

Skyline CAP Head Start  
Enrollment Application Information

**PLEASE KEEP THIS COVER SHEET FOR FUTURE REFERENCE.**

Head Start is a comprehensive preschool program that primarily serves children from income eligible families. Children must have reached their third or fourth birthday by September 30 of the enrollment year. We welcome children with disabilities. We also take into consideration factors that may put the family at risk. Skyline CAP, Inc. does not discriminate on the basis of race, color, religion, sex, national origin, or handicap.

Our telephone number is **540 948-3916**. We serve families in the counties of Greene (**ext. 272**), Madison (**ext. 210**), Warren (**ext. 271**), Shenandoah (**ext. 272**), and Page (**ext. 271**). Our main office is located in Madison, VA (540 948-3916 ext. 210).

**INSTRUCTIONS FOR APPLICATION PROCEDURE – If you need assistance or have questions, call any of the numbers above. Your child cannot be considered for placement until all of the checked items are received.**

- ✓ **The attached/enclosed application** completely filled out
- ✓ **Birth certificate** (if born in VA you can get a birth certificate at any VA Health Dept.)
- ✓ **Proof of total household income from all sources** (not needed if foster family, on public assistance, homeless, or anyone in the family is receiving SSI).

**If you are receiving public assistance or SSI we need only the following.**

- Cash assistance (TANF or SNAP) DSS award letter or copy of signed DBT card front & back
- SSI documents
- If the child is in foster care, we need something from the agency who has custody.
- If you are raising someone else's child (but child NOT in foster care) you need to complete a Kinship care form, available upon request.
- If you have NO income we must have a letter of support from the person(s) supporting your family or a zero-income statement, available upon request.
- If you are homeless (this includes if you had to move in with friends/family) you need to complete a living situation survey, available upon request.

**All others:**

- Please send COPIES of following documents:
  - W-2s or tax return for the previous year **or**
  - Pay check stubs for the last month **or**
  - Letter from your employer with income information **or**

If the following income applies, we also need verification.

- |                       |  |
|-----------------------|--|
| * SSDI (award letter) | * Child Support (award letter or copy of checks) |
| * Veteran's Benefits  | * Social Security                                |
| * Unemployment        | * Worker's Comp                                  |

*Upon receipt of all of the above needed information you will be notified of your child's status in the program. This could take up to 30 days and unfortunately sometimes longer. **Submitting this application does not mean that the child is enrolled.***

**If your child is chosen for the program required documents would include a signed up-to-date immunization record, current physical (within the last year) and a dental exam (within the last six months).**

*If your address or telephone number changes while waiting to hear from us please call us with the changes. Please return your application to our Administration office: Skyline CAP Head Start, P.O. Box 588, (532 S Main Street) Madison, VA 22727 or your local family advocate. Our fax number is 540 948-2264 or email [familymanager@skylinecap.org](mailto:familymanager@skylinecap.org).*



