



# City of Cambridge DHSP Preschool Lottery Application Process

## 1. Apply online October 1, 2021 – October 31, 2021

### Where to apply

Apply online at [www.cambridgema.gov/preschoollottery](http://www.cambridgema.gov/preschoollottery)

Print applications and in-person assistance are available upon request.

If needed, please contact [dhsppreschools@cambridgema.gov](mailto:dhsppreschools@cambridgema.gov) or 617-349-6254.

## 2. The following documentation must be provided to enter the DHSP Preschool Lottery:

Document type	Document examples
<b>Online lottery application</b>	<ul style="list-style-type: none"> <li>DHSP Lottery application</li> </ul>
<b>Proof of Income and Family Size</b> (Families with a Gross Family Income over \$217,501 do not need to prove income because they will be paying the top tuition rate.)	<ul style="list-style-type: none"> <li>Tax return <b>AND</b></li> <li>4 consecutive pay stubs (or last 30 days) <b>OR</b></li> <li>Current award letters for any benefits you are receiving (TANF, SSI, SNAP, WIC, etc.)</li> </ul>
<b>Proof of Child's Age</b> (Date of birth between 4/1/18 – 12/1/19)	<ul style="list-style-type: none"> <li>Child's birth certificate <b>OR</b></li> <li>Child's passport</li> </ul>
<b>Proof of Address*</b>	<b>ONE</b> of the following: <ul style="list-style-type: none"> <li>Lease</li> <li>Mortgage</li> <li>Letter from housing provider</li> <li>Utility bill dated within the last 2 months <b>OR</b></li> <li>Doubling Up Form</li> </ul>

\* City of Cambridge and Cambridge Public Schools employees who are not Cambridge residents need to provide proof of employment annually. The ability for City of Cambridge and Cambridge Public Schools employees who are not Cambridge residents to enter the lottery will be reevaluated each year.

## 3. Families will be notified of lottery results by early December 2021.

## 4. If offered a seat, you must accept or decline the seat by January 31, 2022.

## 5. Any families that are not offered a seat in one of our preschools will be placed in a waiting pool that will remain in place through October 2022. If still interested in the DHSP Preschools for the following academic year, families would need to complete the application process again for the October 2022 Preschool Lottery.