

## EXPECTANT FAMILY APPLICATION

### HOUSEHOLD MEMBER/FAMILY MEMBER

The form is completed in the same manner as for any other applicant with the exception of the unborn baby. ***Unborn children are counted in the family for Early Head Start applications but not for Head Start applications.***

Have applicant complete the form adding the unborn child in the “Children in Home” section as follows:

- Last Name -Family decides
- First Name-Baby if baby has not been named
- Birth date-Due date
- Social Security #-N/A
- Relationship to Parent/Guardian-Child
- Support- Check “Yes”
- Household and Family should have a check mark for the baby

### APPLICATION PAGE 1:

The pregnant mother is the applicant. An asterisk (\*) should be written to the right side of the mom’s first name to designate that it is a pregnant mom application. The same applies when entering her name in the Primary Adult section and when entering the application in ChildPlus.net. In the “How Related” field, circle “P” for pregnant mom.

Complete the remainder of page one using the information from the Household Members/Family Members form and income information from parent.

#### **Family Income:**

- Family, for a pregnant mom, means all persons who financially support the pregnant mom.
- If the pregnant mom is working, then her income will apply. If she is married and they live together, then the income of both will apply whether he is the father or not.
- If the pregnant mom is living with the baby’s father, whether married or not, then the income of both will apply.
- If the pregnant mom is a teen mom in high school, who did not work and still lives at home with her parents (or anyone else other than her husband or the baby’s father) and is supported by them, then we must have a copy of the income for all people that are supporting her. We will not count this income as the pregnant mom’s income, but it must be kept in her file showing that the income was verified.

- If the pregnant mom is not a teen mom in high school, we will count income for all persons who financially supported her.
- Income is figured using either the past twelve months or the last tax year.

#### **Was child referred to program?**

- EHS Family Service Specialists are in frequent contact with the Guidance Counselors at the local schools. Pregnant teens in school are often referred to EHS by their Guidance Counselor through a phone call or a meeting. It is desirable to have a written referral, but in this case, it is not mandatory. Include information on the app regarding referral and state by phone, etc. If the pregnant mom is not in school and the referral is from another agency, a written referral must accompany the application in order to give referral points.

#### **APPLICATION PAGE 2:**

The baby's information will go in the first section of "Other Children In Family". Enter other children in the family if applicable.

Complete the remainder of the application using the Eligibility Priority Criteria to determine the points.

#### **APPLICATION APPROVAL PROCESS:**

Enter the application in ChildPlus.net. DO NOT enter the unborn child in the computer. The baby will be entered when it is born.

Place the application in a pink folder to submit to Admin for approval. The pink folder must contain:

- Application Follow Up-Attached to front of folder
- Completed Application File Checklist
- Application pages 1 & 2
- Household Member/Family Member Form
- Proof of Income
- Additional Income Form
- Residency Questionnaire

**Note:** Pregnant mom applications will not have a birth certificate, immunization form or Allergy/Illness form.

#### **APPLICATIONS FOR TWINS, TRIPLETS ETC:**

There will be one application, but each unborn baby will be listed on page 2 of the application as “baby 1, baby 2 etc. Always use the due date as the birthdate.

In child plus the mom’s enrollment holds the place for the unborn baby. For a mom expecting twins, the mom will be in child plus as “mom’s name 1, mom’s name 2 etc.” This will show two (or more) enrollment records for this family.

**APPLICATION FOR NEWBORN:** See **Postnatal Information** for instructions.