Contractor Instructions for
ECEAP Eligibility Forms
Revised March 2016

1. DEL creates prescreen and application forms to collect the information needed to determine ECEAP eligibility and enter child data into ELMS.
   - Go to www.del.wa.gov/eceap. Click on "ECEAP forms and documents" on the right side of the screen, then scroll to the Enrollment section.
   - Forms are available in English and Spanish.
   - You may add your contact information to the top of these forms.
   - You may add questions to meet local needs or change the format. Please do not delete questions, since all of the requested information is needed in ELMS.

2. You may use the Prescreen and Application in two steps, or may use the combined version.
   - Some ECEAP contractors prescreen all interested families, then complete the application and eligibility verification process for the highest priority children.
   - Some contractors do the entire eligibility process at once.
   - For all children, you must enter both Prescreen and Application info into ELMS.
   - In ELMS, most information in the Prescreen may be changed in the Application, in case the family situation has changed since the prescreening occurred.

3. Collecting information from parents.
   - You do not have to use paper forms. You may choose to enter information directly into ELMS as you talk to parents.
   - You may complete some forms yourself when talking to a parent by phone, email or in-person.
   - You may mail forms to parents.

4. The forms include:
   - Child Prescreen – English & Spanish - for contractors who do a two-step process.
   - Child Application – English & Spanish - for contractors who do a two-step process.
   - Combined Child Prescreen and Application – English & Spanish
     o For contractors who choose to collect all information at once.
   - Federal poverty level chart
     o For reference. ELMS will calculate it automatically for each family.
   - Over-Income Limits
     o For reference. ELMS will enforce your limits.
   - Parent Consent to Transfer ELMS Records – English and Spanish
     o To be signed when a child is transferring between ECEAP contractors.
   - Priority Point Chart
     o For reference. ELMS will calculate points for each child.
   - Verification Worksheet
     o To record which documents you viewed to verify eligibility. You may choose to enter this directly into ELMS on Step 2 of the Child Application.