

**LIST OF ITEMS FOR PARENT/GUARDIAN TO BRING IN FOR SCHOOL READINESS
ELIGIBILITY/REDETERMINATION**

- A government issued ID, Driver's license, employment ID or student ID. An immunization record and either two forms of ID showing the parent's name or a photo ID.
- **Documentation of guardianship**-Child's birth certificate, which includes the parent's name or maiden name, if applicable, A court order or other legal documentation that substantiates the adult's relationship to the child(ren), A valid DCF or Workforce referral that includes the parent's names, Documentation that the applicant is in receipt of relative caregiver payments or TANF benefits on behalf of the child, A notarized statement from the child's parent listing the person designated as responsible for care of the child, Official public or non-public school records and a notarized statement from a medical professional.
- Copy of Separation/Divorce Papers or Notarized Statement (if applicable).
- **Proof of all household income (Earned and Unearned):** Must be current & consecutive 4 weeks of paystubs; 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. Proof of Unearned Income (current 4 weeks) Child Support, Alimony, TANF, Veterans Benefits, SSI Income, etc. For self-employed: current year tax return and accounting records with a work calendar that show the hours worked for the last 4 weeks.
- **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 official school schedule OR proof of enrollment from an accredited educational institution, on official letterhead, that contains the class schedule. (You may also contact the Coalition for a Verification of Education Form). **A Master's Degree does not qualify for an educational activity as a purpose for care.**
- Proof of Food Stamp Benefits listing all household members. (If applicable).

- **Documented proof of child(ren)s legal age:** birth certificate, court order, insurance policy, US passport, immunization record, or valid military dependent identification. (If none of the documents are available, please contact the ELC for additional documents that can be submitted).
- **Proof of County Residence:** Government-issued document (e.g., a current property tax assessment, dated within 12 months of eligibility determination, showing a homestead exemption, a Florida driver's license, Florida ID 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. Current and signed residential rental agreement, mortgage statement or receipt that contains a name and address from a rental payment, dated with 12 months of the date the child application is submitted. Utility bill (electric, gas, water), cable, Internet or landline home phone bill dated within 12 months, Paystub from a **current** employer dated within 12 months, TANF childcare authorization, Medicaid-eligible status, a notarized statement 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. **(Notarized Statements- Parents must submit new documentation at each eligibility determination).**
IF no supporting documents are available for a homeless child, a letter from a shelter or a notarized statement from the child's parent is acceptable.
- **Proof of Family Size:** Social Security cards for children and parents in the household, birth certificates for all children in the 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-97, I-551), certificate of citizenship. (If none of the documents are available, please contact the ELC for additional documents that can be submitted).
- **Provider Choice:** What Child Care Center have you selected? (If applicable)
- **Zero Balance transfer form:** if you have ever used subsidized services before you will need this from your previous provider. (If applicable)

*****IF YOU RECEIVE: TANF (CASH ASSISTANCE), RELATIVE CAREGIVER FUNDS (RCG), GUARDIANSHIP ASSISTANCE PROGRAM (GAP), TRANSITIONAL CHILD CARE (TCC), TRANSITIONAL EDUCATION (TED), PROTECTIVE SUPERVISION/INVESTIGATION OR FOSTER CARE YOU MUST HAVE A COMPLETED& CORRECT CHILD CARE AUTHORIZATION FROM THE REFERRING AGENCY PRIOR TO COMPLETING YOUR ELIGIBILITY DETERMINATION*****