San Francisco Department of Early Childhood

Early Learning for All (ELFA) Family Enrollment Form (MRA)
ELFA Free Tuition, ELFA Full Tuition Credit, ELFA Half Tuition Credit

As your program enrolls children for the **2026-27 program year**, the San Francisco Department of Early Childhood (DEC) **requires** ELFA funded programs to apply the following guidelines to prioritize enrollments and determine eligibility for all ELFA Free Tuition, ELFA Full Tuition Credit, and ELFA Half Tuition Credit (MRA-funded) spaces.

INSTRUCTIONS: Use **Section I** to determine enrollment prioritization, **Sections II - VII** to determine family composition, income eligibility, and San Francisco residency, and **Sections VIII - XIII** for agreements and signatures.

I. PRIORITY ENROLLMENTS

When enrolling families into ELFA Free Tuition, ELFA Full Tuition Credit, and/or ELFA Half Tuition Credit funded spaces, families in Category One are prioritized for enrollment before enrolling families in Category Two.

CATEGORY ONE (First Priority)

DEC requires ELFA-qualified programs to use the following priorities for ELFA-funded enrollments:

- Children who are clients of Family and Children's Services (FCS) or are at risk of abuse, neglect, or exploitation
- Children eligible through the Emergency Child Care Bridge Program for Foster Children
- Children experiencing homelessness
- Children of domestic violence survivors

CATEGORY TWO (Second Priority)

Second priority for enrollment should be given to families with the lowest income (and longest on list, if applicable).

NOTE: All families in Categories One and Two must meet income and residency eligibility.

II. INCOME ELIGIBILITY FOR ELFA FREE TUITION AND TUITION CREDIT FUNDED ENROLLMENTS

Families may qualify for an ELFA Free Tuition enrollment if their family income is in the 0% to 110% Area Median Income (AMI) range, an ELFA Full Tuition Credit if their family income is over 110% AMI, but at or below 150% AMI, or an ELFA Half Tuition Credit if their family income is over 150% AMI, but at or below 200% AMI.

Income Eligibility Ceilings (Monthly)	Family Size 1 or 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8
ELFA Free Tuition (110% AMI)	$11,888	$13,375	$14,859	$16,046	$17,238	$18,425	$19,613
ELFA Full Tuition Credit (150% AMI)	$16,213	$18,238	$20,263	$21,884	$23,509	$25,125	$26,746
ELFA Half Tuition Credit (200% AMI)	$21,617	$24,317	$27,017	$29,175	$31,342	$33,500	$35,659

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III. FY 2026-2027 EARLY LEARNING FOR ALL (ELFA) MONTHLY RATES

	Infant	Toddler	Preschool
ELFA Free Tuition	$3,027	$2,306	$2,115
ELFA Full Tuition Credit	$3,027	$2,306	$2,115
ELFA Half Tuition Credit	$1,514	$1,153	$1,058

IV. FAMILY COMPOSITION

Early Learning for All funding is available to all income-eligible San Francisco residents with children ages 0-5 until kindergarten eligibility.

Determining Family Size:

MRA-funded programs must document a family's household size based on the number of parents/caregivers in the immediate family, as well as any dependent children under the age of 18. *Copies of the birth certificates, or other acceptable documents below that establish parenthood/guardianship, for all children in the family under 18 must be kept on file:*

- Hospital birth records
- Court orders regarding child custody or guardianship
- Adoption documents
- Records of foster care placements
- School or medical records
- County welfare department records
- ELFA Self-Declaration Form

Parent/Caregiver (A):		Parent/Caregiver (B):	

Child's Name *(Include all children under 18 living in the household)*	Date of Birth	Enrollment Start Date *(If applicable)*	Child Care Site *(If applicable)*	Schedule *(If applicable)*

Total Family Size:	

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Child's Race/Ethnicity *(Please mark all that apply.)*			
☐ Asian - Chinese	☐ Asian - Filipino	☐ Asian - Indian	☐ Asian - Japanese
☐ Asian - Korean	☐ Asian - Laotian	☐ Asian - Thai	☐ Asian - Vietnamese
☐ Asian Unspecified	☐ Black/African American	☐ Black - Other	☐ Hispanic/Latino - Caribbean
☐ Hispanic/Latino - Central American	☐ Hispanic/Latino - Mexican/Mexican American	☐ Hispanic/Latino - South American	☐ Hispanic Latino Unspecified
☐ Middle Eastern - Arab	☐ Middle Eastern - Iranian	☐ Middle Eastern – North African	☐ Middle Eastern Unspecified
☐ Multiracial/ Multiethnic	☐ Native Alaskan	☐ Native American	☐ Native American/ Native Alaskan
☐ Other: _____	☐ Pacific Islander - Guamanian	☐ Pacific Islander - Hawaiian	☐ Pacific Islander - Samoan
☐ Pacific Islander - Tongan	☐ Pacific Islander - Unspecified	☐ Unknown/Declined to State	☐ White/European American

V. SAN FRANCISCO RESIDENCY

Families must live in San Francisco in order to qualify for Early Learning for All funding.

Determining San Francisco Residency:

MRA-funded programs must document a family's residency in San Francisco. Documenting residency must be done by obtaining, but not limited to, the documents below, dated within 30 days of the certification. *Copies of the document(s) used to determine residency must be kept on file.*

- Rental agreement
- Utility bill
- Automobile, homeowner, or rental insurance agency policy
- Paystub with parent's residence listed
- Phone bill
- Letter from a social services or governmental agency

Family's Street Address:		
San Francisco, CA	**Zip Code:**	

VI. FAMILY INCOME

Early Learning for All funding is available to families in three tiers: ELFA Full Tuition (0% - 110% AMI), ELFA Full Tuition Credit (>110% - 150% AMI), and ELFA Half Tuition Credit (>150% - 200% AMI).

Determining Income:

MRA funded programs must document a family's total gross income to determine ELFA funding eligibility. All individuals counted in the family size must submit proof of income using, but not limited to, the documents below, dated within 30 days of the certification. *Copies of the document(s) used to determine income must be kept on file.* Please note that assets are not countable, unless income is actively derived from these assets.

- Gross wages or salary (e.g., pay stubs)
- Gross income from self-employment
- Disability or unemployment compensation
- Worker's compensation
- Cash assistance
- W-2 or tax returns (*Only acceptable from January – April for the previous calendar year's taxes)*
- Spousal support
- Rental income
- Foster care grant payments
- ELFA Self-Declaration Form

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Monthly Income Calculation	Parent/Caregiver (A)	Parent/Caregiver (B)
Weekly Pay *Must provide 4 consecutive paystubs*	_____+_____+ _____+ _____= _____x 13 = _____÷ 12 = _____	_____+_____+ _____+ _____= _____x 13 = _____÷ 12 = _____
Biweekly Pay *Must provide 2 consecutive paystubs*	_____+_____ = _____x 13 = _____÷ 12 = _____	_____+_____= _____x 13 = _____÷ 12 = _____
Bimonthly Pay *Must provide 2 consecutive paystubs*	_____+_____ = _____	_____+_____ = _____
Monthly Pay		
Yearly Pay	_____÷ 12 = _____	_____÷ 12 = _____
Other (Monthly):		
Subtotals (Monthly):		
Total Family Income (Monthly):		

VII. CERTIFIED FAMILY SIZE, INCOME, PROGRAM ELIGIBILITY, TUITION CREDIT AMOUNT

Family Size:		Total Gross Monthly Income:	

Family's Program Eligibility (Select One):

ELFA Free Tuition (0% - 110% AMI)	
ELFA Full Tuition Credit (>110% - 150% AMI)	
ELFA Half Tuition Credit (>150% - 200% AMI)	

For Tuition Credit Enrollments Only:

	Provider's Monthly Tuition Rate	Tuition Credit Amount	Family's Total Monthly Payment
Infant			
Toddler			
Preschool			

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VIII. FOR PROVIDERS WITH STATE FUNDING CONTRACTS (CCTR/CSPP) ONLY

Providers with State funding contracts (CCTR/CSPP) must leverage and utilize State funding before accessing local Early Learning for All (ELFA) funding. Please confirm that the family does not qualify for a State funded enrollment and the reason(s) why in the section below:

The family **does not** qualify for a State-funded enrollment (CCTR/CSPP) for the following reason(s):

☐	Over Income [>85% SMI (CCTR) | >100% SMI (CSPP)]
☐	None of the following State qualifying needs for child care during the family's requested care hours apply: employment, seeking employment, job training/school, seeking permanent housing, or incapacity
☐	Other: _____

IX. MRA FUNDING DATES

Please indicate the effective dates of MRA funding for the child's enrollment. These dates must correspond to the dates in the DEC Enrollment Tracking System (DETS). This information must also correspond to the dates after which a family's eligibility for ELFA funding has been certified and the child is actively attending child care. MRA funding can not be applied retroactively and funding can not be provided for months during which the family was not enrolled in care, except for the first month's payment if the enrollment slot was held for the family and the family did not attend. A child is eligible for MRA funding until they are eligible to start kindergarten.

MRA Funding Dates			
Start Date:		End Date:	

X. AGREEMENTS

- Families receiving Early Learning for All (ELFA) funding via Center-MRA or vouchers are not required to recertify eligibility after their initial eligibility determination, unless there are changes to their family status, family size, income, or residence. If such changes occur, families must notify the child care provider immediately and the provider must check for updated eligibility.
- Locally funded ELFA enrollments are eligible for funding until the child reaches kindergarten-age.
- Families who qualify for ELFA Free Tuition enrollments may not be charged additional fees, per the program's Early Learning for All Participation Agreement. When programs become ELFA qualified they agree to accept the ELFA Free Tuition reimbursement amount as covering the full cost of tuition for the program year. No other charges may be required from the family. ELFA Full Tuition Credit and ELFA Half Tuition Credit enrollments may be charged additional fees as long as these fees apply to private paying families as well.
- The provider may not charge ELFA Full Tuition Credit and ELFA Half Tuition Credit families a higher tuition rate than other private paying families enrolled in the program. The credit must be applied to the provider's published rate.
- If this ELFA Family Enrollment Form is completed more than 30 days before enrollment, the program must complete the Final Confirmation For Eligibility in Section XII to confirm that there is no change in household income and San Francisco residency that could affect the family's eligibility.
- The provider and family acknowledge that DEC will provide the ELFA program with a guaranteed first month's payment for holding the child's enrollment slot regardless of attendance by the family.
- The family and provider are aware that the family can request a copy of this ELFA Family Enrollment Form at any time. The form can be used as a certificate of ELFA eligibility to attend another ELFA network program, if the family chooses and based on child care availability. Resource & Referral support is available via Children's Council (415-343-3300), Wu Yee Children's Services (1-844-644-4300), and online at www.EarlyLearningSF.org.

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XI. SIGNATURES

I declare, under penalty of perjury, that all the above family and income information provided is true and accurate. I understand that I have not been officially approved for services until I am notified by the Center that my child(ren) has been enrolled in the program.

Parent/Caregiver's Name: _____

Parent/Caregiver's Signature: _____ **Date:** _____

I declare, under penalty of perjury, that all the above family and income information is true and accurate as verified by the signatory (i.e., the provider representative) below.

Child Care Agency: _____ **Provider's Name**: _____

Provider's Signature: _____ **Date:** _____

XII. FINAL CONFIRMATION FOR ELIGIBILITY (REQUIRED WITHIN 30 DAYS BEFORE ENROLLMENT)

This section applies only to families who completed advanced certification more than 30 days before their child's enrollment date.

Parent/Caregiver Confirmation:

I confirm that there have been **no changes** in household income and San Francisco residency. I understand that if any changes have occurred, I must report them to determine my family's continued eligibility for Early Learning For All funding.

Parent/Caregiver's Name: _____

Parent/Caregiver's Signature: _____ **Date:** _____

Child Care Provider's Confirmation:

☐ **No Additional Verification Required**
Child's Start Date: _____

☐ **Additional Verification Required** (Check all that apply):
- ☐ **Income**
- ☐ **San Francisco Residency**
- ☐ **Other:** _____

Confirmed By (Staff Name): _____ **Date:** _____

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XIII. SIBLING CERTIFICATION EXEMPTION

This section applies only if the family is enrolling a sibling in an MRA-funded program and is utilizing the ELFA certification sibling exemption process.

Parent/Caregiver Confirmation:

I confirm that my child named below was included as part of the household composition in Section IV of this ELFA Family Enrollment Form at the time of my certification and that there have been no changes to my ELFA eligibility. I also confirm that the siblings are concurrently enrolled at an ELFA-network provider(s).

Child's Name: _____ **Child's Date of Birth**: _____

Parent/Caregiver's Name: _____

Parent/Caregiver's Signature: _____ **Date:** _____

Child Care Provider's Confirmation:

I confirm that the child named above will be enrolled at the child care agency named below and that the MRA funding dates indicated below will apply. I also confirm that the siblings are concurrently enrolled at an ELFA-network provider(s).

MRA Funding Dates			
Start Date:		**End Date:**	

Child Care Agency: _____

Provider's Name: _____

Provider's Signature: _____ **Date:** _____