



## DOCUMENTS REQUIRED TO APPLY FOR VIRGINIA PRESCHOOL INITIATIVE (VPI) 2024-2025

**Virginia Preschool Initiative (VPI) Program Eligibility-** The funds that support our preschool programs have various criteria that must be taken into consideration before offering acceptance to any child. To be considered for the VPI program, you must apply online at <https://apsva.schoolmint.net/signup> and upload all the following required supporting documents:

**1. PROOF OF THE CHILD'S AGE AND LEGAL NAME-** The child must be 4 years old by September 30, 2024. There are no exceptions to the age requirement. The following document must be provided:

- **Original Birth Certificate-** *If the original birth certificate is not in English, an official translation is required.*

**2. PROOF OF RESIDENCY-** Parents/legal guardians are required to show proof that they live with their child in Arlington County.

### **Families who own or rent property**

If the child resides in a property that their parents or legal guardians own or rent. **THREE (3) documents must be provided.**

**One (1) of the following documents must be provided:**

- **Deed-** *Showing that the student's parents/guardians owns and lives in Arlington.*
- **Current Lease Agreement-** *In the parents/guardian's name signed by the lessor and lessee or tenant and landlord.*
- **Settlement Documentation-** *From a new home purchase if the deed has not been recorded.*

**AND**

**Two (2) of the following supporting documents that show the parent's/legal guardians name and address must be provided:**

- *Current federal, state or property tax returns; current payroll; current vehicle registration; current utility bill; valid Virginia driver's license or government-issued ID; documentation of financial assistance from Arlington County, current bank statement, current homeowner or renter's insurance policy with address, voter registration, current income tax form 1099 or withholding W-2.*

### **Families who live in the residence of someone else**

Parents/legal guardians who live with their child in a shared housing situation. **FIVE (5) documents must be provided.**

**All three (3) of the following documents must be provided:**

- **Form A-** Parent/Legal Guardian/Adult Student Residency Affidavit.
- **Form B-** Statement of Arlington Resident Affidavit.
- **Deed or Current Lease Agreement or Settlement Documentation** *(from a new home purchase if the deed has not been recorded).*

**AND**

**Two (2) of the following supporting documents that show the parent's/legal guardians name and address must be provided:**

- *Current federal, state or property tax returns; current payroll; current vehicle registration; current utility bill; valid Virginia driver's license or government-issued ID; documentation of financial assistance from Arlington County, current bank statement, current homeowner or renter's insurance policy with address, voter registration, current income tax form 1099 or withholding W-2.*

Residency Forms A and B can be found on the APS website: <https://www.apsva.us/registration/required-documents/>

**3. PROOF OF PARENT IDENTITY AND RELATIONSHIP TO STUDENT-** Parents/legal guardians are required to present a valid government issued photo identification. **One (1)** of the following must be provided:

- Any valid Government Issued Photo Identification or Driver's License or Passport

**4. PROOF OF INCOME-** We must collect household income information to determine VPI eligibility.

**One (1)** of the following must be provided for each parent or legal guardian residing with the child:

- **2023 Income Tax Return (1040)-** *Including the wages and tax forms used to file taxes such as 2023 W-2 or 1099 forms.*
- **3 most recent pay stubs-** *Listing parent's name and gross wages earned for the specific pay period.*
- **Letter of employment-** *Current employment verification letter on company letterhead listing employee name, gross payrate, number of total hours worked or salary and frequency of pay. It must be dated and signed by the employer.*
- **International Students-** *Current Form I-20 (F-1) for yourself and (F-2) for your eligible dependents.*
- **If the child's parents are not working, the following public assistance program documentation can be submitted:**  
Temporary Assistance for Needy Families (TANF), Supplemental Security Income (SSI), Medicaid, or Supplemental Nutrition Assistance Program (SNAP). Official documentation (e.g., award letter, Notice of Action, SNAP card) must be used to verify VPI income eligibility.

Virginia Preschool Initiative (VPI) applications received without the proper supporting documents will not be processed. VPI preschool acceptance is determined by the Virginia Preschool Initiative Program eligibility requirements. For more information about the APS VPI Program, please visit: <https://www.apsva.us/early-childhood-prek/virginia-preschool-initiative-vpi/>