

In order for your child's application to be considered for Head Start, we must have the following items attached to the application...

- ✓ **Income Verification** (income tax, W-2, child support, income for all employment in last 12 months)
- ✓ **Proof of Birth** (birth certificate, hospital record, baptismal record, proof of guardianship-if applicable)
- ✓ **Proof of Residency** (utility bill – electric, gas) –needs to be in child file

We also would like:

- ✓ **Medicaid, CHIPS or Private Insurance Verification**
- ✓ **Immunization Records**

**Intake Form 1
Eligible Child Demographic Form**

SECTION I: BASIC DEMOGRAPHIC DATA

1. Eligible child's name: _____
(First) (Middle) (Last)

2. Nickname: _____ 3. Date of birth: ___/___/___ 4. Gender: Male Female

5. Race (check those that apply):

- American Indian/Alaskan Native White Asian
- Black or African American
- Native Hawaiian/Other Pacific Islander
- Other Specify: _____

6. Ethnicity: _____

Person's ethnicity is Latino or Hispanic

7. Language spoken at home:

Primary: English Other _____

8. How well does the child speak English?

- Very Well Well Not Well Not at all
- Infant/Toddler

SECTION II: RELATIONSHIPS

9. Other Children in Household

Relationship to Eligible Child

Date of Birth

____/____/____
____/____/____
____/____/____
____/____/____
____/____/____

SECTION III: CHILD INFORMATION

10. Child to be cared for by someone other than the head of household in addition to Head

Start (check all that apply): Relative Childcare center

Older sibling under age 12 Adult non relative in non-relative's home Other: Specify _____

Older sibling age 12 or older Adult non relative in child's own home Not yet arranged

SECTION IV: ADDRESSES

11. Address (1) Street: _____

City: _____ State: _____ Zip: _____ Effective Date: ___/___/___

(Check all that apply) Living Mailing Pick-up Drop-off Other

Home Phone #1: _____ Home Phone # 2: _____

12. Address (2) Street: _____

City: _____ State: _____ Zip: _____ Effective Date: ___/___/___

(Check all that apply) Living Mailing Pick-up Drop-off Other

Home Phone #1: _____ Home Phone # 2: _____

13. Child previously enrolled in Head Start: yes no

Program _____ Dates _____

Front & Back
SECTION IV: ADDRESSES (Mother/Mother figure)

18. Address (1) Street: _____

City: _____ State: _____ Zip: _____ Effective Date: _____

(Check all that apply) Living Mailing Pick-up Drop-off Other Same as child

Home Phone #1: _____ Home Phone # 2: _____

SECTION V: OCCUPATION

19. Person's primary occupational status (check all that apply): Currently employed: Yes or No
Paying job: In school: Start Date: ____/____/____

Full-time (more than 34 hrs per week)

Towards high school diploma/GED

Part-time

Towards trade/business qualification

Seasonal- Non-agricultural

Towards college degree

Seasonal- Agricultural

Towards postgraduate degree

Employed and in school

In school and employed

In job training program:

Unemployed: Date: ____/____/____

Training program with salary

With past employment experience

Training program without salary

Time since last job: ____ months

With no previous employment experience

Other:

Homemaker

Retired

Unable to work due to disability

Not applicable

SECTION VI: EDUCATION

20. Highest level of education completed (check only one): Completion Date: ____/____/____

No school completed

11th grade

Associate degree in college

Less than or equal to 4th grade

12th grade (no diploma)

Bachelor's degree

5th-8th grade

High School graduate/GED

Master's degree

9th grade

Some college (but no degree)

Doctorate degree

10th grade

Was parent previously enrolled in Head Start? yes no
If yes, name of program: _____ Year _____

Front & Back
SECTION IV: ADDRESSES (Father/Father figure)

14. Address (1) Street: _____

City: _____ State: _____ Zip: _____ Effective Date: _____

(Check all that apply) Living Mailing Pick-up Drop-off Other Same as child

Home Phone #1: _____ Home Phone # 2: _____

SECTION V: OCCUPATION

15. Person's primary occupational status (check all that apply): Currently employed: Yes or No
Paying job: In school: Start Date: ____/____/____

- | | |
|--|---|
| <input type="checkbox"/> Full-time (more than 34 hrs per week) | <input type="checkbox"/> Towards high school diploma/GED |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Towards trade/business qualification |
| <input type="checkbox"/> Seasonal- Non-agricultural | <input type="checkbox"/> Towards college degree |
| <input type="checkbox"/> Seasonal- Agricultural | <input type="checkbox"/> Towards postgraduate degree |
| <input type="checkbox"/> Employed and in school | <input type="checkbox"/> In school and employed |

In job training program: Unemployed: Date: ____/____/____

- | | |
|--|---|
| <input type="checkbox"/> Training program with salary | <input type="checkbox"/> With past employment experience |
| <input type="checkbox"/> Training program without salary | Time since last job: ____ months |
| | <input type="checkbox"/> With no previous employment experience |

- Other:
- | | |
|---|---|
| <input type="checkbox"/> Homemaker | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Unable to work due to disability | <input type="checkbox"/> Not applicable |

SECTION VI: EDUCATION

16. Highest level of education completed (check only one): Completion Date: ____/____/____

- | | | |
|--|---|--|
| <input type="checkbox"/> No school completed | <input type="checkbox"/> 11th grade | <input type="checkbox"/> Associate degree in college |
| <input type="checkbox"/> Less than or equal to 4 th grade | <input type="checkbox"/> 12th grade (no diploma) | <input type="checkbox"/> Bachelor's degree |
| <input type="checkbox"/> 5th-8 th grade | <input type="checkbox"/> High School graduate/GED | <input type="checkbox"/> Master's degree |
| <input type="checkbox"/> 9th grade | <input type="checkbox"/> Some college (but no degree) | <input type="checkbox"/> Doctorate degree |
| <input type="checkbox"/> 10th grade | | |

Was parent previously enrolled in Head Start? yes no
 If yes, name of program: _____ Year _____

**Front & Back
Intake Form 4
Family Information**

Head of Household for this family: _____ Date of Application: ____/____/____

FAMILY INFORMATION

1. Parent type (check only one):

- Two Parent family
- Single Parent family (mother figure only)
- Single Parent family (father figure only)
- Single parent family (mother figure only) living w/partner
- Single parent family (father figure only) living w/partner

Family Type (check only one)

- Biological
- Foster
- Other family (Please specify: _____)
- Other relative (Please specify: _____)

2. Parent Status

- Single parent, not working or student
- Two parents, both working or students
- Two parents, one working or student
- Single parent, working or student
- Two parents, neither working or students

3. Type of housing (check only one):

- House Mobile home/trailer Hotel/motel room Rent to own
- Apartment Community shelter Homeless/no housing Other: _____

4. Housing payment arrangement (check only one):

- Exchange services for housing Rent housing Received subsidized housing
- Make no payment for housing Own housing Other: Specify _____

5. Length of time at current address:

- less than 6 months 6-12 months 1-2 years more than 2 years

6. Number of moves in the past 12 months? _____

7. Homeless in past 12 months (including current homelessness): yes no

7a. Length of time homeless: Less than 1 month 1-3 months 3-6 months More than 6 months

7b. Family acquired housing during enrollment year: yes no

Student Residency Questionnaire

Where is the student presently living? (Check One)

- ___ In his/her own house or apartment (Parent or Guardian listed on the lease or mortgage)
- ___ In home of relatives or friends (Parent or Guardian is not listed on the lease or mortgage)
- ___ In a motel, hotel, RV trailer or campground due to lack of other accommodations
- ___ Unsheltered (or moving from place to place)
- ___ In a shelter or transitional living facility

Is the current living situation temporary due to loss of housing or economic hardship? YES or NO

Is the child living with a non-custodial relative due to the incarceration of his/her custodial parent? YES or NO

8. Family currently has *primary* means of transportation: yes no

Indicate *primary* means of transportation by checking the box(es) that apply.

- Private Vehicle (car, truck, van) Friend/Relative's vehicle School Bus
 Public Transportation City Bus Other Taxi Parent Transport

9. Family has *alternate* means of transportation: yes no

Indicate *alternate* means of transportation by checking the box(es) that apply.

- Private Vehicle (car, truck, van) Friend/Relative's vehicle School Bus
 Public Transportation City Bus Other Taxi Parent Transport

Region XIV Head Start program does not own or operate school buses, nor provide transportation. If you would like to request assistance in locating community resources for transportation, please indicate below.

_____ Yes, I would like assistance.

_____ No, I do not need assistance.

10. Family referred from: _____

TYPES OF SERVICES OR FINANCIAL ASSISTANCE CURRENTLY RECEIVING

- No services received Public Assistance/Welfare (e.g. TANF) Food Stamps
 Child Support/alimony Public Housing Assistance Foster care/adoption
 Energy program assistance Supplemental Security Income (SSI) WIC
 EPSDT Unemployment Insurance
 Medical financial assistance (e.g. Medicaid/Medicare, CHIP)
 Parent Incarcerated Family in need of assistance Previously Enrolled
 Migrant/Language Teen Parent Homeless
 Disability Referral from another agency – documented (not an IEP)

Other: Specify _____

Intake Form 5 Certification/Signature Page

PARENT

I certify that information provided is correct to the best of my knowledge and is subject to verification. I am also aware that I may be subject to termination from the program if the information verified disqualifies me from eligibility.

Applicant Signature/Firma del Apicante:

Print Name of Applicant/Nombre (Use letra imprenta)

Date/Fecha: _____

Parents Do Not Write Below This Line

STAFF

Eligibility Determination Statement I hereby do certify that the family is eligible to participate in the Early Head Start/Head Start Program. Furthermore, I attest that the application/enrollment packet is complete and I have examined the documents (checked) below and certify that the family is eligible in accordance with Head Start regulations and Eligibility-Recruitment-Selection-Enrollment-Attendance policies.

Documents Reviewed (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> INDIVIDUAL TAX FORM | <input type="checkbox"/> W-2 | <input type="checkbox"/> CHILD SUPPORT PAYMENTS |
| <input type="checkbox"/> PAY STUBS/PAY ENVELOPES | <input type="checkbox"/> UNEMPLOYMENT | <input type="checkbox"/> SOCIAL SECURITY PAYMENTS |
| <input type="checkbox"/> WRITTEN EMPLOYER STATEMENTS | <input type="checkbox"/> CURRENT PUBLIC ASSISTANCE RECEIPTS (TANF) | |
| <input type="checkbox"/> WORK HISTORY- VERIFICATION OF EMPLOYMENT | <input type="checkbox"/> SUPPLEMENTAL SECURITY INCOME | |
| <input type="checkbox"/> WRITTEN VERIFICATION OF VERBAL DECLARATION OF INCOME | | |
| <input type="checkbox"/> OTHER: _____ | | |

AGENCY SIGNATURES

Interviewed/Assisted By: _____ Date: ____/____/____

Staff Eligibility Certification Signature: _____

Certification Date: _____

Print Name of Certifying Staff Member: _____

CHILD ACCEPTANCE DATE: ____/____/____ (by Region 14 Head Start)

CHILD ENROLLMENT/ ENTRY/ DATE (first day of service): ____/____/____

HEALTH HISTORY Form 6

NAME: _____ Date _____

Insurance: CHIPS, Medicaid, Private, None Policy Number: _____ Effective Date _____

Does your insurance include dental coverage? _____

Doctor: _____ Dentist _____

Phone _____ Phone _____

Date of last physical _____ Date of last dental exam _____

Prenatal History:

How far along in pregnancy were you when you went to the doctor? _____ Never went to doctor _____

Were there any complications in pregnancy? Y N (Explain if yes) _____

Any prenatal exposure to drug, alcohol, caffeine or tobacco? Y N (Explain if yes) _____

Delivered at Hospital ___ Birthing Center ___ Home ___ Other ___ Don't know ___

Type of Delivery: Vaginal ___ C-Section ___ Don't know ___

How long were you and baby in hospital? Mother ___ Baby ___ Reason for any extended stay _____

Birth Weight _____

Any Birth Defects _____

Concerning your child:

How many hours does your child sleep at night? _____ Does your child nap? _____ When? _____ How Long? _____

How does your child tell you he/she needs to go to the restroom? _____

Does your child need help in the restroom? Y N

Since birth has your child been in the hospital or had surgery? Y N (If yes explain when and why) _____

Does your child have any chronic conditions? Y N (Asthma, heart disease, diabetes, sickle cell anemia, skin disorders, seizures, constipation, diarrhea) _____

Does your child have a developmental delay or diagnosed disability with IEP(HS) IFSP(EHS)? Y N (if yes explain) _____

Has your child had any preventable communicable diseases? Y N (measles, mumps, chickenpox) _____

Has your child been diagnosed with a muscle, bone or joint problem? Y N _____

Has your child had any vision or hearing problems? Y N _____

Does your child have a diagnosed emotional problem? Y N _____

Date of last blood test for Lead _____

Comments related to above conditions: _____

Please list allergies: (foods, medication animals, fur, dust, insects)

Please list Medication:

Does your child use any assistive devices? (crutches, wheelchair, cane, walker, braces, hearing aide, other):

List any restrictions in activity?

Is there any other health information that the school needs to know? _____

Update: Changes noted in RED INK

Date: _____ Any Changes _____ Staff Signature _____

Date: _____ Any Changes _____ Staff Signature _____

Date: _____ Any Changes _____ Staff Signature _____

Intake Form 7 **Head Start – CHILD NUTRITIONAL ASSESSMENT**

Child's Name _____ Date of Birth: ____ / ____ / ____

Number of meals eaten per day _____ Number of snacks per day _____

Favorite: Food _____ Vegetable _____ Fruit _____

Dislikes _____ **Drinks with meals:** _____

Food Allergies Y N (List foods) _____

Does your child take vitamins/fluoride/minerals? **Y N** Brand _____

Did your child experience any significant delays eating solids, drinking from a cup or feeding self? **Y N**

Does your child have trouble chewing or swallowing? **Y N**

Does your child take a bottle? **Y N**

Is child on a special diet? **Y N** Explain _____

List foods your child does not eat for **medical, religious, or personal reasons** _____

Does your child eat dirt, paper, paint chips or other non-food items? **Y N** Explain _____

Any other nutritional information _____

Annual Update:

1.	Any dietary changes _____	WIC Y/N	
Parent Signature _____	Staff Signature _____	Date _____	
2.	Any dietary changes _____	WIC Y/N	
Parent Signature _____	Staff Signature _____	Date _____	
3.	Any dietary changes _____	WIC Y/N	
Parent Signature _____	Staff Signature _____	Date _____	

Note: Head Start requires a written physician statement in order to provide a special diet for any child with allergies. All food is provided by Head Start. No foods are to be brought in by parents. Head Start encourages good nutrition which limits high fat, high sugar and high salt foods.

For Head Start Use Only
Follow-up Needed ____ yes ____ no Referred to: _____ Date _____ (Please complete referral for services and document in contact log.)

Intake Form 7 Early Head Start – CHILD NUTRITIONAL ASSESSMENT

Child's Name _____ **Date:** _____

Infants: Is your infant currently:

breast fed? **Y N** How often does he/she nurse? _____ How long does he/she nurse? _____
bottle fed? **Y N** Formula Type _____ Amt. at each feeding _____ How often? _____
Foods other than formula and amount: _____
Food Allergies **Y N** _____ Does your infant take vitamins/fluoride/minerals? **Y N** _____
List any foods your child should not eat due to **medical, religious, or personal reasons** _____

Toddlers:

Number of meals eaten per day _____ Number of snacks per day _____ Food Allergies _____
Favorite: Food _____ Vegetable _____ Fruit _____ Dislikes _____
Drinks with meals: _____ Does your child take vitamins/mineral? **Y N** Brand _____
Did your child experience any significant delays eating solids, drinking from a cup or feeding self? **Y N**
Does your child have trouble chewing or swallowing? **Y N** Does your child take a bottle? **Y N**
Is child on a special diet? **Y N** Explain _____
List foods your child does not eat for **medical, religious, or personal reasons** _____
Does your child eat dirt, paper, paint chips or other non-food items? **Y N** Explain _____
Any other nutritional information _____

Nutrition Entry Update (complete at entry) **Date:** _____

For children still on bottle: Brand of bottle used: _____ Type of nipple used: _____

Are there any changes in the above information: No (no further information needed) Yes (complete following)

Parent signature _____

Infants: Current Formula _____ Amt. at each feeding _____ How often _____
Solid foods introduced _____
Allergies **N Y** _____
Other _____

Toddlers: Special Diet _____
Food Allergies _____
Other _____

Annual Update:

1. Any dietary changes _____	WIC Y/N
Parent Signature _____	Staff Signature _____ Date _____
2. Any dietary changes _____	WIC Y/N
Parent Signature _____	Staff Signature _____ Date _____
3. Any dietary changes _____	WIC Y/N
Parent Signature _____	Staff Signature _____ Date _____

Note: Head Start requires a written physician statement in order to provide a special diet for any child with allergies.
All food is provided by Head Start. No foods are to be brought in by parents.
Head Start encourages good nutrition which limits high fat, high sugar and high salt foods.

For Head Start Use Only

Follow-up Needed yes no Referred to: _____ Date _____
(Please complete referral for services and document in contact log.)



**Region 14/15 Education Service Center
Early Head Start/Head Start**

(Early head Start and Head Start Programs are required to obtain a statement from a healthcare professional determining whether a student is up-to date on a schedule of age appropriate preventative and primary medical care. The Texas Health Step periodicity Schedule is utilized to determine age appropriate)

Date of Exam: ___/___/___ Name: _____ DOB _____

Height _____ **Weight** _____ **Head Circ.** _____ **Vision Screen** Pass Fail **Hearing Screen** Pass Fail
(0-24 m) **Newborn Screen** Pass Fail

Is child up-to-date on Blood lead? Yes No Drawn today Yes No Lead Risk questionnaire Yes No
(Due at 12m & 24m)

Is child up-to-date on Hgb/Hct? Yes No Drawn today Yes No
(Due at 12m)

Medical Information	Instructions or modifications for care while in school
Allergies:	
Medical Diagnosis:	
Medication:	

Needs Treatment: Yes No Explain _____

Treatment Received: Yes No Explain _____

Referral and/or follow-up needed _____

Immunizations:

Up-to-Date _____

Given today: Dtap ___ IVP ___ Hib ___ Hep A ___ Hep B ___ Pneu ___ MMR ___ Varicella ___ Other ___

Deferred _____ Due to _____

This child is up-to-date on physical exam based on the Texas Health Step Schedule and is able to take part in day care/school program activities.

Provider Signature _____ **Date** ___/___/___

Address _____ **Phone** _____

Next Appointment Date _____

Physical Exams Due: 2, 4, 6, 9, 12, 15, 18, 24, 30 months of age
3, 4, 5 years of age

Head Start Only

Date received in office: _____

Form 2/2017



Child Oral Health Assessment

Date of exam: ___/___/___ **Name:** _____ **DOB** _____

Early Head Start and Head Start Programs are required to obtain a statement from a dental healthcare professional determining whether a student is up-to-date on a schedule of age appropriate preventive oral health care. The Texas Health Steps Dental Periodicity Schedule is utilized to determine age appropriate.

This practice is the child’s dental home Yes___ No___

Oral Health Care Services completed during visit:

- Examination: Yes No
- Risk assessment: Yes No
- Cleaning: Yes No
- Fluoride varnish: Yes No
- Dental sealants: Yes No

Dental treatment needed Yes No

All treatment completed Yes No

More appointments needed for treatments: Yes No

If yes Next appointment Date _____ Time _____ Referred to: _____

Comments: _____

Next routine appointment date: _____ Time _____
(Every 3-6 months)

Provider Signature _____	Date _____
Print Provider Name _____	
Address _____	Phone _____

Head Start Use Only
Date Form received _____ Initial _____

Form Updated 2/2017

Consents and Permissions

Child Name: _____ Family Name: _____
First MI Last

I hereby give my permission for the following:

Head Start /Early Head Start:

(Please initial in columns)

	Yes	No
Vision	_____	_____
Hearing	_____	_____
Heights and Weights	_____	_____
Social/Emotional Well-Being - Devereux Early Childhood Assessment (DECA/DECA I/T)	_____	_____
Developmental Screening (Brigance) <i>for Head Start/Early Head Start</i>	_____	_____

Other Permissions/Releases:

(Please initial in columns)

- | | | |
|--|-------|-------|
| 1) Accompany class on Field Trip (child) | _____ | _____ |
| 2) Release of parent name and contact information to parent committee officers for use obtaining help in school related projects. | _____ | _____ |
| 3).Release of child name & photo – | | |
| a. Social Media - (Facebook, Twitter, Instagram) | _____ | _____ |
| b. Newspaper / TV | _____ | _____ |
| c. Region 14 website | _____ | _____ |
| d. ESC Publications (Annual Report, Community Assessment, Flyers, Brochures) | _____ | _____ |
| e. Educational purposes (teacher trainings) | _____ | _____ |
| 4) Other: Specify _____ | _____ | _____ |

Attendance Policy*(important)

(Please initial in columns)

- | | | |
|--|-------|-------|
| 1) I will bring my child to school and be on time every day unless they are sick. | _____ | _____ |
| 2) I understand that excessive absences or tardiness is considered when re-enrolling a child for EHS and HS. | _____ | _____ |
| 3) I will notify the school if my child is sick or going to be late. | _____ | _____ |

I understand the above consents and permissions.

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____ **Date** ____/____/____

Staff Signature: _____ **Date** ____/____/____

Print Staff Name: _____

This form is valid through the current school year