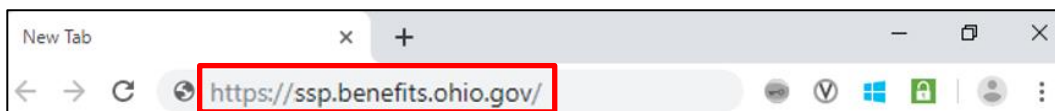
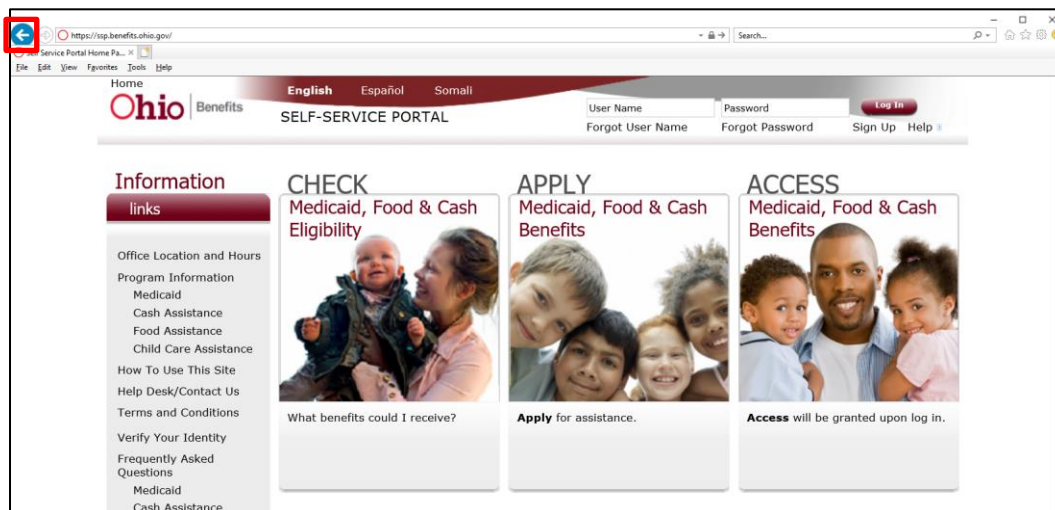


Important information to keep in mind when using the Early Childhood Services Eligibility Self-Assessment Tool

1. When using laptops and computers, the following browsers should be used:
 - Internet Explorer
 - Edge
 - Firefox
 - Chrome
2. If you are using a mobile device or a tablet, the following browsers should be used:
 - Safari
 - Chrome
 - Samsung Internet
3. To access the Early Childhood Services Eligibility Self-Assessment Tool, please open your browser to “**spp.benefits.ohio.gov**”.



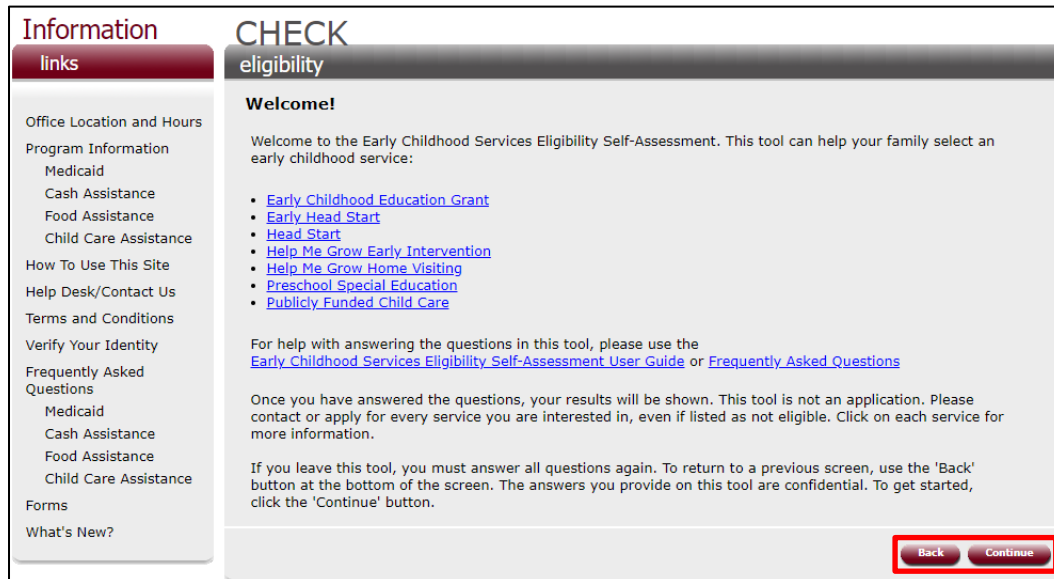
4. Do not use the **Back** arrow on the browser to go back to a previous page. If you do, you will lose all the answers you have entered on the page.



5. Only use the buttons on the tool page to move from one page to another.

Example:

- a. Use the tool **Back** button on the tool page to go back to a previous page.
- b. Use the tool **Continue** button on the tool page to move to the next page.



Step by Step Instructions for Using the Early Childhood Services Eligibility Self-Assessment Tool:

Step	Early Childhood Services Eligibility Self-Assessment Tool Usage
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1	Using the Early Childhood Services Eligibility Self-Assessment Tool
----------	--

1. Click this link ssp.benefits.ohio.gov.
2. This will take you to the **Ohio Benefits Self Service Portal** Home page where you will see several picture boxes under **CHECK, APPLY** and **ACCESS**.



3. In the second row of the Home page, find the picture box with the title '**CHECK Early Childhood Services Eligibility.**'
4. Under this picture box, click the question **What services could my family receive?**
Note: This question is a link to the Early Childhood Service Eligibility Self-Assessment Tool.

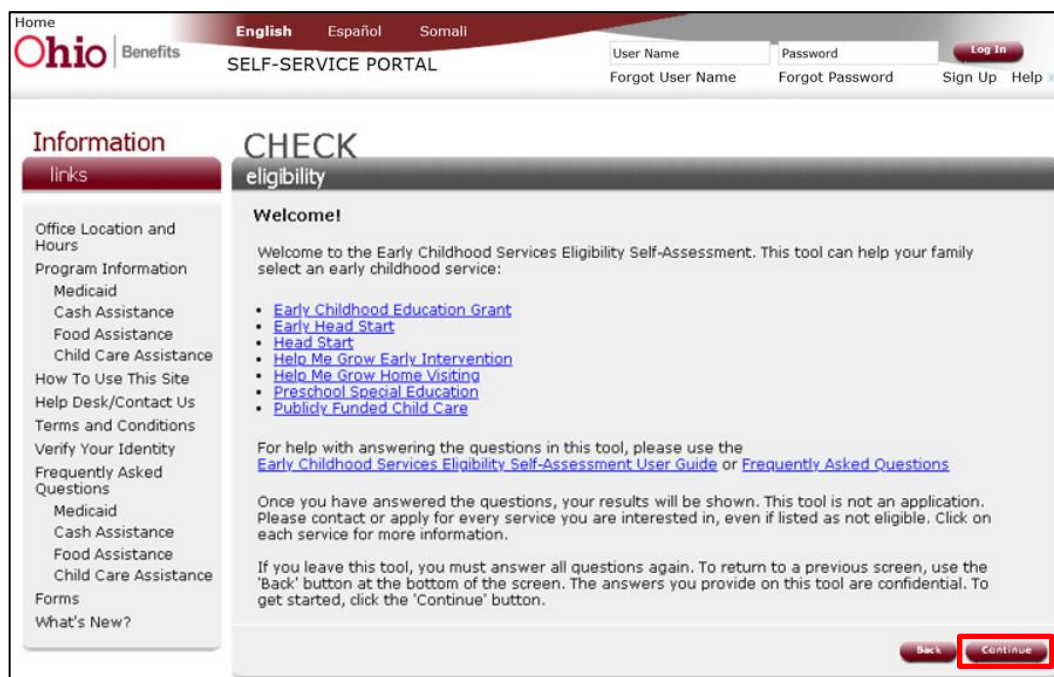


5. The **Welcome!** page appears. On the page, you can get information about the Early Childhood Services.
6. For additional information about a service, click on a service name and you will be taken to a new tab. To go back to the tool page, click on the tab titled **Self Service Portal Home Page**.




The available services are:

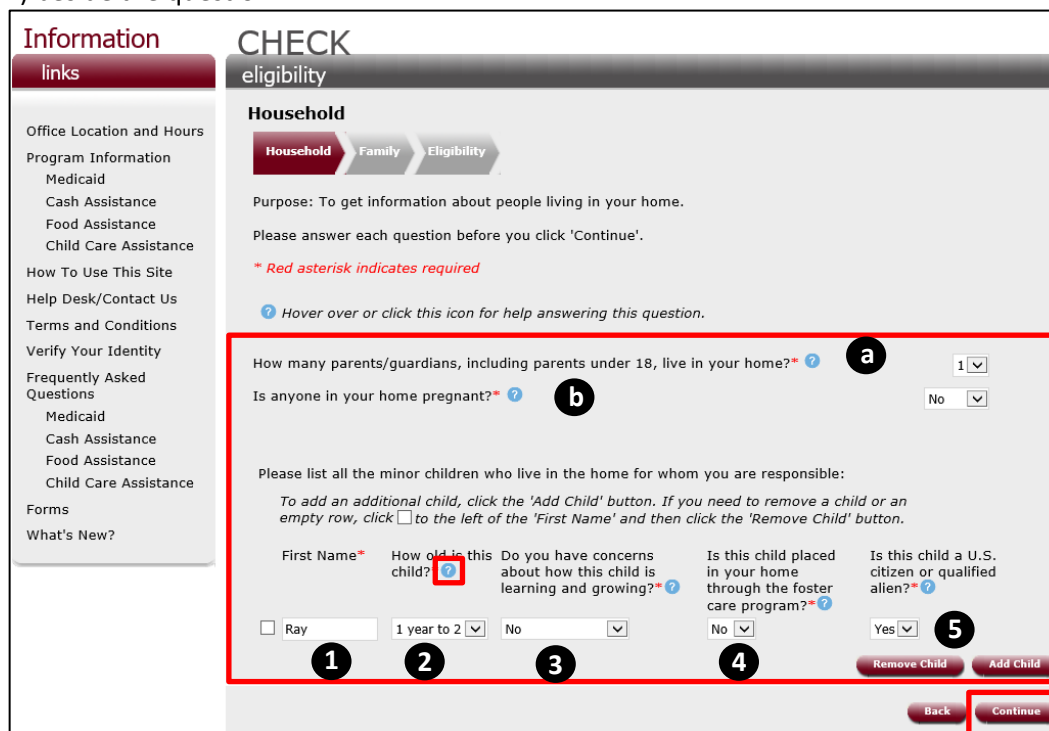
- a. **Early Childhood Education Grant**
- b. **Early Head Start**
- c. **Head Start**
- d. **Help Me Grow Early Intervention**
- e. **Help Me Grow Home Visiting**
- f. **Preschool Special Education**
- g. **Publicly Funded Child Care**



7. On the **Welcome!** page, click the **Continue** button.

8. The **Household** page appears.

Note: If you need additional information to answer a question, hover over or click on this symbol () beside the question.



Information links

- Office Location and Hours
- Program Information
 - Medicaid
 - Cash Assistance
 - Food Assistance
 - Child Care Assistance
- How To Use This Site
- Help Desk/Contact Us
- Terms and Conditions
- Verify Your Identity
- Frequently Asked Questions
 - Medicaid
 - Cash Assistance
 - Food Assistance
 - Child Care Assistance
- Forms
- What's New?


CHECK eligibility


Household


Purpose: To get information about people living in your home.

Please answer each question before you click 'Continue'.

* Red asterisk indicates required

 Hover over or click this icon for help answering this question.

How many parents/guardians, including parents under 18, live in your home?*  a

Is anyone in your home pregnant?*  b

Please list all the minor children who live in the home for whom you are responsible:

To add an additional child, click the 'Add Child' button. If you need to remove a child or an empty row, click to the left of the 'First Name' and then click the 'Remove Child' button.

First Name*	How old is this child?*	Do you have concerns about how this child is learning and growing?*	Is this child placed in your home through the foster care program?*	Is this child a U.S. citizen or qualified alien?*
<input type="checkbox"/> Ray	<input type="text" value="1 year to 2"/>	<input type="text" value="No"/>	<input type="text" value="No"/>	<input type="text" value="Yes"/> 5

9. On the **Household** page, answer the questions listed below:

- How many parents/guardians, including parents under 18, live in your home?:** Select your answer from the given options.
- Is anyone in your home pregnant?:** Select **Yes** or **No**.
 - If you select **No**, you will need to provide the following information:
 - First Name:** Enter the first name of your child.
 - How old is this child?:** Select the age of your child at the time you plan to enroll in the service.
 - Do you have concerns about how this child is learning and growing?:** Select your question from the given options.
 - Is this child placed in your home through the foster care service?:** Select **Yes** or **No**.
 - Is this child a U.S. citizen or qualified alien?:** Select **Yes** or **No**.

Note:

- Click the **Add Child** button to add the same information for any additional children who live in your home and for whom you are responsible.
- To remove a child, select the checkbox by the child's name and click **Remove Child**.

Note: Add information for all children in your home that you are responsible for.

- If you select **Yes**, you will be required to answer the additional questions listed below.
 - c. **Are there any children living in the home for whom you are responsible?:** Select **Yes** or **No**
 - Select **No** and click **Continue**; or
 - Select **Yes** and complete the following information:
 1. **First Name:** Enter the first name of your child.
 2. **How old is this child?:** Select the age of your child at the time you plan to enroll in the service.
 3. **Do you have concerns about how this child is learning and growing?:** Select your answer from the given options.
 4. **Is this child placed in your home through the foster care service?:** Select **Yes** or **No**.
 5. **Is this child a U.S. citizen or qualified alien?:** Select **Yes** or **No**.
- Note:**
- Click the **Add Child** button to add the same information for any additional children who live in your home and for whom you are responsible; or
 - To remove a child, select the checkbox by the child's name and click **Remove Child**.

Note: Add information for all children in your home that you are responsible for.

CHECK eligibility

Household

Household Family Eligibility

Purpose: To get information about people living in your home. Please answer each question before you click 'Continue'.

* Red asterisk indicates required

Hover over or click this icon for help answering this question.

How many parents/guardians, including parents under 18, live in your home? 2

Is anyone in your home pregnant? Yes

Are there any children living in the home for whom you are responsible? Yes

Please list all the minor children who live in the home for whom you are responsible:

To add an additional child, click the 'Add Child' button. If you need to remove a child or an empty row, click to the left of the 'First Name' and then click the 'Remove Child' button.

First Name*	How old is this child?*	Do you have concerns about how this child is learning and growing?*	Is this child placed in your home through the foster care program?*	Is this child a U.S. citizen or qualified alien?*
<input type="checkbox"/> Ray	1 year to 2	No	No	Yes
<input type="checkbox"/> Rumi	2 years up to 3 years	No	No	Yes

Remove Child Add Child

Back Continue

10. Once you have answered all the questions, click the **Continue** button.

10. The **Family** page appears.

Family

Household **Family** Eligibility

Purpose: To get information about the family in the home.
Please answer each question before you click 'Continue'.

* Red asterisk indicates required

? Hover over or click this icon for help answering this question.

What county do you live in?* ? **a** Franklin

Is your family experiencing homelessness?* ? **b** No

Is at least one parent/guardian, including parents under 18, currently working, in school, or in a training program?* ? **c** Yes

Is at least one parent/guardian or child in your home receiving Supplemental Security Income (SSI) or Temporary Assistance for Needy Families (TANF) cash assistance?* ? **d** No

Would you prefer to give your income monthly or annually? * ? **e** Monthly

What is the total gross income of all parents/guardians of the children who live in the home?* ? **f** \$0-\$2092

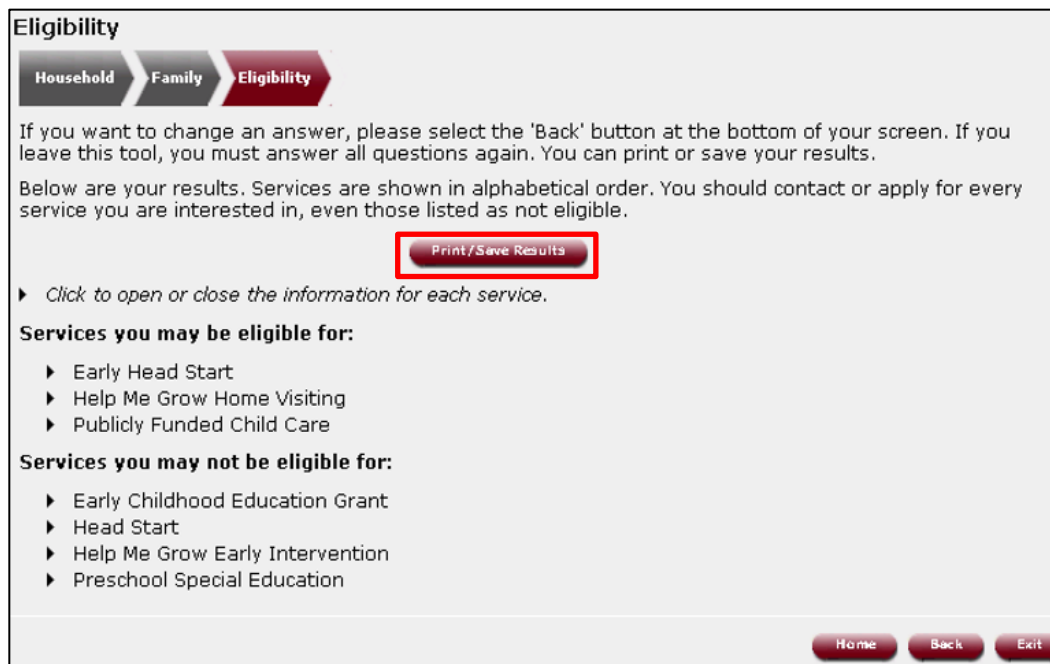
Back Continue

11. On the **Family** page, answer the questions listed below:

- What county do you live in?:** Select the county you live in from the options given.
- Is your family experiencing homelessness?:** Select **Yes** or **No**.
- Is at least one parent/guardian, including parents under 18, currently working, in school, or in a training service?:** Select **Yes** or **No**.
- Is at least one parent/guardian or child in your home receiving Supplemental Security Income (SSI) or Temporary Assistance for Needy Families (TANF) cash assistance?:** Select **Yes** or **No**.
- Would you prefer to give your income monthly or annually?:** Select **Monthly** or **Annually**.
- What is the total gross income of all parents/guardians of the children who live in the home?:** Select your answer from the options given.

12. Click the **Continue** button.

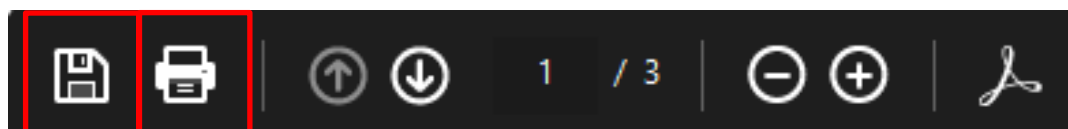
13. The **Eligibility** page appears.



14. If you would like to print or save your results, click the **Print/Save Results** button.

Note: When you click the **Print/Save Results** button, your completed assessment is downloaded as a PDF.

15. On the downloaded PDF, when you hover over the document, a menu bar is displayed.



16

17

16. To save the downloaded PDF, click the **Save** icon in the menu bar at the bottom of your PDF.

17. To print the PDF, click **Print** icon in the menu bar.

Note: You can save a copy of your PDF file to your computer, laptop, tablet or phone.

The Early Childcare Services Eligibility Self-Assessment PDF

Early Childhood Services Eligibility Self-Assessment

Date Printed:07/26/2019

To access the Self-Assessment tool, please visit: <https://ssp.benefits.ohio.gov>



Self-Assessment Details:

Household:

How many parents/guardians, including parents under 18, live in your home?	1
Is anyone in your home pregnant?	Yes
Are there any children living in the home for whom you are responsible?	No

Family:

What county do you live in?	Brown
Is your family experiencing homelessness?	No
Is at least one parent/guardian, including parents under 18, currently working, in school, or in a training program?	Yes
Is at least one parent/guardian or child in your home receiving Supplemental Security Income (SSI) or Temporary Assistance for Needy Families (TANF) cash assistance?	No
Would you prefer to give your income monthly or annually?	Monthly
What is the total gross income of all parents/guardians of the children who live in the home?	\$0-\$1,372

Eligibility Results:

Below are your results. Services are shown in alphabetical order. You should contact or apply for every service you are interested in, even those listed as not eligible.


Services you may be eligible for:

Early Head Start:

- Early Head Start serves infants, toddlers (up to age three), and pregnant women. Programs provide services that support early learning, health, and family well-being, while engaging parents and guardians as partners every step of the way. Early Head Start programs vary by community but may include center-based, home-based, and/or family child care options.
- To find a program, apply, or for more information: <https://eclkc.ohs.acf.hhs.gov/>

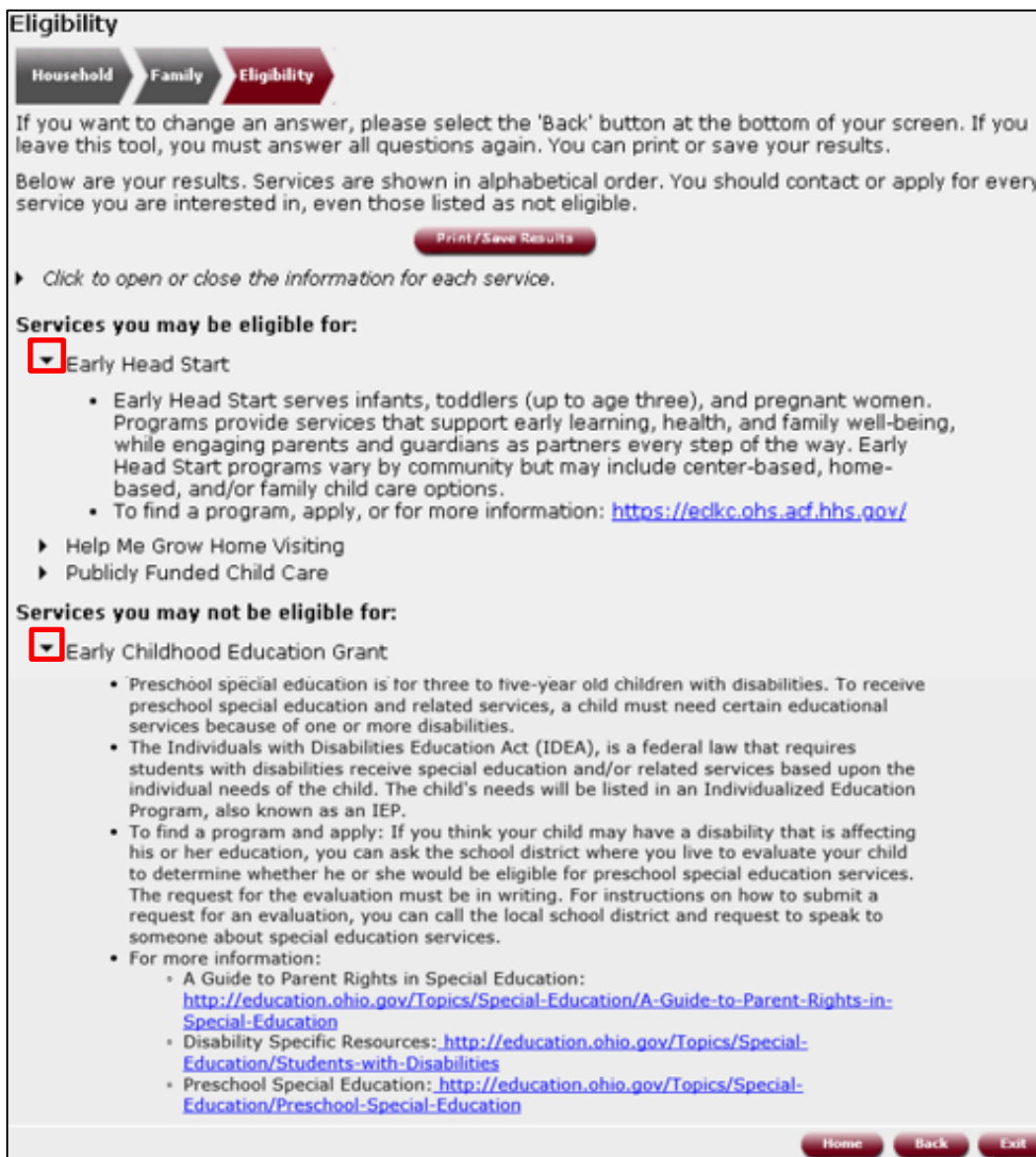
Additional Information on the Eligibility page

In addition to saving and printing a completed assessment, the **Eligibility page** contains information about additional services that you might be eligible for.

These services are listed out on the page. Each of the listed services has a black symbol () called a caret that you can expand to get the additional information.

When you expand a service caret, you will see a link to the service page where you can find information to apply for the service you want.

See screenshot below.



Eligibility

Household → Family → Eligibility

If you want to change an answer, please select the 'Back' button at the bottom of your screen. If you leave this tool, you must answer all questions again. You can print or save your results.

Below are your results. Services are shown in alphabetical order. You should contact or apply for every service you are interested in, even those listed as not eligible.

[Print/Save Results](#)

▶ Click to open or close the information for each service.

Services you may be eligible for:

Early Head Start

- Early Head Start serves infants, toddlers (up to age three), and pregnant women. Programs provide services that support early learning, health, and family well-being, while engaging parents and guardians as partners every step of the way. Early Head Start programs vary by community but may include center-based, home-based, and/or family child care options.
- To find a program, apply, or for more information: <https://edkc.ohs.acf.hhs.gov/>

▶ Help Me Grow Home Visiting
▶ Publicly Funded Child Care

Services you may not be eligible for:

Early Childhood Education Grant

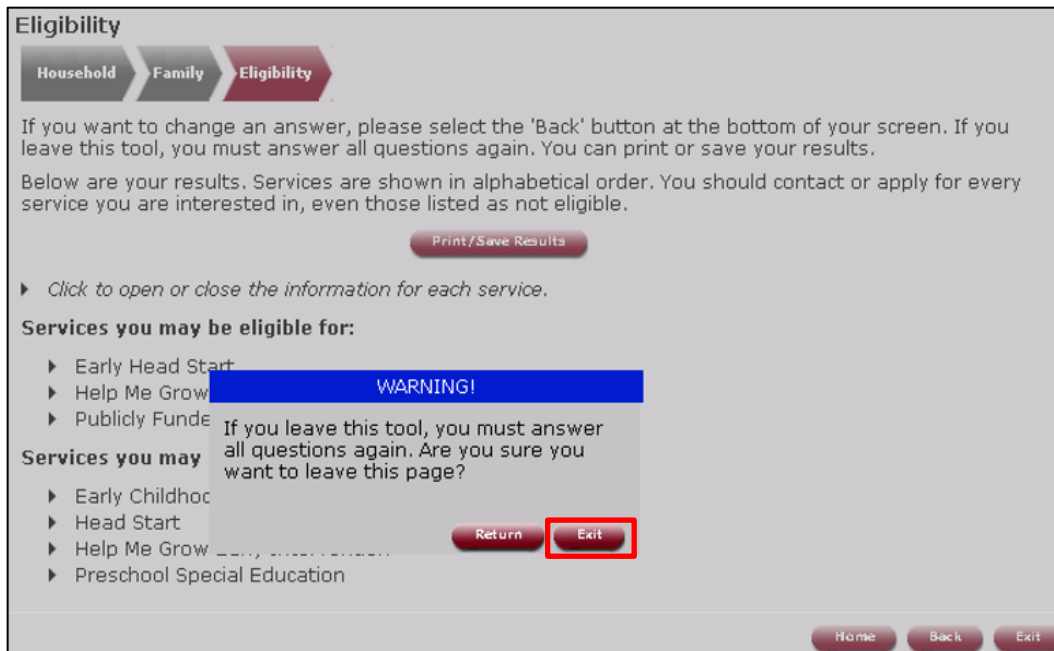
- Preschool special education is for three to five-year old children with disabilities. To receive preschool special education and related services, a child must need certain educational services because of one or more disabilities.
- The Individuals with Disabilities Education Act (IDEA), is a federal law that requires students with disabilities receive special education and/or related services based upon the individual needs of the child. The child's needs will be listed in an Individualized Education Program, also known as an IEP.
- To find a program and apply: If you think your child may have a disability that is affecting his or her education, you can ask the school district where you live to evaluate your child to determine whether he or she would be eligible for preschool special education services. The request for the evaluation must be in writing. For instructions on how to submit a request for an evaluation, you can call the local school district and request to speak to someone about special education services.
- For more information:
 - A Guide to Parent Rights in Special Education: <http://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education>
 - Disability Specific Resources: <http://education.ohio.gov/Topics/Special-Education/Students-with-Disabilities>
 - Preschool Special Education: <http://education.ohio.gov/Topics/Special-Education/Preschool-Special-Education>

Home Back Exit

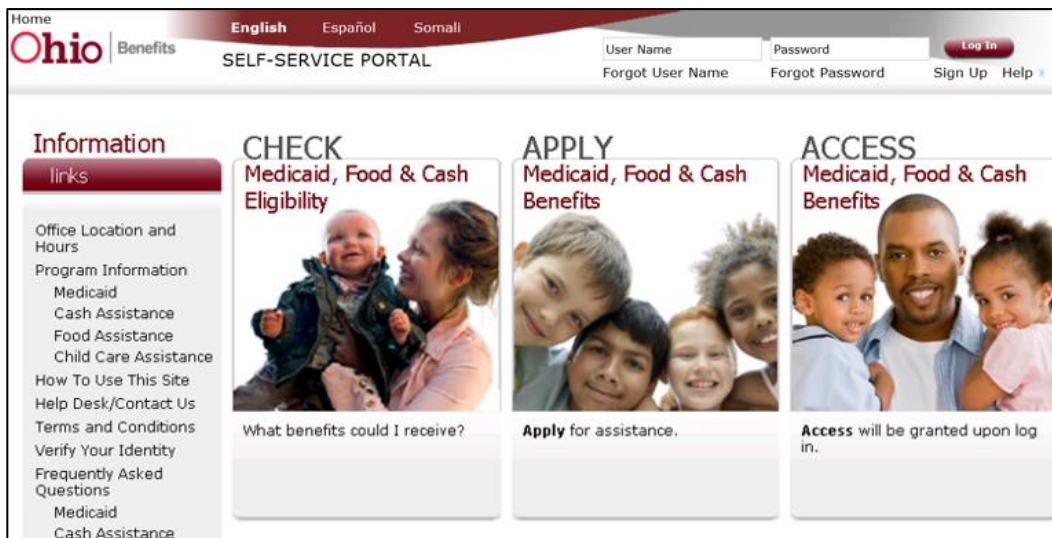
18. Once you have reviewed and saved or printed your results, click the **Exit** button.

19. A pop-up message appears.

20. On the pop-up message, click the **Exit** button.



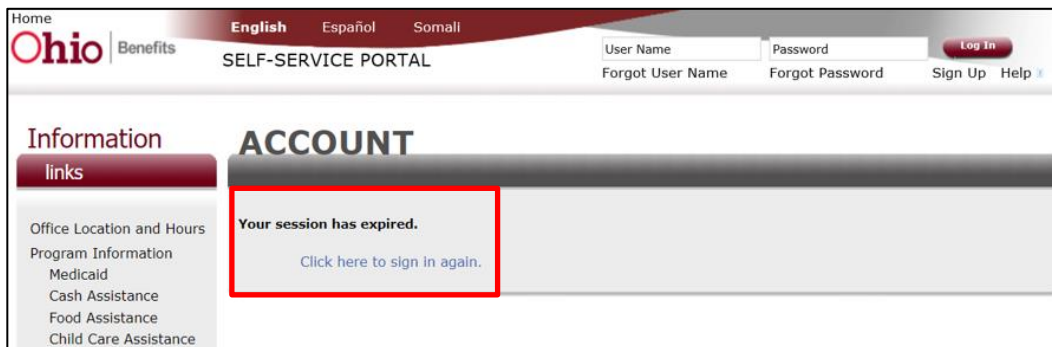
21. You will be navigated back to the **Ohio Benefits Self Service Portal** Home page.



2 Early Childhood Services Eligibility Self-Assessment Tool Timeout

1. If you are inactive while using the Early Childhood Services Eligibility Self-Assessment Tool, you will be timed out.
2. Once you are timed out, you will lose all the information you entered into the tool and will need to complete the tool again.

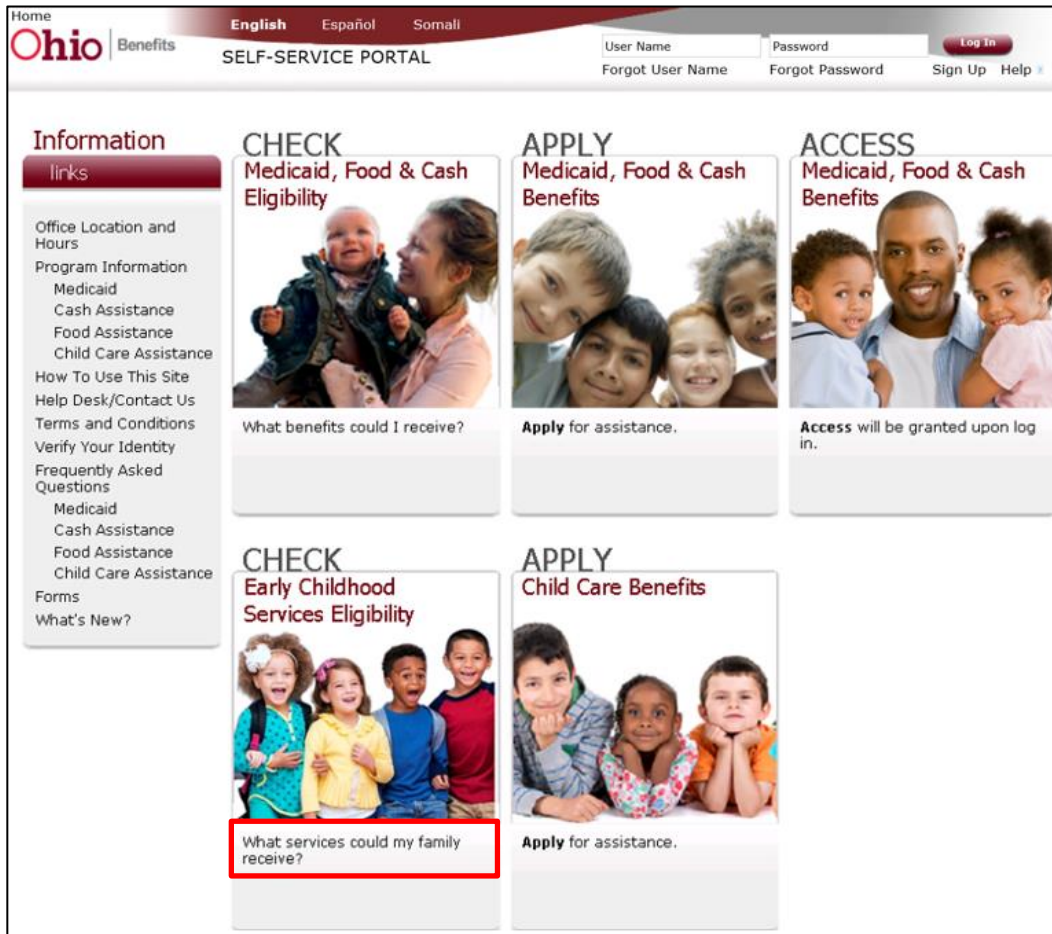
Note: You can be timed out on any page of the tool.



3. If you are timed out of the tool, click the Ohio Benefits logo on the Time out page to return to the Home page (Ohio Benefits)



- On the Home page, find the picture box with the title 'CHECK **Early Childhood Services Eligibility**' in the second row and click the question **What services could my family receive?** and complete the tool again.



Appendix A: Version History

Version	Details	Date
V2	Minor Update	09/10/2019