



Department: ERSEA	Effective Date: 12/10/2016	Procedure Number: 5030
Regulation Number: 1302.12(c)(2)	Regulation Topic: Income Eligibility	Procedure Title: Requirements for Applicants Over Income (Form 5030)
Version: 3:2016		Version Date: 06/20/2014(Original) 03/24/2015(Revision) 12/10/2016(Revision) 6/30/2022 (Revision)

Procedure:

A family is considered “over-income” when their income exceeds 100% of the federal poverty guidelines and they do not qualify as foster, homeless, TANF or SSI.

Programs may enroll no more than 10% of their funded enrollment as “over-income” and must document within ChildPlus the reason for selecting any over-income family rather than a family that was not over-income.

Programs may enroll children with a diagnosed disability regardless of their income until the grantee’s total enrollment of children with disabilities reaches the required 10%. MARC Head Start will notify program staff of all programs when the grantee has reached their required 10%. Once the grantee-wide enrollment of children with disabilities has reached 10% these children will compete equally with all other over income applicants.

The following steps must be completed prior to accepting or enrolling an applicant.
No over-income family may be enrolled without a completed and signed Form 5030.

New Applicants with income 101 - 200%* above the federal poverty guidelines:

- Once it has been determined that a family is over income, the MARC Head Start Form 5030 must be completed by staff and the required signatures must be obtained.
- MARC Head Start programs may obtain an electronic (pdf) file of the “Over Income Authorization” (Form 5030) by phone or online at <https://marcheadstart.org/wp-content/uploads/2022/06/Form-5030-ERSEA-Over-Income-Authorization-Form.pdf>

Every over-income application will be reviewed and approved on an individual basis by the programs Head Start Director and ERSEA content lead. For Tier 1 and Tier 2 providers, the site lead signature will also be required and submitted to the MARC Head Start ERSEA Manager.

* When enrollment is funded by the State of Missouri’s EHS program the family income cannot exceed 185% of federal poverty guidelines.

New Applicants with income above 200% of the federal poverty guidelines:

- In addition to the steps listed above, the MARC Head Start Director approval is required.
- A copy of Form 5030 must be submitted to the MARC Head Start Specialist along with all supporting documentation.
- Approval must be received from the MARC Head Start Director prior to accepting or enrolling these applicants.
- Over-income families must have needs consistent with the Head Start/ Early Head Start mission. These include:
 - *The child has an active IFSP or IEP* - In accordance with 1308.5(c) (1-4)
 - *The child has two or more high social service needs*- as identified on the MARC Head Start selection criteria.

Returning Children:

- A Head Start child enrolled as “Over-Income” in their first year of participation continues to be eligible for a second year of participation.
- EHS children selected and authorized as “Over Income” in the first year of participation continue to be eligible until they transition out of EHS.
- If at any time a family provides documentation that shows their income status has changed from over income to income eligible, programs should:
 - Complete a new Eligibility Verification Form 5000 with the documentation attached and placed within the file.
 - Update ChildPlus to reflect the change in income along with required case notes.