**FOR-PROFIT ELIGIBILITY by**  **Attendance or**  **License Capacity for** **(Month/Year)**

**FOR-PROFIT ELIGIBILITY BY ATTENDANCE**:

1. List **all** children in attendance during the month.
2. Record the effective date of the Enrollment Income Eligibility Application (EIEA) for each child. **Effective date** = date center representative signed page 2 of the EIEA **(recommended)** or date parent signed page 1 of the EIEA.
3. Put an “X” in the Free (F) or Reduced-Price (R) column based on each child’s EIEA.
4. Total the number of F & R children in attendance at the bottom of each column.
5. Divide the total number of F & R children in attendance during the month by the TOTAL number of children in attendance. The total percentage **must** meet or exceed 25% each month. You may not round up to 25%.

The total number of F & R children in attendance during the month is \_\_\_\_\_\_\_ divided by the TOTAL number of children in attendance of \_\_\_\_\_\_\_ = \_\_\_\_\_\_\_ %.

**EXAMPLE:** 12 (total F & R children in attendance) divided by the total attendance of 24 = 50%.

**FOR-PROFIT ELIGIBILITY BY LICENSE CAPACITY:**

1. List **only** Free (F) and Reduced-Price (R) children in attendance during the month.
2. Record the effective date of the Enrollment Income Eligibility Application (EIEA) for each child. **Effective date** = date center representative signed page 2 of the EIEA **(recommended)** or date parent signed page 1 of the EIEA.
3. Put an “X” in the F or R column based on each child’s EIEA.
4. Total the number of F & R children in attendance at the bottom of each column.
5. Divide the total number of F & R children in attendance during the month by the license capacity. The total % **must** meet or exceed 25% each month. You may not round up to 25%.

The total number of F & R children in attendance during the month is \_\_\_\_\_\_\_ divided by the license capacity of \_\_\_\_\_\_\_ = \_\_\_\_\_\_\_ %.

**EXAMPLE:** 15 (F & R children in attendance) divided by the license capacity of 30 = 50%. The total % **must** meet or exceed 25% each month. You may not round up to 25%.

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| --- | --- | --- | --- | --- |
| **Number** | **Name of Child in Attendance** | **Effective date of EIEA on file**  **(form not over 1 year old)** | **Free** | **Reduced-Price** |
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| 36 |  |  |  |  |
| 37 |  |  |  |  |
| **Number** | **Name of Child in Attendance** | **Effective date of EIEA on file**  **(form not over 1 year old)** | **Free** | **Reduced-Price** |
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| 73 |  |  |  |  |
| 74 |  |  |  |  |
| **Number** | **Name of Child in Attendance** | **Effective date of EIEA on file**  **(form not over 1 year old)** | **Free** | **Reduced-Price** |
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| 100 |  |  |  |  |

**TOTAL:**