

CPP File Audits

What Must Be Documented for CPP Eligibility in a Child's Confidential File?

Colorado Preschool Program funds should only be used for children with risks present in their lives that may impact future academic success. The CPP Audit of 2000 by the Department of Regulatory Affairs found that districts used broad and inconsistent risk factors to determine eligibility. As a result, all children's eligibility must be clearly documented by each program that receives CPP funds.

Regional support specialist will conduct on site file reviews, or file audits, on visits with districts to monitor how eligibility is documented. This fact sheets includes an explanation of the documents that should be present in a child's confidential file, if they qualify for CPP.

Items to Include in Children's Confidential Files

1. Eligibility Summary

Confidential Form Purpose: This is an internal form used to determine priority for CPP funding.

CPP District Council Eligibility Committee Use Only
Accepted ___ Declined ___

Confidential Colorado Preschool Program Eligibility Documentation Form

Child's Name (from birth certificate): Angel Lee Anyone *
 Birthdate: 10/17/2010 *not a real child

Check applicable age range of child:
X 4- and 5-year-olds one year before kindergarten (must have 1 eligibility factor present to qualify).
 ___ 3- and 4-year-olds two years before kindergarten (must have 3 eligibility factors present to qualify).

PRIMARY ELIGIBILITY INDICATORS: Check all indicators (as defined by state statutes) below each question that apply to the child.

Does the family have a financial need? <small>Documented by District based on Family Economic Survey; Federal Free and Reduced Meal Documentation verified by main office ___ Qualified for free and reduced meals program as verified by main district office ___ Eligible for Head Start</small>	YES <input checked="" type="radio"/>	NO <input type="radio"/>
Is the child considered to be homeless? <small>Family lives in vehicle, no permanent housing, living with family or friends, living in motel, etc. School District Homeless Liaison verification Social Services or other agency reports Parent reports living situation</small>	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Is there an abusive adult residing in the home? <small>Documented by parent report or Social Services or agency report Parent reports abuse in the home Social services, school district, or other agency report Police/Court documentation of abusive adult in the home Medical record points to abusive adult in the home</small>	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Is there drug or alcohol abuse in the child's family? <small>Documented by parent report or Social Services or agency report Parent reports drug or alcohol abuse in the family Social services, school district, or other agency report Police or Court report documents drug or alcohol abuse in family</small>	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Was either parent less than eighteen years old and unmarried at the time of the birth of the child? <small>Documented by parent report or birth certificate a. Parent has reported they were less than 18 and unmarried Birth certificate verification Social Services or other agency report</small>	YES <input checked="" type="radio"/>	NO <input type="radio"/>
Did the child's parent fail to successfully complete a high school education or its equivalent? <small>Documented by parent report or school district report Parent has reported they did not complete high school or equivalent School District verification</small>	YES <input type="radio"/>	NO <input checked="" type="radio"/>
Have there been frequent relocations by the child's family? <small>Documented by parent report or Social Services report a. Parent has reported frequent relocations Social Services or school district have verified frequent relocations</small>	YES <input checked="" type="radio"/>	NO <input type="radio"/>

There should be one main document used to collect documented risk factors.

Districts may create their own forms, but the CPP regional support specialist team has a template to share, as well.

CPP Legislated Eligibility Factors

Significant eligibility factors that affect overall learning readiness (one for children in the year before kindergarten, and three for children two years away from kindergarten) must be present in a child's life to qualify for CPP. These are defined by the legislature as the following:

- The child is eligible to receive free or reduced-cost meals pursuant to the provisions of the Federal "National School Lunch Act."
- Homelessness of the child's family
- An abusive adult residing in the home of the child
- Drug or alcohol abuse in the child's family
- Either parent of the child was less than eighteen years of age and unmarried at the time of the birth of the child
- The child's parent or guardian has not successfully completed a high school education or its equivalent
- Frequent relocation by the child's family to new residences
- Poor social skills of the child
- Children are also eligible:
 - If they are in need of language development, including but not limited to the ability to speak English
 - If they are receiving services from the State Department of Social Services as neglected or dependent children (i.e. foster children).



2. Family Economic Survey or Free and Reduced Meal Verification

2015-2016 Family Economic Data Survey

Purpose: This form will be used to determine whether the school district is eligible for additional funding on the behalf of the student(s) listed below. By filling out this form, you are helping to ensure the school district receives additional state funding to which it is entitled based on the population of students served by the school district.

Student Information: List each child in the household who is enrolled in the district. Provide school and grade information for each child and, if applicable, check the appropriate box.

Student Name: Last, First	School	Grade	Foster	Homeless	Migrant
Anyone, Amber	Sunshine Preschool	PreK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Income Information: List ALL members in the household. Do not list the students listed above unless the student has a source of income. List each source of income (such as work, alimony, child support, unemployment, pension, retirement, social security, supplemental security income and veteran's benefits). Provide total gross income (income before taxes and other deductions) and check the appropriate box to indicate the frequency for each source.

Household Member Names: Last, First	Source of Income	Total Income
Anyone, Nita	Work	\$1600.00 weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 2x/month <input checked="" type="checkbox"/> monthly <input type="checkbox"/> no inc
Roe, Matt	Work	\$1280.00 weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 2x/month <input checked="" type="checkbox"/> monthly <input type="checkbox"/> no inc
Roe, Olivia (not in school)		\$ weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 2x/month <input type="checkbox"/> monthly <input type="checkbox"/> no inc
		\$ weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 2x/month <input type="checkbox"/> monthly <input type="checkbox"/> no inc
		\$ weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 2x/month <input type="checkbox"/> monthly <input type="checkbox"/> no inc
		\$ weekly <input type="checkbox"/> bi-weekly <input type="checkbox"/> 2x/month <input type="checkbox"/> monthly <input type="checkbox"/> no inc

Household Members: List the total number of members in the household. **Total Household Members:** 4

Assistance Programs: If any member of the household now receives Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program for Indian Reservations (FPIR) or Temporary Aid to Needy Families (TANF)-State Diversion or Basic Cash Assistance (BCA) benefits, current case number and the name of the household member.

Signature: An adult household member MUST sign and date the application. I certify that all information on this form is true and that all household income is reported. I understand that the information provided may be used in connection with federal, state, or local education programs. Specifically, I understand the school district may get additional state funding based on the information I have provided. By signing below I agree that my child(ren)'s eligibility status may be shared for these specific purposes and as allowed by law without specific notice and/or consent. I understand that school officials may verify the information.

Print Name: Nita Anyone Sign Here: Nita Anyone Date: 5/18/15

FOR DISTRICT USE ONLY: Annual Income Conversion: Weekly x 52; Bi-Weekly x 26; 2 Times per Month x 24; Monthly x 12
 Total Income: 34560 Per Week Bi-Weekly 2x/Month Monthly Annually Household Size: 4 Eligibility: Free Reduced: Denied:
 Income Categorically Eligible Application Number: Determining Official's Signature: Cpp Coordinator Date: 5/20/15

All programs should collect Free and Reduced meal eligibility data for each child receiving CPP funds, even if the child is not qualifying under this factor.

You may receive verification from the main district office that a child is eligible for free or reduced meals through the federal paperwork a family fills out. This verification can be captured on the cover sheet mentioned above.

If programs do not use federal forms to determine eligibility, or if information is not shared, then you must use the Family Economic Survey instead.

3. Developmental Screening Results

Any developmental screening results should be included in the documentation folder, especially if the results are being used to justify risk of overall learning readiness.

4. Preschool Applications and Notes from Family Interviews

If the application includes information that confirms a child's eligibility for CPP, then it must be included in the file.

Storing Files

Confidential Child Files

- Keep files in a locked cabinet/file drawer or in a secure location in the main office.
- We encourage programs to keep files for five years or until the next CDE audit of the district.

Where can I learn more?

- CPP Eligibility - <http://www.cde.state.co.us/cpp/CPHandbookOnline/eligibility1>
- Family Economic Data Survey - <http://www.cde.state.co.us/cdefinance/FamilyEconomicDataSurvey.htm>
- CPP Handbook - <http://www.cde.state.co.us/cpp/cpphandbook>