

Department: ERSEA	Effective Date: 12/10/2016	Procedure Number: 5000
Regulation Number: 1302.12(a) 1302.12(c) 1302.12(h-i) 1302.12(k)	Regulation Topic: Determining, verifying, and documenting eligibility	Procedure Title: Required Use of the Eligibility Verification (Form 5000)
Version: 3:2016		Version Date: 06/20/2014(original) 03/24/2015(revision) 12/10/2016(revision)

Procedure:

Per MAHS Procedure 5200, the completed Eligibility Verification Form 5000 is a required part of each participant’s “Eligibility Determination Record”. MAHS programs may obtain an electronic (pdf) file of this form by phone or online at <http://www.marc.org/Community/Head-Start/For-Providers/Policies-and-Procedures#ersea>.

Completing Eligibility Verification Form 5000:

- Complete each section of the form as applicable.
- Attach or place all documentation used to determine eligibility behind the completed form.
- All staff responsible for verifying eligibility must review all documentation and ensure the accuracy of the eligibility determination prior to signing Form 5000.
- Verifying staff should ensure that the *Date of Eligibility Verification* matches the *Eligibility Date* and the *Verification Dates* within ChildPlus.
- Administrative staff are responsible for reviewing all documentation and signing the Form 5000. Administrative staff must ensure that the verifying staff member made every effort to substantiate the applicant’s eligibility.

Steps for documenting the appropriate eligibility category identified on Form 5000:

Income Eligible or Over Income:

1. When an IRS tax return or a single W-2 is the sole source of income information, no other documentation is necessary.
2. When an IRS tax return or single W-2 is not provided or when other income information is provided in addition to an IRS tax return, the Income Calculation Worksheet Form 5170 must be completed.
3. When, for whatever reason, parents or guardians have no W-2 Forms, 1040 Form, check stubs, or lack any type of documentation needed to verify income, complete the Income Verification Form 5020. Documentation may also include an interview with a third party references when consent has been given by the parent/guardian to verify their eligibility information from them.
4. Attach or place all completed forms and documentation used to determine income behind the completed Form 5000.

TANF/SSI (Public Assistance):

1. Do not use Form 5170
2. All forms and documentation within ChildPlus must reflect zero income and must clearly reflect how the eligibility determination was made.
3. Provide the most current or available Notice of Action or letter of approval verifying that the family is receiving TANF or Supplemental Security Income (SSI). Note: SSI recipient must be a family member.
4. Attach or place all completed forms and documentation behind the completed Form 5000.

Foster Child or Homelessness:

1. Do not use Form 5170
2. All forms and documentation within ChildPlus must reflect zero income.
3. For children in foster care: provide the most current or available documents that verify the state has assumed responsibility for the placement and care of the child.
4. For homeless families:
 - a. Add the Homeless Code (found on the back of Form 5000) in the space provided on the front of Form 5000 to describe the specific condition under which the family's eligibility was determined.
 - b. Include the documentation used as proof of a child or family's homeless status as outlined on the back of Form 5000.
5. Attach or place all completed forms and documentation behind the completed Form 5000.