



DHSP Childcare and Family Support Preschool Lottery Application Process

1. Apply in person October 1st – 31st.

Where to apply	When to apply by location
Department of Human Service Programs 51 Inman St., 3rd floor Cambridge, MA 02139	Monday: 8:30 a.m. – 8:00 p.m. Tuesday- Friday: 8:30 a.m. – 5:00 p.m.
Center for Families 70 Rindge Ave. (back of building) Cambridge, MA 02140	Monday – Friday: 9:00 a.m. – 4:30 p.m.
Cambridge Public Schools Student Registration Center Cambridge Rindge & Latin School 459 Broadway Cambridge, MA 02138	Monday - Friday: 8:30 a.m. – 3:30 p.m.

2. Copies of the following documentation must be provided to enter the DHSP Preschool Lottery:

Document type	Document examples
Lottery application	<ul style="list-style-type: none"> DHSP Lottery application
Proof of Income and Family Size (Families with a Gross Family Income over \$204,000 do not need to prove income because they will be paying the top tuition rate.)	<ul style="list-style-type: none"> Tax return AND 4 consecutive pay stubs (or last 30 days) OR Current award letters for any benefits you are receiving (TANF, SSI, SNAP, WIC, etc.)
Proof of Child's Age (Date of birth between 4/1/16 – 1/1/18)	<ul style="list-style-type: none"> Child's birth certificate OR Child's passport
Proof of Address*	ONE of the following: <ul style="list-style-type: none"> Lease Mortgage Letter from housing provider Utility bill dated within the last 2 months Doubling Up Form

* 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 in December.

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

5. Any families that are not offered a seat in one of our preschools will be placed on a waitlist that will remain in place through October of the following year.