



## Preschool Open Doors (POD) 2026-2027 School Year

The Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD) is accepting applications for the 2026-2027 Preschool Open Doors (POD) program starting on May 29, 2026. The application deadline is May 31, 2027, or until the program reaches funding capacity.

Children born between August 1, 2021 and July 31, 2024, may apply for the 2026-2027 POD year. Income eligibility limits apply (see below).

### Monthly Gross Income Limits

<u>Family Size</u>	<u>Gross Income Limits</u>
2	\$ 10,371
3	\$ 13,092
4	\$ 15,813
5	\$ 18,533
6	\$ 21,254
7	\$ 23,975
8	\$ 26,696

The POD program helps eligible Hawaii families pay preschool tuition for up to three years prior to your child's kindergarten entry. To be considered for the 2026-2027 POD year, **the PATCH POD office must receive your application by 4:30 p.m. on May 31, 2027**. Applications that are post-marked but not received by **May 31, 2027** will not be considered.

**Submitting an application does not guarantee acceptance into the POD program.** Applicants will receive notification of their application status. If eligible, POD assistance for the 2026-2027 school year may cover enrollment from July 1, 2026 through June 30, 2027, depending on your child's preschool start date.

If your family is selected, your child will be enrolled once the required POD enrollment document is submitted, designating the preschool of your choice. Families are responsible for all payments to the preschool and must pay the preschool directly for any amount that exceeds the POD subsidy approved by the Department.

If you are eligible but funding capacity has been reached, your application may be placed on a waitlist. Waitlisted applicants may be selected for future POD participation if funds become available.

DHS administers the POD program and contracts PATCH. For more information about POD, visit [patchhawaii.org](http://patchhawaii.org) or apply online at [childcaresubsidyapplication.dhs.hawaii.gov](http://childcaresubsidyapplication.dhs.hawaii.gov).

Aloha,

PATCH - Preschool Open Doors  
560 N. Nimitz Hwy, Ste. 218  
Honolulu, HI 96817  
Phone: 808-791-2130 Toll Free: 800-746-5620  
Email: [PODAdmin@patch-hi.org](mailto:PODAdmin@patch-hi.org)



PRESCHOOL OPEN DOORS  
INSTRUCTION SHEET AND DOCUMENT CHECKLIST FOR APPLICATION

**REQUIRED DOCUMENTS--**The following documents are required to determine eligibility. Enclose COPIES of these documents with your signed application. Please note that **INCOMPLETE** applications **CANNOT BE PROCESSED** and **WILL BE DELAYED**.

**REQUIRED:**

APPLICATION

- Applicant/Co-Applicant Information – Please list the primary and secondary (if applicable) parent/guardian of the child(ren) applying for tuition assistance. The child must be living with the applicant/co-applicant. **Do not** list other adult relatives in the home, such as adult children, grandparents, aunts, or uncles, unless they are the primary caretaker(s) for the child or are financially responsible for the child.
- Please list all minor children living in your household on the application and indicate which child(ren) is applying for tuition assistance by selecting “Yes” for “Child Care Requested”.
- If the applicants are not the parents of the child applying for tuition assistance, please provide custody documentation.
- Please indicate if the child you are applying for is a foster child on the application and include the appropriate legal documentation (DHS Resource Caregiver License DHS 1591 and DHS 1508 forms).
- Applicant/Co-applicant must sign and date the application form. In two-parent households, both parents must sign.

BIRTH CERTIFICATE

- Send a copy for all the minor children living in your household, even if not applying for tuition assistance.
- The Birth Certificate must be issued from the Department of Health, or other government agency if the child was not born in Hawaii.

SOCIAL SECURITY CARDS\*

- Send a copy for **EVERYONE** listed in the application.
- *\*The provision of a social security number is strictly voluntary. Failure to provide this information will not affect the application process or the amount of benefits you will receive. The use of social security numbers will be for agency use only as an internal identifier.*

PAY STUBS

- Send copies of pay stubs covering **pay dates** for at least one month. If your pay fluctuates, submit the last **TWO CONSECUTIVE MONTHS** (or at least eight consecutive weeks) and pay stubs must show the respective pay dates and pay periods for **ALL** listed on the application.
- If you started a new job, send a letter from your employer, specifying the start date, hourly wage, hours worked per week, pay periods, and your gross monthly earnings, or download and complete the [DHS 1266A New Employment Verification Form](#).
- Forms can be found at the Department’s website at: <https://humanservices.hawaii.gov/bessd/ccch-subsidies/>
- Gross monthly income will be used to determine eligibility.

**IF APPLICABLE:**

SELF-EMPLOYMENT (Please contact PATCH at (808) 791-2130 or Toll-Free at (800) 746-5620 for more information)

- Complete the [DHS 1273C Report of Self-Employment Earnings Forms](#) for at least one month of income for the previous month. If your business income fluctuates or you have no income in the previous month, submit two (2) to six (6) consecutive months of income (one form per month), and attach copies of income and expenses verification, including current tax returns with applicable schedules, and current State G-45 filing.
- Send a copy of your General Excise Tax License.
- If you have business expenses, copies of receipts **must** be submitted and itemized.

OTHER DOCUMENTS

- Send verification of State of Hawaii financial assistance, Social Security benefits, SSI, Unemployment insurance benefits, Veteran’s benefits, workers’ compensation, child support and/or alimony, Temporary Disability Insurance (TDI), and any other income received in the one to two months prior to submitting your application.

Please submit a **complete and signed Preschool Open Doors Application** with **ALL** required documents by mail, email, or fax to:

PATCH – Preschool Open Doors  
560 N. Nimitz Hwy, Ste. 218  
Honolulu, HI 96817  
Email to [PODAdmin@patch-hi.org](mailto:PODAdmin@patch-hi.org)  
Fax to (808)-694-3066



# SINGLE APPLICATION FOR CHILD CARE ASSISTANCE OVERVIEW

## IMPORTANT INFORMATION WHEN APPLYING FOR CHILD CARE ASSISTANCE

### CHILD CARE SUBSIDY (CCS) ELIGIBILITY REQUIREMENTS

1. Child must be under age 13, or 13 through 18, and unable to care for self.
  - ✓ Written verification from a state-licensed physician or psychiatrist or psychologist if child is age 13 through 18 and unable to care for self will be required.
2. Child must be a US citizen or a Lawful Permanent Resident.
  - ✓ If not born in the US: US passport, Certificate of Naturalization, Certificate of Citizenship or permanent resident card (“Green Card”) will be required.
3. Child for whom assistance is being requested must reside with the applicant.
4. Income eligibility for the household size (see CCS program info [here](#)).
5. Parent(s)/guardian(s) must be at least:
  - Employed or attending school or a job training program;
    - ✓ Employment verification or school registration which shows credits/hours enrolled or job training program enrollment will be required.
  - At risk of losing employment because child care is needed;
  - Offered a job and need child care to start employment;
  - Receiving Child Protective Services (CPS);
    - ✓ Child Welfare Services (CWS) court-ordered Family Case Plan specifying child care under Family Supervision.
6. Family will select the child care provider that meets the DHS requirements that best meets the needs of the family and child(ren).
7. If applying for the Child Care Subsidy program you may file your application if your child care starts in 30 days.

### PRESCHOOL OPEN DOORS (POD) ELIGIBILITY REQUIREMENTS

1. Eligible children for POD include:
  - Child will be eligible for kindergarten at the end of the specified POD program year (the school year that the child will be attending preschool);
  - Child will be 3 years old by 7/31 of the specified POD program year;
  - Child will be 2 years old by 7/31 of the specified POD program year.
2. Child for whom assistance is being requested must reside with the applicant.
3. Income eligibility for the household size (see POD program info [here](#)). Household size is based on the family unit, which includes the parents or guardians and all minor children living in the home.
4. Application Period:
  - ✓ POD applications are only accepted during DHS-established application periods for each specified POD program year.
  - ✓ POD applications received outside of an established application period will be denied.
5. Selected families may choose a DHS-licensed group child care home or center, or exempt center-based provider listed with the department that best meets the needs of the family and child(ren).

### DOCUMENTATION REQUIRED FOR THE APPLICATION FOR CHILD CARE ASSISTANCE

**For parents/guardians:** Identification, copies of court decrees, custody agreements, legal guardianship, verification of relationship to child (e.g. power of attorney), income verification, pay stubs, self-employment documents (e.g. G-45 tax form, General Excise tax license, tax returns, income & business expenses), school/training registration, verification of permanent disability.

**For children:** Copies of birth certificates for all children, citizenship/lawful permanent resident verification, court decree, other authorized custodial documentation, resource caregiver’s Foster Custody Placement Agreement.

**For all:** The provision of a social security number and copies of the social security card for all household members listed on the application is strictly voluntary. Failure to provide this information will not affect the application process or the amount of benefits you will receive. The use of social security numbers will be for agency use only as an internal identifier.

**Translated Top 14 Languages Spoken by Individuals with Limited English Proficiency (LEP) in Hawaii**

Do you need help in another language? We will get you a free interpreter. Call <b>1-888-764-7586</b> to tell us which language you speak.	English
您需要其它語言嗎? 如有需要, 請致電 <b>1-888-764-7586</b> , 我們會提供免費翻譯服務 您需要其它语言吗? 如有需要, 请致电 <b>1-888-764-7586</b> , 我们会提供免费翻译服务	廣東話/广东话 (Chinese - Cantonese)
您需要其它語言嗎? 如有需要, 請致電 <b>1-888-764-7586</b> , 我們會提供免費翻譯服務 您需要其它语言吗? 如有需要, 请致电 <b>1-888-764-7586</b> , 我们会提供免费翻译服务	國語/普通话 (Chinese - Mandarin)
En mi niit alilis lon pwal eu kapas? Sipwe angei emon chon chiaku ngonuk ese kamo. Kokori <b>1-888-764-7586</b> omw kopwe ureni kich meni kapas ka ani.	Kapsen Chuuk (Chuukese)
Makemake `oe i kokua i pili kekahi `olelo o na `aina `e? Makemake la maua i ki`i `oe mea unuhi manuahi. E kelepona <b>1-888-764-7586</b> `oe ia la kaua a e ha`ina `oe ia la maua mea `olelo o na `aina `e.	`Olelo Hawai`i (Hawaiian)
Masapulyo kadi ti tulong iti sabali a pagsasao? Ikkandakayo iti libre nga paraipatarus. Awaganyo ti <b>1-888-764-7586</b> tapno ibagayo kadakami no ania ti pagsasao nga ar-aramatenyo.	Ilokano (Ilocano)
貴方は、他の言語に、助けを必要としていますか？ 私たちは、貴方のために、無料で通訳を用意できます。電話番号の、 <b>1-888-764-7586</b> に、電話して、私たちに貴方の話されている言語を申し出てください。	日本語 (Japanese)
다른언어로 도움이 필요하십니까? 저희가 무료로 통역을 제공합니다. <b>1-888-764-7586</b> 로 전화해서 사용하는 언어를 알려주십시오	한국어 (Korean)
Kwoj aikuij ke jiban kin juon bar kajin? Kim naj lewaj juon am dri ukok eo ejjelok wonen. Kirtok <b>1-888-764-7586</b> im kwalok non kim kajin ta eo kwo melele im kenono kake.	Kajin Majeļ (Marshallese)
E te mana'o mia se fesosoani i se isi gagana? Matou te fesosoani e ave atu fua se faaliliu upu mo oe. Vili mai i le numera lea <b>1-888-764-7586</b> pea e mana'o mia se fesosoani mo se faaliliu upu.	Gagana Samoa (Samoan)
¿Necesita ayuda en otro idioma? Nosotros le ayudaremos a conseguir un intérprete gratuito. Llame al <b>1-888-764-7586</b> y díganos que idioma habla.	Español (Spanish)
Kailangan ba ninyo ng tulong sa ibang lengguwahe? Ikukuha namin kayo ng libreng tagasalin. Tumawag sa <b>1-888-764-7586</b> para sabihin kung anong lengguwahe ang nais ninyong gamitin.	Tagalog (Tagalog)
คุณต้องการความช่วยเหลือทางด้านภาษาหรือไม่ ทางเราจะจัดหาล่ามฟรีให้คุณ โทรที่เบอร์ <b>1-888-764-7586</b> และบอกเราว่าคุณพูดภาษาอะไร	ภาษาไทย (Thai)
Bạn có cần giúp đỡ bằng ngôn ngữ khác không ? Chúng tôi sẽ yêu cầu một người thông dịch viên miễn phí cho bạn. Gọi <b>1-888-764-7586</b> nói cho chúng tôi biết bạn dùng ngôn ngữ nào.	Tiếng Việt (Vietnamese)
Gakinahanglan ka ba ug tabang sa imong pinulongan? Amo kang mahatagan ug libre nga maghuhubad. Tawag sa <b>1-888-764-7586</b> aron magpahibalo kung unsa ang imong sinulti-han.	Visayan (Cebuano)



**SINGLE APPLICATION FOR CHILD CARE ASSISTANCE**

**APPLICATION FILING:** You must answer all of the questions on the application form and submit verification before your application is considered complete. If applying for the Child Care Subsidy program, you may file your application if your child care starts in 30 days. If applying for the Preschool Open Doors (POD) program, applications are only accepted during DHS-established application periods.

**I have read and understand the requirements for the Child Care Subsidy program and the Preschool Open Doors (POD) program. I am submitting my application for:**

Please select the program(s) you are applying for: <input type="checkbox"/> <b>Child Care Subsidy program</b> <input type="checkbox"/> <b>Preschool Open Doors program</b> POD School Year: _____	<b>Tell us about you and your children, select all that apply:</b> <input type="checkbox"/> <b>I care for a foster child who needs child care</b> <input type="checkbox"/> <b>I am receiving cash assistance such as TANF benefits</b> <input type="checkbox"/> <b>I have a child who has a physical, developmental, behavioral, or emotional incapacity</b>
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**PLEASE PRINT CLEARLY**

APPLICANT (LAST, FIRST, M.I.) (Primary parent/guardian for this application)		SOCIAL SECURITY NO.	BIRTHDATE (MM/DD/YY)	RACE	SEX
CO-APPLICANT (LAST, FIRST, M.I.) (Secondary parent/guardian for this application)		SOCIAL SECURITY NO.	BIRTHDATE (MM/DD/YY)	RACE	SEX
RESIDENCE ADDRESS		APT #	CITY & STATE		ZIP CODE
MAILING ADDRESS (IF DIFFERENT)		APT #	CITY & STATE		ZIP CODE
<input type="checkbox"/> Check this box if your family is homeless or does not have a regular nighttime residence. <input type="checkbox"/> Check this box if your family is experiencing domestic violence.			PHONE	ALTERNATE PHONE	
Is anyone in the US Military? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name: _____ <input type="checkbox"/> Active-Duty <input type="checkbox"/> Reserve/National Guard			EMAIL 1	EMAIL 2	
What is the primary language spoken in your home? _____ How well is English spoken in the home? (Check only <u>one</u> box) <input type="checkbox"/> Does not speak or understand English <input type="checkbox"/> Limited understanding <input type="checkbox"/> Speaks well, does not read or write English <input type="checkbox"/> Speaks well, limited reading and writing skills <input type="checkbox"/> Speaks well, adequate reading and writing skills			Is anyone permanently disabled? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, name: _____  Interpreter Services: You must complete the DHS 5000 – Offer and Acceptance Or Waiver of Free Interpreter Services (last page) of this application.		

NAME(S) OF CHILD(REN)	RACE	SEX	SOCIAL SECURITY NO.	BIRTHDATE (MM/DD/YY)	Child Care	YES	NO
<b>List all minor children residing in your household, including those who do not require child care services. Do not include adult children 18 years and older.</b>							
					*Special Needs Child Care Requested Child Care Start Date	<input type="checkbox"/>	<input type="checkbox"/>
					*Special Needs Child Care Requested Child Care Start Date	<input type="checkbox"/>	<input type="checkbox"/>
					*Special Needs Child Care Requested Child Care Start Date	<input type="checkbox"/>	<input type="checkbox"/>
					*Special Needs Child Care Requested Child Care Start Date	<input type="checkbox"/>	<input type="checkbox"/>
					*Special Needs Child Care Requested Child Care Start Date	<input type="checkbox"/>	<input type="checkbox"/>

**ASSETS:** Total assets in Applicant and/or Co-applicant's names, including ownership or partial ownership of property located in Hawaii and elsewhere, business or corporations, vehicles, jewelry, etc., but excluding any equity value in the home which is the usual residence of the household and excluding any equity for one vehicle.)

**TOTALASSETS value exceeds \$1-Million U.S. dollars**     NO     YES

**STUDENT INFORMATION:** Is the Applicant and/or Co-Applicant a student?

NO     YES If yes, complete below:

APPLICANT / CO-APPLICANT	NAME OF SCHOOL / ADDRESS	START DATE	END DATE

**MONTHLY INCOME:** Is anyone receiving, expecting to receive, or has an application pending (P) for any type of income listed below? Check "Yes or No" for each source of income. If "Yes" is checked, complete the information about the item. You will be required to submit supporting verification. Verification forms can be downloaded at [humanservices.hawaii.gov](http://humanservices.hawaii.gov).

YES	NO	P	SOURCE OF INCOME	PERSON WHO RECEIVES INCOME	MONTHLY AMOUNT	HOW OFTEN RECEIVED?
			Employment ( <b>Complete employment section below</b> )		\$	
			Self-Employment (Complete DHS 1273C Report of Self-Employment Earnings form)		\$	
			Social Security		\$	
			Supplemental Security Income (SSI)		\$	
			Unemployment Benefits		\$	
			Child Support, Alimony		\$	
			Retirement/Pension, Profit Sharing, Annuity Pmts.		\$	
			Temporary Disability Insurance/Worker's Compensation		\$	
			Adoption Assistance Payments		\$	
			<b>Other (specify all)</b>		\$	
<b>Total Monthly Income:</b>					\$	

**Employment INFORMATION:** Is the Applicant and/or Co-Applicant employed?

NO     YES If yes, complete below

APPLICANT / CO-APPLICANT	NAME OF EMPLOYER / ADDRESS	START DATE	END DATE

**Reason for Child Care (select all that apply)**

- No parental activity (POD only)                       Employed                       Offered a job  
 Attending school/job training                       Receiving CPS services                       At risk of losing job

**YOU HAVE THE RIGHT TO:**

1. Be notified of eligibility after department receipt of your completed application and supporting documents;
2. Appeal a department decision if you feel you are not satisfied with the action taken;
3. Select your choice of child care provider, except illegal child care, and accept responsibility for that choice;
4. Receive services based upon meeting eligibility requirements, availability of funds, and without discrimination;
5. Decline services or voluntarily withdraw from the program, except for reasons mandated by a child protective services plan or court order.

**YOU HAVE THE RESPONSIBILITY FOR:**

1. Completing the application / 12-months recertification and providing supporting documents;
2. Participating in interviews to establish eligibility for the child care program;
3. Completing and submitting the required department form(s), as instructed, with supporting documents that provide information to determine continued eligibility for child care payments and verification of your child(ren) attending care for CCS or your required repayment for non-attendance;
4. Paying your child care provider all obligations for services such as tuition, registration/supplies fees, and other costs, including subsidies that are provided by the department. Also, paying for child care costs over and above what the department allows;
5. Paying for any outstanding child care costs directly to your child(ren)'s DHS-licensed child care provider in the event that your child care benefits that you authorized and designated to be forwarded on to your child(ren)'s DHS-licensed child care provider are not forwarded on from your EBT or personal bank account;
6. Informing the department if you no longer want to have the child care benefits forwarded to your DHS-licensed child care provider's bank account;
7. Informing the department within 10 calendar days of the following changes:
  - your monthly gross income is more than the limit for your family size;
  - you change child care providers, cost of child care, child care type, and/or no longer use child care;
  - you move (change of residence and mailing address);
  - your child protective services (CPS) case closes; or
  - you add or remove household members;
  - you no longer work, or attend school or job training (not applicable for CPS cases).
  - you marry, divorce, or have a separation;
8. Reporting lost, stolen, or misused Electronic Benefits Transfer (EBT) cards immediately by calling the EBT toll-free customer service telephone number. There will be no replacement of any benefits accessed with an EBT card prior to the card being reported lost, stolen or misused.
9. Reporting immediately any changes in the status of your alternate payee. There will be no replacement of any benefits accessed by alternate payees or any other individuals using an EBT card and a valid PIN.
10. Understanding that child care payments are included DHS "cash assistance household" accounts, and that child care EBT benefits not withdrawn for ninety (90) days will be returned to the State. Benefits that are returned to the State may be used to offset any outstanding debts that are still owed by the household. (HAR §§17-798.3-22, 17-799.1-23, 17-681-51, 17-681-52, and 17-681-56).

I understand that I am applying for child care payments provided by the State of Hawaii - Department of Human Services. I agree to abide by the conditions as stated in these Rights and Responsibilities with the understanding that I will give any additional information which may be needed and will allow the department to verify my statements either with me or through other sources as necessary. I attest, under penalty of law, that the information that I have provided is complete and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Applicant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Co-Applicant Name

\_\_\_\_\_  
Date

**OFFER AND ACCEPTANCE OR WAIVER OF FREE INTERPRETER SERVICES**

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Interpreter Needed For: \_\_\_\_\_  
(Name)

Worker: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

The Department of Human Services (DHS) has offered an interpreter at no cost to me, if English is not my primary language.

1. ENGLISH is my primary language:  YES\*  NO  
\*Sign and date below.

2.  I do not need an interpreter. If you do not need an interpreter go to part 4 and sign below:  
 I need an interpreter for the following language: \_\_\_\_\_  
If you need an interpreter, go to part 3, and check the box that applies to you.

3.  I want DHS to provide an interpreter at no cost to me.  
 I do not want an interpreter provided by DHS, and I will provide my own.

- I understand that DHS may secure an independent interpreter to observe my interpreter to ensure the accuracy of the communications.
- I understand that the use of family or friends as interpreters may not be the most effective way to help me access the benefits and services that DHS provides.
- I understand that DHS does not recommend the use of family members or friends as interpreters and prohibits the use of minors (no one under age 18) as interpreters.
- I understand that if I do not want interpreter services at this time, I have the right to change my mind in the future and have DHS provide free interpreter services at that time or bring an interpreter of my choice.

4. I have read and understand the information on this form. If I have questions or concerns, I can contact the worker listed above.

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

