

Summary of Changes

Effective September 1, 2015

- I. **HOUSEHOLD MEMBERS**
- a. Parents must list **ALL MEMBERS** of the household
 - b. Parents must indicate **ONLY** the ages of the children enrolled at the center
 - c. Total Household Gross Income list only the parent(s) with income
- II. **FOSTER CHILD(REN)**
- a. Foster parent may provide a copy of the legal documentation from DCFS or the court showing the child is a foster child,
OR
 - b. Parents must indicate if any children are foster children (check box)
- III. **SNAP/TANF CASE NUMBER**
- a. Parents must complete the child or the adult household member receiving benefits
 - b. Case number must be the complete 13-digit SNAP/TANF number
 - c. Number is no longer listed on Medical Card
 - d. Parent has numbers listed on Letter of Eligibility benefits they receive from the appropriate agency
- IV. **HOMELESS, MIGRANT, or RUNAWAY**
- a. If any child applying is homeless, migrant, or a runaway, check the appropriate box and call your local school
- V. **HOURLY INCOME**
- a. Parents must list **ONLY** the household members reporting income
 - b. Parents must list:
 - i. Income amount
 - ii. Frequency

**** HOURLY INCOMES must indicate the frequency (example): \$8.00/hr. 30 hrs./week**

- VI. **SOCIAL SECURITY NUMBER and SIGNATURE**
- a. Parents need only to complete the **LAST FOUR DIGITS** of the social security number
 - b. Address and phone numbers are **OPTIONAL**
- VII. **Section A – Annual Income Conversion – Completed by Healthy Start**
- VIII. **Section B – Signature of Determining Official & Date – Completed by Healthy Start**
- IX. **Section C – Effective Date of Application – Completed by Healthy Start**