



Frequently Asked Questions

YVEDDI Head Start Application Process

Please visit <u>www.yveddi.com/head-start</u> to download the Application Download and Save on your computer.

Please **print one-sided** if you print and mail in application

Questions while completing the application?

Feel free to contact a Family Advocate from your area (listed below) or Lindsey Huttar if you have any questions while filling out the application. We would be happy to help you!

ATTENTION:

Sections that should not be filled out by families:

- Page 2 SSN (Social Security Number) is not required
- Page 3 Family Income section Office use only (Fill out Family Information and Emergency Contact only

I was unable to sign the application on the computer before emailing it, what should I do?

- Complete the rest of the application and leave signature blank, or type your name.
- If you type your name on the application, we will assume that will take place of your signature until we can contact you for an in person appointment.

I have more than 3 children, where do I list their information?

- On page 2 of the application it requests information on your additional children (that are not applicants) in the household.
- We have included an additional page for households with more than 3 children, please add any children you were unable to place on page 2.
- •If page 2 had enough space to list your children in the household please leave page 4 blank and skip to page 5.

What do I do next with my completed Head Start application?

- Email
- Print & Mail
- Print & Drop it off at the Head Start center

(If you are unsure what location to drop off your application please call Lindsey Huttar at (336) 367-4993 ext. 246)

- Call the Family Advocate for your designated area, address, and when to drop it off the application
- Print & Fax it
- Ensure you have signed and dated each section that has a signature line
- Once we have received the application we will contact you with additional information.

(Please see contact list below for your Family Advocate's contact information)

Where do I send my application?

Davie County	Surry County	Stokes County	Yadkin County
Patricia Hernandez	Clara Urquiza	Angelina Melvin – London/Mt	Lindsey Huttar –
Ph.#: 336-284-2374	Ph. #: 336-786-6155 x508	Olive/Sandy Ridge	Boonville/Jonesville
Fax #: 336-284-2361	Fax #: 336-786-1514	Ph. #: 336-871-5022 (Sandy Ridge)	Ph. #: 336-367-4993 x246
Email: phernadez@yveddi.com	Email: curquiza@yveddi.com	Fax #: 336-871-5023 (Sandy Ridge)	Fax #: 336-367-4997 or
		, , , , ,	336-367-7146
	Lashonda Griffith	Ph. #: 336-983-2344 (King)	Email: <u>lhuttar@yveddi.com</u>
	Ph. #: 336-786-6155 x506	Fax#: 336-985-3302 (King)	
	Fax #: 336-786-1514	Email: amelvin@yveddi.com	Cristina Alonzo – Yadkinville
	Email: lgriffith@yveddi.com		Ph. #: 336-367-4993 x239
		Lashonda Griffith - Danbury	Fax #: 336-367-4997
	Michael Lineback	Ph. #: 336-786-6155 x506	Email: calonzo@yveddi.com
	Ph. #: 336-786-6155 x507	Fax #: 336-786-1514	O.
	Fax #: 336-786-1514	Email: lgriffith@yveddi.com	
	Email: mlineback@yveddi.com		

*Reminder: Please call the designated Family Advocate in or close to your area to get a drop off address.

Mailing address: YVEDDI Head Start

P. O. Box 309 Boonville, NC 27011

Attention: (please include Family Advocate's name)

Is there anything else I need to do?

If you are able, please send copies of the following with your application or once you have spoken to your location's Family Advocate:

- Child's Birth Certificate
- Most recent Shot Records
- Child's Insurance/Medicaid card
- Proof of income for each parent/caregiver
 - 2019 W2s/1040s
 - One month's worth of paystubs from the month prior to application date (example: Application filled out in June would need May paystubs)
 - Child Support
 - Self Employed 1099 Tax form/Self-declaration letter
 - SSI (Supplemental Security Income) Letter w/ amount per month
 - TANF (Temporary Assistance for Needy Families) Letter w/ amount per month
 - SSA (Social Security Administration) Letter w/amount per month

If you are unsure of what income to provide; contact your advocate.

Thank you for completing an application with YVEDDI Head Start! We look forward to working with you further.

☐ Classroom

□ NCPK



CHILD'S APPLICATION FOR ENROLLMENT



To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually

How did you hear abo	out us?		Date of Birth:				
Full Name:		Date of Birtif.					
Last Child's Physical Addr	Fin	st Middle	Nickname				
FAMILY INFORMAT	ION Ch	nild lives with:					
Father/Guardian' Nar			ome Phone:				
	rom child's):						
		•	 :				
WORKT HOHE.		Oeii i none	•				
			ome Phone:				
	rom child's):						
Work Phone:		Cell Phone	:				
	application. In the event of ar	n emergency, if the parents/guardians can	ed to the following individuals, as authorized by the mot be reached, the facility has permission to contact				
Name	Relationship	Address	Phone Number				
Name	Relationship	Address	Phone Number				
Name	Relationship	Address	Phone Number				
plan shall be attached medical action plan a List any allergies and List any health care n List any particular fea List any type of medic	alth care needs such as allergied to the application. The medic ttached? Yes No symptoms and type of responsive eds or concerns, symptoms cours or unique behavior character cation taken for health care needs	al action plan must be completed by the case required for allergic reactions If and type of response for these health cases the child has ristics the child has	at require specialized health services, a medical action child's parent or health care professional. Is there a are needs or concerns				
EMERGENCY MEDIO	CAL CARE INFORMATION						
			Office Phone				
I, as the parent/guard Signature of Parent/G		ain medical attention for my child in an en					
children in the facility physician or the child	• .	sible adult. I will not administer any drug custodian.	e event of emergency. In an emergency situation, other or any medication without specific instructions from the				

Applicant & Family Member Information

Applicant									
First	Middle L	ast		Suffix N	lickname	Birthday Ge	nder	SSN	Alt ID
	Race		Hispanic	English F	Proficiency	Other Lang	guage	Other Languag	e Proficiency
☐ Asian	☐ American Indian//	Alaska Native	☐ Yes	Little	22.009	COr Lan	J 9 0	Little	
Black	Hawaiian/Pacific	Islander	☐ No		te			☐ Moderate	
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☐ White	☐ Multi-Racial☐ Other:			☐ None ☐ Proficie	nt			☐ None☐ Proficient	
Highest Grad			mployment Stat			s Relationship	Custody	Check all the	hat apply
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☐ Associate's ☐ Bachelor's	Grade 10	☐ Part Time	Part Tir	me & Training	☐ Grand	child	☐ No		ancial Support
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☐ Col or Adv Train	Crade 9	Unemploy		d or Disabled	Foster				
☐ GED	☐ HS Graduate				☐ Other			If teen parent, s	
	☐ Master's							Yes No)
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Additional Chil	d (Non-Applican) +) *							
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☐ White	☐ Multi-Racial			None				None	
	☐Other:			☐ Profic	ient			Proficient	

^{*} If a family has more than one child applying for services, please complete a separate copy of this form for each applicant.

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Additional Child (N	on-Applicant)	CONTINUE	D						
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Child Health History Child's DOR: Date: _____Center



Child's Name: Child's L	DOR: _		Date:Cente	er:			
Health Issue	S: Does o	hild have	e any:				
Allergies: – Allergy Form/Med Form required	Yes	No	If Yes, Explain	Medication?			
Food allergies?							
Allergy to bees?							
Environmental, medications or other?							
Illnesses/Conditions:	•			•			
Asthma?							
Eczema/Rashes?							
Diabetes?							
Heart murmur/disorder?							
Constipation/Stomach pain?							
1. Has Child ever had a seizure/febrile seizure?							
Last 12 months?							
Currently on medication?							
2. Frequent symptoms of any conditions not listed above?							
3. Ear/hearing problems? Tubes?							
4. Eye/vision problems?							
Glasses prescribed/worn? If so, date of last checkup?							
History of:			<u> </u>				
Whooping cough/severe coughing?							
Hospitalization/surgery/serious accident?							
Premature birth?							
5. Concerns about development?							
6. Diagnosed with a disability?							
IEP?							
Therapist/Specialist:							
Phone number:							
7. Is your child on a special diet?							
8. Does your child currently have any of these problems daily, v monthly? If so, please indicate which. ☐ Vomiting ☐ Diarrhea ☐ Constipation ☐ Dental pai ☐ Pain with chewing ☐ Difficulty swallowing							
12. Please check if your child: ☐ Does not feed him/herself ☐ Uses a baby bottle/sippy	cup						
10. Does your child have any special needs when it comes to mealtimes?							
11. Do you have any concerns regarding your child's weight and/or their eating habits?							
15. Is your child/family receiving WIC?							
Are there any other medical or dental conditions that we have NOT discussed which interfere with activities?							
I have answered the questions above to the best of my knowledge:	•						
Parent Signature Date							
I have staffed the above areas highlighted and completed necessary for	orms/follov	v-up as r	equired:				
Family Advocate			Date				





Child's Name _ Date of Birth	
Classroom	
Program Year	
"	

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

7.0111011.12		
1. Patient Information		
Name (Last, First, MI)		
Date of Birth		
Parent/Legal Guardian Full Name		
Street Address		
City/State/Zip Code		
Home Phone	Cell	Phone
AUTHORIZES:	•	n with: (must select one or both)
Name of Health Care Provider, Clinic, Other	PO Box 3	Head Start 309 e, NC 27011
Street Address	Phone: (336)-367-4993 6)-367-4997
City State	Zip Code Code	,
Phone Number Fax	Number	
■ Mental Health/Psychology/Neuropsycho VERBAL COMMUNICATION © Communication between those listed in a limited communication (specified): PURPOSE OF DISCLOSURE:	History/Consultations PT/SP/OT Labs - EKG/EECology Other: Section 2 (includes any information unless limited below	G/EMG
medical information generated during the extend	nain in effect for the duration of the child's enrollment in YVED ded time period. ed or disclosed based on this authorization may possibly be re	
 Right to Receive Copy of this Authoriza Right to Inspect or Copy the Health Info authorized to be used or disclosed per this No Obligation to Sign: I understand that I authorizing to use and/or disclose my infor decision to sign this authorization. Revocation: I have the right to revoke this 	SCLOSURE OF PATIENT MEDICAL INFORMATION ation: I understand that if I agree to sign this authorization, I cauthorization to be Used or Disclosed: I understand that I have to authorization. I am under no obligation to sign this form and that the person (mation may not condition treatment, payment, enrollment in a sauthorization by notifying the YVEDDI Head Start Administration reliance to this authorization, cannot be reversed and my residuance.	the right to inspect or copy the health information I have (s) and/or organization(s) listed above who I am I health plan or eligibility for health care benefit on my Attive Office in writing of my desire to revoke it. However,
I have had an opportunity to review and und accurately reflects my wishes for the minor	derstand the content of this authorization form. By signification child listed above.	ng this authorization, I am confirming that it
Print Name		Date:
Signature Authority to sign: □ Parent □ Gua	ardian	



Family Needs Assessment



Child's Name:		Classroom:					
Employment/Ir	come:						
 Is someone in the household receiving other sources of assistance? ☐ Yes ☐ No If yes, check all that apply: ☐ Foster Care ☐ WIC ☐ Food Stamps ☐ Unemployment ☐ Public Housing ☐ Child Support ☐ Temporary Housing 							
2. Are any une	employed adults seeking a job, or if employed	d, seeking a new job? 🏻 🗖	Yes □No				
3. What are th	e main barriers to finding employment? Che	eck all that apply					
•	on □ Child Care □Health □Education/	Fraining ☐ Other					
Education/Train	•	Г	E 0				
	Mother		Father				
Currently in sch		Currently in school?					
Would you like t	o gain any of the following?	Would you like to gain ar	ny of the following?				
	gh School Diploma	<u> </u>	l Diploma □College degree				
·	child in Head Start before? ☐ Yes	□ No					
Basic Needs:							
2. Does you 3. Are you 4. Is your 5. Do you 6. Check to	our family have enough food? Our family have enough clothing? Our family have enough food? Our family have enough clothing? Our family have enough food? Our family have enough clothing? Our family have enough food? Our fami	S	es				
Parent/Guardia	<mark>n Signature</mark>		Date				





Head Start Consent Form

Child's Name						
Center Name						
		(Please <u>initial</u> each	n and sign below)			
b		that my child has been selected to the success of my child. I commit site.				
1	I understand there may be a waiting list for Head Start/NCPK services.					
	I understand that transportation to and from Head Start/NCPK sites may be the responsibility of the family					
I	give permis	sion for my child to receive the foll	owing screenings while atte	ending Head Start:		
- - - -	Vision Vision Went Vision Vision Vision Went Vision	avioral ech and language screening tal health classroom observation	Hearing Dental exam Weight Height			
li	icensed care	that if there is any change in my ce, phone numbers, guardianship, emediately and inform them of the company.	tc. I will contact my child's t			
n	nay be used	that if my child participates in Hea I in the following ways: center disp ite, and Head Start/NCPK related	lay, center scrapbook, news	• .		
(ssion for Head Start to access my cation), NC Immunization Registry results).				
Parent/Guardian Sig	gnature:			Date:		

* PARENT/GUARDIAN SIGNATURE IS REQUIRED *

This form is valid for the current school year