

Redetermination Checklist For School Readiness Services

Important: A single parent household must be employed and/or attending school a minimum of 20 hours a week. A two-parent household must be a combined total of 40 hours a week. (This does not apply if you have a documented disability). Parent(s) must be a resident of Marion County, and meet the income requirements to be eligible for the School Readiness program.

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*****If you have an open case with a referring agency (DCF, KCI.... etc.), please contact the agency for an updated referral. *******Please note if a new referral is required to determine eligibility, eligibility cannot be determined without it.** *****

*****Foster Parents with an open protective investigation or protective services case **DO NOT** need to submit income documentation but must have a valid referral. *****

*****Relative/Non-Relative Caregivers with an open protective investigation or protective services case who are **NOT** receiving Temporary Cash Assistance/Relative Caregiver payments **DO NOT** need to submit income documentation. *****

Please log into your family portal account prior to your redetermination end date to update your eligibility and submit the following documents:

Child Age Requirements: One document for proof of age is required for redetermination for each child receiving School Readiness Services. Please submit one of the documents below.

- A. Birth Certificate
- B. Certificate of Baptism or other religious record of the child's birth, accompanied by an affidavit (notarized statement) stating that the certificate is true and correct, sworn to or affirmed by the child's parent
- C. An insurance policy on the child's life that has been in force for at least two years
- D. A passport or certificate of the child's arrival in the United States

- E. An immunization record that a public health officer or licensed practicing physician signed
- F. Florida SHOTS documentation
- G. A valid military dependent identification card
- H. Protective services and TANF referrals if the form includes age. (ELCMC may not use the referral for Certified Homeless Shelter or Domestic Violence Center Participants, to verify age)
- I. Official vital statistics records
- J. A parent notarized statement of the child's age with an accompanying certificate of age that bears the signature of a public health officer or physician stating that the child's age shown on the affidavit is true and correct

Proof of Identity: One document is required to establish the identity of the parent receiving services.

- A. A government-issued ID, driver's license, employment ID or student ID
- B. An immunization record and either two forms of ID showing the parent's name or a photo ID
- C. If the document does not include a photo, two forms of ID showing the parent's name are accepted. (Social Security card, Voter Registration card, birth record, military document, school record, paystub, employment record and insurance card.

Proof of parental relationship/guardianship: One document is required to establish the parent/guardian relationship.

- A. A copy of the child's birth certificate, which includes the parent's name or maiden name, if applicable
- B. A court order or other legal documentation that substantiates the adult's relations to the child(ren)
- C. A valid DCF or Workforce referral that includes the child's and parent's names
- D. Documentation the applicant is in receipt of relative caregiver payment or TANF benefits on behalf of the child
- E. A notarized statement from the child's parent listing the person designated as responsible for care of the child
- F. Official public or non-public school records
- G. A notarized statement from a medical professional

Proof of Residence: One document for proof of residence is required for redetermination. Please submit one of the documents below. Please note: the document must have your full address (city, state & zip code), and be dated within 12 months of eligibility determination.

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- A. Government-issued document (e.g., a current property tax assessment, dated within 12 months of eligibility determination, showing homestead exemption, a Florida driver's license, Florida identification card) or military order showing that the child's parent is a service member in the United States Armed Forces assigned to duty and residing in Florida when the child attends the SR Program (e.g., permanent change of station)
- B. Current and signed residential rental agreement or receipt from rental payment dated within 12 months of the date the family submitted the child application.
- C. Utility bill (electric, gas, water), cable, Internet or landline home phone bill dated within 12 months
- D. Pay stub from a current employer received within the last 12 months.
- E. Children identified in s.1002.87, F.S., the child's status as a TANF recipient, as shown on a childcare authorization the referring agency submitted
- F. Children identified in s. 1002.81(1)(a)-(d), F.S., the child's Medicaid-eligible status, as shown on a childcare authorization the referring agency submitted.
- G. A notarized statement (affidavit) from the child's parent **and** a letter from a landlord or property owner who confirms that the child resides at the address shown in the notarized statement. **(PARENTS MUST SUBMIT NEW DOCUMENTATION AT EACH ELIGIBILITY REDETERMINATION)**
- H. Documentation from a homeless shelter, domestic violence shelter or a notarized statement from the child's parent

IMPORTANT- A P.O Box does not establish residency

Employment Verification:

- A. **Last 4 weeks of paystubs-** Must be most current and consecutive at time of submission and verify hours, net & gross income

OR

- B. **Verification of Income/Employment form-** The form must be completed entirely by your employer. The form must also provide a phone number for verification.

Self Employed Applicants- Appropriate documentation sufficient to determine hours worked and income, such as business account ledgers, written documentation from customers or contractors, or federal tax returns. You may also visit www.elc-marion.org for a self-employment calendar. The calendar is located under the parent resources tab.

Verification of Other income received:

- A. **Child Support-**If you are currently receiving child support, please review the options below for providing verification of child support payments. Please note that child support income received is included in the total household income to determine eligibility.
- If you have an open child support order through Child Support Enforcement Services, please provide documentation of child support payments received in the last 4 weeks, or proof of not receiving child support payments. **Please provide documentation directly from the Clerk of Courts, or the CSE website: www.myfloridacounty.com**
 - If you are regularly receiving child support payments outside of Child Support Enforcement Services from the non-custodial parent, please provide documentation of all child support payments received in the last 4 weeks.
- Note: If for any reason the first two sources are not available, a parent's attestation (notarized statement), stating the amount of child support the parent received or did not receive is acceptable.**
- If you pay child support or alimony, please provide payments made for the last 4 weeks.
- B. **Verification of Relative Caregiver/TANF Cash Assistance-**Please submit a printout from the ACCESS Florida Website verifying the payment amount, start and end date of the payments. The printout must show the child's name and name of the parent/guardian receiving the payment.
- C. **Verification of Social Security Benefits-** Please provide a recent award letter, or documentation of your Social Security benefits. Must verify benefit amount and recipients.

Education Verification:

- A. For the current semester, please provide a Student detailed schedule and proof of enrollment from an accredited educational institution, a letter on school letterhead verifying the amount of credit or actual hours you are enrolled for, the class start and end dates, class times and day of the week for attendance. You may also visit www.elc-marion.org for a verification of education form. The form is located under the parent resources tab.

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Note: Use of educational activities as a purpose for care is limited to GED programs, secondary education programs, technical or vocational programs, associate of arts, associate of science, Bachelor of Arts and Bachelor of Science programs. (A Master's degree does not qualify for an educational activity as a purpose for care)

Disability Verification:

- A. If you are temporarily or permanently disabled and unable to work, please submit the most current Social Security Award Letter verifying the payment amount and recipient name. You may also visit www.elc-marion.org for a verification of disability form. The form is located under the parent resources tab.
- B. If you are over the age of 65, please submit the most current Retirement Age and Benefit Award Letter from Social Security.

Marital Status:

- A. If you are married and separated from your spouse, please submit a notarized statement or attestation indicating you are separated. The statement must also include how long you have been separated and the last known whereabouts of your spouse. **(A new affidavit is required at each redetermination)**
- B. If you are divorced, please submit a copy of your Divorce decree unless it is already on file with the ELC.