



Application for Enrollment

Head Start Early Head Start Child Care

Thank you for your interest in Reach Dane! Reach Dane is a federally funded agency that provides Head Start and Early Head Start services for low income families in Dane and Green counties. Reach Dane provides high-quality early childhood services to children ages 0-5 through center-based and home-based programs.

Proof of income is **required** to determine eligibility for Head Start and Early Head Start and is a part of the application process. Please complete the attached application and submit it and proof of income to:

Reach Dane
2096 Red Arrow Trail
Madison, WI 53711
Attn: Enrollment

Fax (608) 275-6756 Attn: Enrollment

E-Mail: enrollment@reachdane.org

Examples of Acceptable Income Forms:

- A copy of your 2025 Federal Tax return
- 2025 W-2 Tax Statements from all employers
- Paycheck stub from current employer
- SSI Documentation
- Unemployment Payment
- W-2 (Wisconsin Works) Paperwork
- Foster Care/Kinship Care Placement for the Enrolling Child
- SNAP (Food Share Benefits)

Please call us at **(608) 275-6740** if you have any questions or concerns!

Please note that applications are processed throughout the program year. Please contact us with any changes in address and/or phone number so we are able to contact you. Thank you for your interest in Head Start/Early Head Start!

Sincerely,

Reach Dane Enrollment Staff

Step 1) Complete the Application

If you have more than one child you wish to enroll, you can add the additional applicant in the application under the Locations section.

Step 2) Submit Application

To complete your application, please submit your completed form using one of the following methods:

- Online Application: Email the completed PDF document to enrollment@reachdane.org.
- Printed Application:
 - Email: Scan and email to enrollment@reachdane.org.
 - Mail: Send to 2096 Red Arrow Trail, Fitchburg, WI 53711.
 - Fax: Send to 608-275-6756 (Attn: Enrollment).

Step 3) Submit Documentation

- Income verification (last two pay stubs if currently working and a copy of any other income received, or a copy of SSI benefits, none of these apply if homeless). If needing assistance with documentation, please call us directly.
- Child care subsidy is required if seeking in-person full-day programming.
- Photos of income verification can be emailed or texted:
 - Fax: (608) 275-6756 Attn: Enrollment
 - Email: enrollment@reachdane.org
 - Text Photos: (608) 576-1135 or (608) 400-1388
 - Mailing address for signed application: Reach Dane (Attn: Enrollment) 2096 Red Arrow Trail Madison, WI 53711
 - Signed applications and income verification can also be dropped off at a location near you.

See locations here.

2096 Red Arrow Trail
Madison, WI 53711

Phone: 608-275-6740
Fax: 608-275-6756
www.reachdane.org

APPLICATION FOR ENROLLMENT

Head Start, Early Head Start, & Child Care

Acceptance to Head Start and Early Head Start is based on the income and needs of the child/family and NOT first-come first-served

Primary Applicant: *please circle* Pregnant Mother Child

CHILD INFORMATION:

Child's Legal Name (Last): _____ (First): _____ (Middle): _____

Date of Birth: ____ / ____ / ____
mo. day year Gender: Male Female

Race of Child: *Circle All* American Indian or Alaska Native Asian Black/African American

That Apply Native Hawaiian/Pacific Islander White Bi-Racial/Multi Racial Other (specify): _____

Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Child's Primary Language: English Spanish Hmong Other (Specify): _____

Speaks English: Proficient Moderate Little None

Does your child receive Medical Assistance? Yes No MA/Forward ID Number: _____

Does your child have private insurance? Yes No Company: _____

Is this child currently in Early Head Start? Yes No If yes, who is your Family Advocate? _____

Living Address: _____ City: _____ Zip Code: _____

Mailing Address *(if different than living address)*: _____ City: _____ Zip Code: _____

Child Lives With: Both Parents Mother Father Foster Care Guardian Other *specify*: _____

Primary Parent/Guardian Name: (Last): _____ (First): _____ Date of Birth: ____ / ____ / ____

Relationship to Child *please circle*: Mother Father Stepparent Foster Parent Guardian Other *specify*: _____

Address *(if different than child's)*: _____ City: _____ Zip Code: _____

Phone Number: Home: () _____ Cell: () _____ Work: () _____

How do you prefer we contact you? *circle all that apply* Phone Call Text Email

Email Address: _____

Currently Pregnant? Yes No N/A If yes, due date: _____ Do you have medical coverage/health insurance? Yes No

Race: *Circle All* American Indian or Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White
That Apply Bi-Racial/Multi Racial Other (specify): _____ Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Primary Language: English Spanish Hmong Other (Specify): _____

Speaks English: Proficient Moderate Little None Currently in the Military or Military Veteran? Y N

Highest Grade Completed: *please circle* Grade 9 or less 10 11 12 High School Graduate GED HSED Some College Associates Bachelor Master

Secondary Parent/Guardian Name: (Last): _____ (First): _____ Date of Birth: ____ / ____ / ____

Relationship to Child *please circle*: Mother Father Stepparent Foster Parent Guardian Other *specify*: _____

Address *(if different than child's)*: _____ City: _____ Zip Code: _____

Phone Number: Home () _____ Cell: () _____ Work: () _____

How do you prefer we contact you? *circle all that apply* Phone Call Text Email

Email Address: _____

Currently Pregnant? Yes No N/A If yes, due date: _____ Do you have medical coverage/health insurance? Yes No

Race: *Circle All* American Indian or Alaska Native Asian Black/African American Native Hawaiian/Pacific Islander White
That Apply Bi-Racial/Multi Racial Other (specify): _____ Ethnicity: Hispanic/Latino Non-Hispanic/Latino

Primary Language: English Spanish Hmong Other (Specify): _____

Speaks English: Proficient Moderate Little None Currently in the Military or Military Veteran? Y N

Highest Grade Completed: *please circle* Grade 9 or less 10 11 12 High School Graduate GED HSED Some College Associates Bachelor Master

Marital Status of Parent(s) (please circle):

Married Divorced Separated Widowed
Never Married: Living Together
Never Married: Not Living Together

Current Living Situation (please circle):

Rent Own
Or Living with:
Family Friends Shelter
Other Homelessness (describe): _____

Total # of OTHER people living in your household. INCLUDE ALL SIBLINGS: _____ attach paper if more space is needed

1. Name: _____ DOB: ____/____/____ Sex: M / F

Relationship to applicant: _____ Any Income? Y / N (If yes, please specify) _____

2. Name: _____ DOB: ____/____/____ Sex: M / F

Relationship to applicant: _____ Any Income? Y / N (If yes, please specify) _____

3. Name: _____ DOB: ____/____/____ Sex: M / F

Relationship to applicant: _____ Any Income? Y / N (If yes, please specify) _____

4. Name: _____ DOB: ____/____/____ Sex: M / F

Relationship to applicant: _____ Any Income? Y / N (If yes, please specify) _____

Birth History:

Is this your first pregnancy? (please circle) Yes No

Have you/did you receive regular prenatal care during this pregnancy? Yes No

Which month was your first prenatal visit? (please circle) 1 2 3 4 5 6 7 8 9

Is/Was your pregnancy determined to be High Risk by a doctor or health care provider? Yes No

Are you currently seeing a Public Health Nurse or PNCC? Yes No

Is the applicant child in childcare now? (please circle) Yes No What hours is child in care? _____

Do you have child care subsidy from (please Circle): County City How much is your weekly co-pay? _____

Type of care (please circle)? Center Family Day Care Friend Family Member

Address/Location? _____ Are you a current Reach Dane Staff Member: Yes No

Are you interested in full-day child care with us? (please circle)? Yes No Days and hours you need care: _____

Does the applicant child have a diagnosed disability? Yes No

Describe the diagnosed disability: _____

Does your child have Individualized Education Plan or Individualized Family Support Plan? IEP IFSP

Is an IEP or IFSP underway for this child? Yes No

Does your child receive any special services from a public school or Birth-3 agency? Yes No

Name of Public School: _____

If yes, which of the following special services?

Speech/Language Early Childhood Education Physical Therapy Occupational Therapy

Does your child have a suspected disability? Yes No

Describe the suspected disability: _____

Does anyone else in your family have a diagnosed or suspected disability? Yes No

Who? (Describe): _____

IMPORTANT!

Detailed answers to these questions help us determine placement.

Each answer is evaluated and contributes to the overall need of the child and family.

If you need more writing space, you may attach a separate piece of paper with your answers and child's name & date of birth written at the top)

**1. How did you hear about Us? please circle Birth to 3 School Human Services Doctor/Nurse WIC Flyer
Newspaper Ad Internet Search Friend or Family Member Other: please explain**

2. What program are you interested in for this child? please circle all that you are interested in

Home-Based Early Head Start (Pregnant Mother, 0-3 years)

Home-Based Head Start (3-5years)

Center-Based Early Head Start (6 weeks-3 years) *child care subsidy required

Part-Day Head Start (3-5years)

Infant/Toddler Child Care (6 weeks-3 years) *private pay or child care subsidy

Extended-Day (3-5 years) *limited transportation

Full-Day Head Start (3-5 years) *child care subsidy required, no transportation provided

For Head Start: Address for Bus Pick-Up: _____ Address for Bus Drop-Off: _____

Are you able to provide transportation for your child? Y N *Note: transportation is limited by service area*

3. Are you currently experiencing or did you experience any health problems or complications during this pregnancy, delivery, or after birth?

4. How long did the child stay in the hospital at birth?

5. Were there any problems or concerns at your child's birth or in his/her early development? (Please specify)

6. What are your current concerns about your child? (Health, development, speech, taking medication, etc. Please Specify)

7. How would you describe your child's behavior? Any concerns? (Please specify)

8. Have any major things happened to affect your child? (Homelessness, family violence, foster care, neglect, incarceration of biological parent, death of family member, etc., please describe)

9. Do you have any concerns about providing for your family's basic needs? (Clothing, housing, food, financial, employment, etc..., please specify)

10. Does anyone in your immediate family have health, dental, nutrition, or mental health concerns? (Please specify)

11. Are there any other concerns you have for any family members? (Parenting skills, drug or alcohol issues, please specify)

12. What are your current child care needs? (child care to meet work schedule not available and/or not affordable, please explain)

13. Do you receive any of the following services? Circle all that apply Subsidized Housing FoodShare WIC

**APPLICATIONS CANNOT BE PROCESSED WITHOUT PROOF
OF ALL FAMILY INCOME DURING THE LAST 12 MONTHS**

<p>Current Employment Status of Primary Parent/Guardian <i>please circle</i></p> <p>Full-Time (35 hrs/wk or more) Full-Time & Training</p> <p>Part-Time (under 35 hrs/wk) Part-Time & Training</p> <p>Retired or Disabled Seasonally Employed</p> <p>Training or School Unemployed</p> <p>Unemployed & Training</p> <p>If Currently Employed, Date Started Job: _____</p> <p>Employer Name: _____</p> <p>Gross Income: \$ _____</p> <p>Paid (<i>Circle One</i>): Weekly Every 2 Weeks Monthly Other specify: _____</p> <p>If at current job LESS THAN ONE YEAR or UNEMPLOYED list dates of employment for the last 12 months:</p> <p>Employer: _____ From _____ to _____</p> <p>Employer: _____ From _____ to _____</p> <p>Unemployment Benefits \$ _____</p> <p>Per (<i>circle</i>): Week 2 Weeks Month</p> <p>Date Unemployment Benefits Started: _____</p>	<p>Current Employment Status of Secondary Parent/Guardian <i>please circle</i></p> <p>Full-Time (35 hrs/wk or more) Full-Time & Training</p> <p>Part-Time (under 35 hrs/wk) Part-Time & Training</p> <p>Retired or Disabled Seasonally Employed</p> <p>Training or School Unemployed</p> <p>Unemployed & Training</p> <p>If Currently Employed, Date Started Job: _____</p> <p>Employer Name: _____</p> <p>Gross Income: \$ _____</p> <p>Paid (<i>Circle One</i>): Weekly Every 2 Weeks Monthly Other specify: _____</p> <p>If at current job LESS THAN ONE YEAR or UNEMPLOYED list dates of employment for the last 12 months:</p> <p>Employer: _____ From _____ to _____</p> <p>Employer: _____ From _____ to _____</p> <p>Unemployment Benefits \$ _____</p> <p>Per (<i>circle</i>): Week 2 Weeks Month</p> <p>Date Unemployment Benefits Started: _____</p>
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PLEASE CHECK IF YOU RECEIVE ANY OF THE FOLLOWING:

Foster Care or Kinship Care **for this child** Amount Received: \$ _____

Supplemental Security Income (SSI) Amount Received \$ _____

TANF (W-2 Cash Benefits) Amount Received \$ _____

Other Income: (*circle all that apply*) school grants/scholarships, military income
other specify: _____
Amount Received \$ _____ per (*circle*) Week 2 Weeks Month Semester Other (*specify*) _____

(additional housing costs may be deducted if you meet the criteria, call to ask about more information)

**Early Head Start and Head Start acceptance is based on the income and needs of the family/child,
not on a first-come, first-served basis.**

"I certify that the answers provided on this form are accurate and complete to the best of my knowledge. I understand that providing false information to a Federally-Funded Program is against the law. I am this child's parent/guardian and this is our family's income."

Parent/Guardian Signature (required): _____ Date: _____

Reach Dane/Reach Green is a non-profit corporation. It does not discriminate in the administration of its programs.

Agency Use Only
PY: _____
Date Entered: _____
Entered By: _____