



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 **Jessicca Smith** 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 Jessicca Smith 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	Boonville/Jonesville/Oak Grove
Ph.#: 336-284-2374	Ph. #: 336-786-6155 x508	Olive/Sandy Ridge	Ph. #: 336-367-7175
Fax #: 336-284-2361	Fax #: 336-786-1514	Ph. #: 336-871-5022 (Sandy Ridge)	Fax #: 336-367-7146
Email: phernandez@yveddi.com	Email: curquiza@yveddi.com	Fax #: 336-871-5023 (Sandy Ridge)	Email: JSmith@yveddi.com
	Lashonda Griffith	Ph. #: 336-983-2344 (King)	Cristina Alonzo – Yadkinville
	Ph. #: 336-786-6155 x506	Fax#: 336-985-3302 (King)	Ph. #: 336-367-4993 x239
	Fax #: 336-786-1514	Email: amelvin@yveddi.com	Fax #: 336-367-4997
	Email: <u>lgriffith@yveddi.com</u>	Lashanda Oriffith Dankaria	Email: calonzo@yveddi.com
	Chanan Barrah	Lashonda Griffith - Danbury	
	Sharon Branch	Ph. #: 336-786-6155 x506	
	Ph. #: 336-786-6155 x507	Fax #: 336-786-1514	
	Fax #: 336-786-1514 Email: <u>sbranch@yveddi.com</u>	Email: lgriffith@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
 - 2021 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.

-	•	_			
Date	∩t.	Lnr	പ	m	'n
Dale	w		UH	11115	71 I

□ 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

•	s?		Data of Diale.	
CHILD INFORMATION Full Name:			Date of Birth:	
Last	First	Middle	Nickname	
FAMILY INFORMATION	Child lives	with:		
Father/Guardian' Name:	,		ome Phone:	
	child's):			
Work Phone:		Cell Phone:		
Email:				
Mother/Guardian's Name	9:	H	ome Phone:	
Address (if different from o	child's):			
Employer		Occupation		
Work Phone:		Cell Phone:		
Email:				
-			d to the following individuals, as authorized by the ached, the facility has permission to contact the f	
Name	Relationship	Address	Phone Number	
Name	Relationship	Address	Phone Number	
Name	Relationship	Address	Phone Number	
HEALTH CARE NEEDS				
shall be attached to the apaction plan attached? Yes	oplication. The medical action plans on the medical action plans	n must be completed by the child's	require specialized health services, a medical ac parent or health care professional. Is there a me	
List any health care needs	or concerns, symptoms of and ty	pe of response for these health care	e needs or concerns	
List any type of medication	n taken for health care needs		ur child	
EMERGENCY MEDICAL	CARE INFORMATION			
			Office Phone	
-		ical attention for my child in an eme		
I, as the operator, do agre children in the facility will b physician or the child's par	e to provide transportation to an a be supervised by a responsible ad rent, guardian, or full-time custodia	ppropriate medical resource in the oult. I will not administer any drug o	event of emergency. In an emergency situation, any medication without specific instructions from	other
Signature of Administrator	•		Data	

Additional Child (N	on-Applicant)	CONTINUE	D					
First Name	Middle		Last	Suffix	Nickname		Birthday	Gender
	Race		Hispanic	Englisl	h Proficiency	С	ther Language	Other Language Proficiency
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Applicant & Family Member Information

Applicant									
First	Middle L	ast		Suffix N	lickname	Birthday Ge	nder	SSN	Alt ID
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☐ White	☐ Multi-Racial☐ Other:			☐ None ☐ Proficie	nt			☐ None☐ Proficient	
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☐ Associate's ☐ Bachelor's	Grade 10	☐ Part Time	Part Tir	me & Training	☐ Grand	child	☐ No		ancial Support
Col Deg/Train	Grade 12	Seasonal		ng or School		Relative		☐ Teen Parent	
☐ 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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GED	☐ HS Graduate	_ , ,			Other			If teen parent, su	bsidized
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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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				Applica	nt Name:						Birt	thday			
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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:			l	
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

7.611.611.		
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:	of information to: or	n with: (must select one or both) Head Start
Name of Health Care Provider, Clinic, Other	PO Box	
Street Address	Phone: ((336)-367-4993 (6)-367-4997
City State	Zip Code	,
Phone Number Fax	Number	
■ Mental Health/Psychology/Neuropsycho VERBAL COMMUNICATION □ Communication between those listed in □ Limited communication (specified): PURPOSE OF DISCLOSURE:	PT/SP/OT	G/EMG
EXPIRATION DATE: This authorization will rem medical information generated during the extend	nain in effect for the duration of the child's enrollment in YVED	DDI Head Start. Note: This authorization will apply to
 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 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 commation to be Used or Disclosed: I understand that I have a 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 residence.	the right to inspect or copy the health information I have (s) and/or organization(s) listed above who I am a health plan or eligibility for health care benefit on my ative Office in writing of my desire to revoke it. However,
I have had an opportunity to review and unaccurately reflects my wishes for the minor	derstand the content of this authorization form. By signichild listed above.	ing this authorization, I am confirming that it
Print Name		_ Date:
Signature Authority to sign: □ Parent □ Gu	ardian	





Head Start Consent Form

Child's Name						
Center Name						
		(Please <u>initial</u> each	n and sign below)			
b	I understand that my child has been selected to participate in Head Start. The parent involvement we be critical to the success of my child. I commit to participate as much as possible at the Head Start/NCPK site.					
1	understand	there may be a waiting list for Hea	ad Start/NCPK services.			
	understand amily	that transportation to and from He	ad Start/NCPK sites may b	e the responsibility of the		
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