAMPUS PERSONNEL NEED TO COLLECT FOR STUDENTS OF MILITARY FAMILIES?

Schools must have written proof that a district employee verified the student's Department of Defense (DoD) photo ID card for children of active duty service members. **IMPORTANT:** Do not make a copy of the identification.

If the student does not have a DoD photo ID card, then documentation must be on file that a district employee verified both of the following:

- the parent or guardian's military DoD photo identification card or whatever documentation proves the person is an active-duty member of the military.
- that the student is a child of the military member (such as with a birth certificate).

To see a list of acceptable alternate proof of military affiliation, visit the TEA website at:

<http://tea.texas.gov/ece/eligibility.aspx>

### WHAT MUST BE KEPT ON FILE FOR STUDENTS OF MILITARY FAMILIES WHO WISH TO ENROLL IN PRE-K?

The documentation to be kept on file must include the printed name and signature of the person who verified the DoD ID (or other documentation) and the date that it was verified, as well as a photocopy of the birth certificate showing that the student is a child of the military member. **IMPORTANT:** Your district should not make a copy of the DoD identification.

### WHO TO CONTACT IF YOU NEED HELP WITH STUDENTS' ONLINE PRE-K APPLICATION?

Please contact the Office of School Choice at [studenttransfer@houstonisd.org](mailto:studenttransfer@houstonisd.org) or call 713-556-6734.

## WHAT IS THE PROCESS FOR STUDENTS TO QUALIFY AS A LIMITED ENGLISH PROFICIENT (LEP) STUDENT TO ATTEND PRE-K FOR FREE?

The process for qualifying for pre-K based on language is as follows:

- Parent/guardian submits the application for pre-K
- Parents are given a Home Language Survey to fill out at the campus or they can upload it on the electronic application
- Campus personnel review the Home Language Survey to determine if the student needs to be administered the pre LAS oral language proficiency test
- The pre LAS is administered to students whose HLS indicated a language other than English on Question 1 and/ or 2
- Students whose HLS indicated Spanish must also be assessed with Spanish pre LAS after being assessed with English pre LAS
- LPAC completes the EL Folder (light green) with student information, documents test results, records EL status, and makes program recommendation
- LPAC sends parent a Parent Notification of Placement (in Bilingual or ESL ) letter, and parent returns the letter, signed and dated

## DO STUDENTS HAVE TO COMPLETE THE LPAC PROCESS BEFORE THE FIRST DAY OF SCHOOL IN ORDER TO QUALIFY FOR LEP?

No. Campuses must have the entire EL identification process completed within the first 30 calendar days of student's first day of enrollment. Due to the unprecedented district closure, students with potential to qualify for pre-K based on language will not be able to be tested until school resumes. However, TEA has stressed the importance of giving these students the opportunity to qualify based on other acceptable criteria such as, but not limited to, Economically Disadvantaged, etc. When school resumes, students can be assessed with pre LAS to determine appropriate program placement.

## CAN PARENTS/GUARDIANS OF LEP STUDENTS SIGN THE LANGUAGE CONSENT FORM BEFORE THE STUDENT HAS COMPLETED THE LPAC PROCESS?

No. The only entity that has the authority to classify students as English learners and recommend a program placement is the LPAC. The identification and placement recommendation process must be completed by the LPAC first and THEN the letter is sent/given to parents. Once the parent approves the recommended program, the actual program placement is entered in the green folder as well as in Chancery.

## IS THERE ZONING IN HISD FOR PRE-K STUDENTS?

There are no zoned schools for Pre-K. Parents can select up to 10 schools/programs including 5 Magnet in their application ranking them by priority. Eligible Pre-K applicants with older siblings already enrolled in the school should be given preference for admission. Campuses should engage their zoned population of eligible students first before enrolling students outside of their neighborhood zone.

## CAN A CHILD OF AN HISD EMPLOYEE WHO LIVES OUTSIDE OF THE HISD BOUNDARY ATTEND AN HISD PRE-K PROGRAM?

District employees with qualifying pre-k children who live outside the district may enroll their child in HISD. Non qualifying students may be accommodated if all eligible 4-year-old students have been enrolled. Children of HISD employees who do not meet the eligibility requirements will have to pay tuition.

## WHAT IF A STUDENT'S ELIGIBILITY STATUS CHANGES AFTER THEY HAVE BEEN ACCEPTED INTO THE PRE-K PROGRAM?

Once a student is determined to be eligible for prekindergarten, the student remains eligible for the remainder of the school year in the district in which the student resides or is otherwise entitled to attend. For example: The child of a member of the armed forces remains eligible for enrollment, even if the parent leaves the armed forces or is no longer on duty, once the student has already begun a prekindergarten class.

## DOES A STUDENT HAVE TO REQUALIFY IF THEY PREVIOUSLY WITHDREW FROM HISD?

The school district does not need to re-qualify a student for the prekindergarten program as long as the student has been withdrawn for fewer than 30 regular calendar days. If the child has been withdrawn for more than 30 regular calendar days, the school district will be required to re-qualify the student to allow the student back into the program.