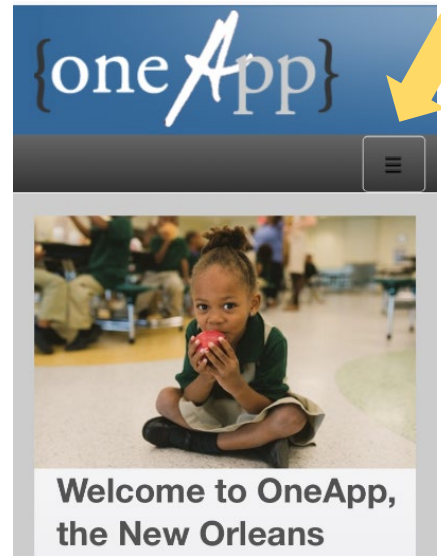


# How to Check Your Child's Eligibility for Pre-K and Childcare Programs

1. Log into your Parent Portal Account at OneApp.Force.Com.
2. Click on the "PK & Head Start" tab, on the top menu bar. If you're on your phone (right), you will need to click on the Menu Icon (three stacked lines) to see the "PK & Head Start" tab.



Computer



Phone

3. Click "check eligibility" next to the name of the child you would like to enroll. Then you will be asked questions to screen your child's eligibility for pre-k and childcare programs.



If you don't see your child listed in your "Your Family," click "add student to my family" and follow the instructions.

# How to Check Your Child's Eligibility for Pre-K and Childcare Programs

- The "read before continuing" page means you're almost done. **This page includes all the documents you'll need to submit**, to verify the information you've provided on your eligibility check.

## READ BEFORE CONTINUING

Important: Your application is NOT complete until you verify the information on this application. If you are applying to Pre-K 4 (not Head Start), visit a [Family Resource Center](#). Bring ALL documents within 5 days of today's date:

- a. Proof of Age: Birth certificate, certificate of live birth (1 required)
- b. Parent or Guardian's Photo ID
- c. Proof of Residency: (2 required): Current Rental Lease Agreement, Homestead Exemption in the parent's name, Electricity/gas bill, Sewerage bill, Telephone bill (landline only), Cable/internet service bill, Current official letter from government agency (DSS, DHH)
- d. Proof of Household Income (Bring all that apply): Most recent Social Security benefits statement, Most recent unemployment compensation statement, Alimony as shown in court decree or agreement, Most recent pension statements, Louisiana Purchase Card Budget Sheet or Benefits Statement, Last four consecutive paychecks, Letter from employer indicating: 1) Where you are employed, 2) Your hourly rate of pay, 3) Average hours worked a week.

Applicants to IEP, Gifted, and Tuition-Based programs are not required to prove income. Applicants still must verify age and residency at a Family Resource Center.

Please note: Editing your responses to the early childhood eligibility questions may change the result of your eligibility check. If you edit your answers, you must re-verify (re-submit documentation) at an FRC or Head Start Center within 5 days of editing your application.

- The next page will tell you what types of programs you're eligible for, and what the setting is. Make sure to click "Finish Eligibility Check" and to click "Yes" on the next screen.


A SECTION D: Early Childhood Program Eligibility

\*According to the responses you provided to the early childhood eligibility questions, you are initially eligible for the following early childhood programs:

- Tuition-based (OR) - Pre K 4 program (PK4-Tuition based) -Paid program for 4-year-olds, in a public school. Orleans Parish residents.
- LA4 & 8(g) OPSB - LA4 Eligible- PK3 & PK4 -Free program for 4-year-olds, in a public school. Orleans Parish residents.
- LA4 RSD - LA 4 program (LA 4) RSD -Pre K 4 program in OneApp participating K-8 school or early learning center, open to all qualifying Orleans Parish residents
- Tuition-based (LA) - Pre K 4 program (PK4 - Type II) -Tuition-based Pre K 4 program in OneApp participating K-8 school or early learning center, open to all Louisiana residents
- Head Start - Head Start -Free program for 3 and 4-year-olds, in an early learning center. Orleans Parish residents.
- PK4 - Type II - LA 4 program (LA 4 - Type II) -Free program for 4-year-olds, in a public school. Louisiana residents.
- Preschool Expansion - Pre School Expansion Grant -PK4 program in OneApp participating early learning centers, open to all qualifying Orleans Parish residents
- NSECD - Nonpublic Schools Early Childhood Development Program (NSECD) -Free program for 4 year olds, in a nonpublic school. Louisiana residents.
- EC Special Needs - EC Special Needs -Free program for 3 and 4-year-olds with a special needs IEP. Orleans Parish residents.

After clicking the "Finish Eligibility Check" button below, you can visit a Family Resource Center with your documentation to view a list of available programs and centers. For general information on participating Early Childhood programs, [click here](#). To find out more about eligibility requirements for Early Childhood programs see the [New Orleans Guide to Early Childhood Education and EnrollNOLA](#). Be sure to click "Finish Eligibility Check" below before exiting.

← BACKCANCELFINISH ELIGIBILITY CHECK



- Your next step is to verify the information you provided for your Eligibility Check. You cannot enroll or be added to waitlists until you verify.

- [Here is where to verify and which documents you need to bring.](#)