



Head Start & Early Head Start Eligibility Application



Visit us at:
B.C. Human Services Facility
795 Woodlane Road
Westampton, NJ 08060
(609) 261-2323

www.bccap.org

Mailing Address:
BCAP Head Start
718 Route 130 South
Burlington, NJ 08016
(609) 386-5800

Dear Parent/Guardian:

Thank you for your interest in the BCAP Head Start and Early Head Start Programs. Please note the following application is used to apply for both the Head Start and Early Head Start Programs. Head Start and Early Head Start provides free early childhood education to qualified children birth to three, including children with disabilities. In addition, we also provide prenatal and post-natal services for pregnant women in their home. For more information on each program, please refer to the first page of the eligibility application and check off which program and option you are applying for.

In addition to the eligibility application, we will need a copy of the items listed below to determine your child's eligibility, as well as an interview. **An eligibility application is required for each child you are applying for.**

Required Information:

Must attach to the eligibility application a **copy** of your child's: Immunization Record
 Birth Certificate IEP or IFSP (if applicable) Custody paperwork (if applicable)

You must attach income documentation (copies only) for all family members contributing to the household income for the past (12) twelve months. Accepted forms of income documentation are:

Current 1040 and W-2 form(s) for each working person Pay Stubs
 TANF Determination Letter Social Security/SSI/SSDI Determination Letter
 Child Support Unemployment Determination Letter Foster Care Subsidy Other

Application Submission Options during COVID-19 Pandemic:

1. Email application and documents to: applyforheadstart@bccap.org Please note: you can take a picture or scan and attach your documents.
2. Mail application and documents to: BCAP Head Start/EHS Application, 718 Route 130 South, Burlington, NJ 08016
3. Drop off application and documents on Thursdays at the W. Fredrick Knighten III Center (Lumberton Center) at 100 Rt. 38 & Maple Grove Blvd., Lumberton, NJ 08048 between the hours of 11 AM-2 PM.

Please make sure your phone number is accurate as staff is required to complete a phone interview.

You will be notified by letter after we have received all of the above-requested information and your child's eligibility has been determined. Incomplete applications and failure to submit all requested information will delay the eligibility determination.

If you have questions or need assistance, please email applyforheadstart@bccap.org or call (609) 261-2323 ext.5014 and leave a message.