

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
- ✓ **Foster forms** (if applicable)

We also would like:

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

Intake Form 2 Family Member Demographics (Mother/Mother Figure)

SECTION I: BASIC DEMOGRAPHIC DATA

1. Person's role in household: ☐ Household Member ☐ Resides outside of home
2. Mother/Mother Figure's name: _____
(First) (Middle) (Last)
3. Nickname: _____ 4. Date of birth: ____/____/____ 5. Gender: ☐ Male ☐ Female
6. Race (check those that apply):
- ☐ American Indian/Alaskan Native ☐ White ☐ Asian
☐ Black or African American ☐ Native Hawaiian/Other Pacific Islander
☐ Other Specify: _____
7. Ethnicity: _____
☐ Person's ethnicity is Latino or Hispanic
8. Language spoken at home:
Primary: ☐ English ☐ Other _____
9. How well does the mother speak English?
☐ Very Well ☐ Well ☐ Not Well ☐ Not at all
10. Marital Status: ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed
11. Email address: _____

CELL PHONE: _____ Can we send you text information?: Yes or No
 (Name of Mobile provider: _____) *Please provide provider name so you can receive text messages.*

SECTION II: RELATIONSHIPS

| 12. <u>Adults in Household (not guardians)</u> | Relationship to Eligible Child | Date of Birth |
|--|--------------------------------|----------------|
| _____ | _____ | ____/____/____ |
| _____ | _____ | ____/____/____ |
| _____ | _____ | ____/____/____ |
| _____ | _____ | ____/____/____ |

SECTION III: ADULT INFORMATION

13. Applicant currently pregnant? ☐ Yes ☐ No
14. Due Date: _____
15. Prenatal Care Provider: _____

16. Teen parent questions:

Person is a teen mother ☐ Yes ☐ No ☐ N/A

Attended Parent Program in School ☐ Yes ☐ No ☐ N/A

Enrolled in Teen Parent Program ☐ Yes ☐ No ☐ N/A

Teen Mother Dropped out of School Reason: ☐ Yes ☐ No ☐ N/A

17. Adult training questions:

Attended Vocational Training, Training or Business School: ☐ Yes ☐ No ☐ N/A

Received certificate or license: ☐ Yes ☐ No ☐ N/A

Participated in Government Training Program: ☐ Yes ☐ No ☐ N/A

Training program(s) attended (check all that apply):
☐ JOBS ☐ JTPA ☐ Job Corps ☐ Other:
 Specify _____

Willing to Pursue Additional Education/Job Training:
☐ Yes ☐ No ☐ N/A

Front & Back

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 _____

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: OCCUPATION15. Person's primary occupational status (check all that apply): Currently employed: ☐ Yes or ☐ NoPaying 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 employedIn 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 experienceOther:☐ Homemaker☐ Retired☐ Unable to work due to disability☐ Not applicable**SECTION VI: EDUCATION**

16. 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 gradeWas parent previously enrolled in Head Start? ☐ yes ☐ no

If yes, name of program: _____ Year _____

Intake Form 4 Family Information

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

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

Front & Back

Front & Back

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

- | | | |
|--|---|---|
| <input type="checkbox"/> No services received | <input type="checkbox"/> Public Assistance/Welfare (e.g. TANF) | <input type="checkbox"/> Food Stamps |
| <input type="checkbox"/> Child Support/alimony | <input type="checkbox"/> Public Housing Assistance | <input type="checkbox"/> Foster care/adoption |
| <input type="checkbox"/> Energy program assistance | <input type="checkbox"/> Supplemental Security Income (SSI) | <input type="checkbox"/> WIC |
| <input type="checkbox"/> EPSDT | <input type="checkbox"/> Unemployment Insurance | |
| <input type="checkbox"/> Medical financial assistance (e.g. Medicaid/Medicare, CHIP) | | |
| <input type="checkbox"/> Parent Incarcerated | <input type="checkbox"/> Family in need of assistance | <input type="checkbox"/> Previously Enrolled |
| <input type="checkbox"/> Migrant/Language | <input type="checkbox"/> Teen Parent | <input type="checkbox"/> Homeless |
| <input type="checkbox"/> Disability | <input type="checkbox"/> 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** _____ Date last blood test for **Hemoglobin** _____

Comments related to above conditions: _____

Would anyone in household benefit from treatment for abuse of Alcohol _____, Drugs _____, Tobacco _____?

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

Updated February 6, 2018

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

Mental Health Consultation Services

Social/Emotional Well-Being - Devereux Early Childhood Assessment (DECA/DECA I/T)

Developmental Screening (Brigance) for Head Start/Early Head Start

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 to include video taping)

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