



Local Enrollment Form and Pathway II Application

The Minnesota Department of Education allows school districts, charters and Head Start programs to use an established registration process, also known here as local enrollment forms, to verify eligibility and award a Pathway II Early Learning Scholarship ([Minnesota Statutes, Section 124D.165, Subdivision 3](#)).

Through December 31, 2018, local enrollment forms must be reviewed by the scholarship team at the Minnesota Department of Education (MDE) against the below rubric. This time will be used to finesse the process. In winter/spring 2019, programs will no longer need to have local enrollment forms reviewed by MDE but will be required to demonstrate that all required fields are met as a part of MDE's monitoring process.

Guidance

In order to receive an early learning scholarship, a family must agree to the requirements and consent to receiving a scholarship. Given this, a local enrollment form cannot completely replace the Pathway II application. In an effort to decrease the burden on a family, programs will have the family complete and sign the *Early Learning Scholarship – Pathway II Supplemental Application* only once they've been deemed eligible by the program. As long as the program has record that the family is income eligible by through an Option 1 category (for example, Free- or Reduced-Priced Lunch, Head Start, Child Care Assistance Program, Food Distribution Program on Indian Reservations, Foster Care, etc.), the family does not need to provide additional documentation of their income or Option 1 eligibility.

Children are eligible to be awarded a scholarship no earlier than the date a parent or guardian signs the *Early Learning Scholarship – Pathway II Supplemental Application*. For the purpose of awarding scholarships, local enrollment forms are valid for one year. Meaning, if a scholarship is not awarded to a child within one year of their local enrollment form being submitted, a family must review and confirm the information on their local enrollment form is accurate, sign and date it. Record retention of all documentation is required for seven years.

Process Steps

The following steps outline the process for using local enrollment forms to replace the majority of the Early Learning Scholarship – Pathway II application.

1. Through December 31, 2018, programs requesting to use their local enrollment form must submit that form for review by MDE. Email forms to mde.pathwayii@state.mn.us for approval.
2. A parent or guardian completes the local enrollment form.
3. The program verifies the child's eligibility to receive a scholarship. Only proceed if the child is eligible and your program would like to pursue awarding the child a scholarship. Indicate on the Pathway II Supplemental Application in the Administrator Use Only box how the child met income-eligibility requirements for a scholarship. The Income Verification selection in the Early Learning Scholarship

Administration System (ELSA) at time of awarding will be Minnesota Family Investment Program (MFIP); Child Care Assistance Program (CCAP); Free and Reduced-Price Lunch Program (FRLP); Child and Adult Care Food Program (CACFP); Food Distribution Program on Indian Reservations; Food Support (SNAP); Head Start; Foster Care; or income verified by evidence submitted to the program.

4. *If the child is in Foster Care, have the Foster Care worker complete the Supplemental Foster Care Form.*
5. Program provides the family with the *Early Learning Scholarship – Pathway II Supplemental Application* for the parent to review, complete, sign and return.
6. Program awards the child in ELSA using the data from the local enrollment form and the *Early Learning Scholarship – Pathway II Supplemental Application*.

Required Documents

In order for a child to be awarded an Early Learning Scholarship – Pathway II using the local enrollment form, the following documents must be completed by the parent:

1. A local enrollment form that meets the minimum required qualifications as outlined in the MDE provided rubric below.
2. A completed and signed *Early Learning Scholarship – Pathway II Supplemental Application*
3. *If applicable, the Supplemental Foster Care Form* must be completed if an applicant is indicated as being in Foster Care.

Rubric

Minimum Required Fields

If you are unsure if your local enrollment form(s) meets the minimum requirements, please email your form(s) to MDE.PathwayII@state.mn.us for MDE review.

Field Name/Question	✓
Child Legal First Name	
Child Legal Middle Name	
Child Legal Last Name	
Child's Gender	
Child's Date of Birth	
Parent/Guardian First Name	
Parent/Guardian Last Name	
Parent/Guardian Address	
Parent/Guardian Phone Number	
Parent/Guardian Email Address	
Parent/Guardian Relationship to Child	
Parent/Guardian Mailing Address (if different from home address)	
Parent/Guardian Date of Birth (only if under 21)	
Is this child in Foster Care?	
Homelessness as defined by McKinney-Vento: Does your family currently or in last 24 months reside in the following due to economic hardship or loss of housing? Responses: Shelter; moving from place to place; doubling up temporarily with other family or friends; car, outside, public space, hotel, or motel.	