

LIST OF ITEMS FOR PARENT/GUARDIAN TO BRING IN FOR ELIGIBILITY

- Current Florida driver's license or picture ID.
- Copy of separation/divorce papers or child support information form (if applicable).
- Proof of all household income: most current & consecutive 4 weeks of pay stubs; stubs must include the gross income and number of hours worked during each pay period; OR Verification of Employment (VOE) completed by the employer if you have not been employed long enough to have received 4 weeks of check stubs (*only one VOE per employer will be accepted).
- For self-employed: current year tax return or 1099 and accounting records with work calendar showing hours worked for last 12 months.
- For disability or SSI recipients: a verification of disability completed by physician OR proof of receipt of SSI disability award letter from the US Social Security Administration.
- If you are a student: you need a copy of your current school schedule AND an Enrollment Verification Letter on letterhead no more than 30 days old, stating dates enrolled, estimated graduation date, credit hours and if Full Time or Part Time student.
- Proof of all Unearned Income (current 6 weeks): child support, alimony, TANF, veterans benefits, SSI income, etc.
- Proof of Food Stamp benefits listing all household members.
- Documented proof of child(ren)s legal age: birth certificate, court order, insurance policy, passport, immunization record, or valid military dependent identification.
- Proof of County Residence: driver's license with physical address, utility bill, pay stub, or current lease agreement.
- Proof of Family Size: social security cards for children and parents in the household, birth certificates for all children in household, or driver's license. Social Security cards are requested not required.
- Proof of child's citizenship: Child's birth certificate, proof of child's Medicaid eligibility, US Passport, Lawfully admitted alien document (I-94, I-94A, I-197, I-551), certificate of citizenship
- Provider Choice: what child care center do you want to use?
- Zero balance transfer form: if you have ever used subsidized services before you will need this from your previous provider.

IF YOU RECEIVE: WAGES (cash assistance), TCC (transitional child care), TED (transitional education), PROTECTIVE SUPERVISION/INVESTIGATION or FOSTER CARE you must have a completed & correct Child Care Authorization form (REFERRAL) or Letter of Closure from your caseworker faxed to our office PRIOR to completing paperwork.