

**Process to Submit Virginia Preschool Initiative (VPI) Applications**

- 1. Required Phone Screening:** To determine VPI eligibility, families must call 703-228-8632 (English) or 703-228-8000, option 1 (Spanish).
- 2. In-Person Appointment for Eligible Families:** Eligible families must schedule an appointment to submit documents and complete VPI application with APS staff.
- 3. Application Submission:** Applications can only be submitted in person during the appointment.

**Documents Required** To be considered for the VPI program, submit the required documents below during your in-person appointment:

- 1. Proof of the child's age and legal name-** The child must be 4 years old by September 30, 2025.
  - o **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:**

- o **Deed-** *Showing that the student's parents/guardians owns and lives in Arlington.*
- o **Current Lease Agreement-** *In the parent's/guardian's name signed by the lessor and lessee or tenant and landlord.*
- o **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 guardian's name and address must be provided:**

- o *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:**

- o **Form A-** Parent/Legal Guardian/Adult Student Residency Affidavit.
- o **Form B-** Statement of Arlington Resident Affidavit.
- o **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 guardian's name and address must be provided:**

- o *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 must present a valid government issued photo identification.
  - o 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:
  - o **2024 Income Tax Return (1040)-** *Including the wages and tax forms used to file taxes such as 2024 W-2 or 1099 forms.*
  - o **3 most recent pay stubs-** *Listing parent's name and gross wages earned for the specific pay period.*
  - o **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.*
  - o **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 if the child's parents are not working.
  - o **Special Education Eligibility letter or current IEP (Individualized Education Plan)** if the child has an IEP.

**\*We must include all sources of income.** Additional sources include:

*Employment earnings, unemployment, workers' compensation payments, veterans' benefits payments, survivor benefit payments, pension or retirement income, interest and dividends, rents and royalties, income from estates and trusts, income from educational assistance, alimony, child support and financial assistance from outside the household.*

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/>