

# Puget Sound ESD - HS/EHS

## 8020 - Monitoring Worksheet

### 2018 - 2019 Eligibility Monitoring Checklist

Source: Application, Eligibility Verification Form (EVF), Eligibility Documents

Due: \_\_\_\_\_

Scheduled: \_\_\_\_\_

Actual: \_\_\_\_\_

1.	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Is there a completed and parent signed & dated application? <b>YES</b> <b>NO</b> Notes:
2.	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Is there a completed and staff signed & dated EVF? <b>YES</b> <b>NO</b> Notes:
3.	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Is there proof of the income documentation marked on the EVF in the file? <b>YES</b> <b>NO</b> Notes:
4.	<input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Does the annual income calculation on EVF match the income documentation? <b>YES</b> <b>NO</b> Notes:

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6. <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Is there proof of age documentation marked on the EVF in the file? <b>YES</b> <b>NO</b> <b>N/A for HS/EHS Only: Staff cannot require families to provide documents that confirm a child's age, legal guardianship, and family size, if doing so creates a barrier for the family.</b> Notes:
7. <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Is there proof of family size documentation marked on EVF in the file? <b>YES</b> <b>NO</b> <b>N/A for HS/EHS Only: Staff cannot require families to provide documents that confirm a child's age, legal guardianship, and family size, if doing so creates a barrier for the family.</b> Notes:
5. <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/> Not Observed	Is there 12 months proof of income or documentation why it's missing? <b>YES</b> <b>NO</b> Notes: