

UPK Scholarship Worksheet (Updated March 2024)



This form can be used by UPK Families and Sites to summarize information that will be needed to document eligibility for a UPK scholarship based on family annual total income and residency in Cuyahoga County. This worksheet is a predetermination of eligibility only. Final approval will be provided after all required information and document(s) used to verify family income and residency are entered in the UPK Scholarship Module in Child Plus. Families will be notified of approval status via e-mail.

UPK Provider Name:

Date: _____

UPK Student Name:

Child's Care Arrangement: (Check if either apply)

Parent/Guardian Name:

Foster Care

Kinship Care

Parent/Guardian E-mail:

Family Size and Income:

Family Size: _____ Annual Total Family Income: \$

Eligibility Based on 2024-25 Federal Poverty Guideline -- Annual Total Income

	50% Scholarship	33% Scholarship
Household Members	Annual Total Family Income	Annual Total Family Income
2	\$40,880 or less	\$40,881 to \$81,760
3	\$51,640 or less	\$51,641 to \$103,280
4	\$62,400 or less	\$62,401 to \$124,800
5	\$73,160 or less	\$73,161 to \$146,320
6	\$83,920 or less	\$83,921 to \$167,840
7	\$94,680 or less	\$94,681 to \$189,360
8	\$105,440 or less	\$105,441 to \$210,880
9	\$116,200 or less	\$116,201 to \$232,400
10	\$126,960 or less	\$126,961 to \$253,920

Calculate a family's Annual Total Income using the attached documentation **OR** use Line 9 from IRS 1040 Tax Return. Note: Annual Total Income and family size must be entered into ChildPlus.

Documentation to Verify Annual Total Family Income and Residency:

Proof of Income: (Check all that apply and attach)

- Two most recent check stubs (Required if Employed)
- Prior year's tax return
- Unearned income statement (e.g. SSD, Child Support)
- Statement/Documentation of Self-Employment
- Childcare Subsidy Authorization Letter

Proof of Residency: (Check all that apply and attach)

- Most recent check stub with home address
- Prior year's tax return
- Current form of identification with address
- Current utility bill
- Childcare Subsidy Authorization Letter

Parent/Guardian Signature:

I attest that all income and residency information is true and accurate, and I will inform the provider of any changes. Furthermore, I agree that, if I sign this electronically, it will constitute an e-signature and I consent that my e-signature shall be given the same legal force, validity, and effect as my handwritten or manual signature.

Parent/Guardian Signature (Type or Sign)

Print Parent/Guardian Name

THE FOLLOWING INSTRUCTIONS ARE FOR UPK SCHOOL STAFF ONLY: Information on this form and all document(s) used to verify family income and residency **MUST** be entered and/or uploaded into the UPK Scholarship Module in ChildPlus for final approval effective October 1st, 2023. Parent/Guardian signature on this worksheet can be uploaded in lieu of an electronic signature in the UPK Scholarship Module in ChildPlus. A Parent/Guardian signature is required. Please forward all questions to UPKScholarships@jfs.ohio.gov.