



You are required to submit a copy of the following documents as part of the eligibility process:

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| <p><u>Parent Identification</u> Provide one of the following for all parents living in the household:</p> <ul style="list-style-type: none"> ➤ Valid FL Driver's License or Government ID <p><u>Family Size</u> Provide documents for other family members you would like to be included in your family size: Proof of age is needed for ALL CHILDREN living in the household.</p> <ul style="list-style-type: none"> ➤ Photo ID for adult family members ➤ Proof of other household income ➤ If separated: Letter of Separation Form ➤ If divorced: Divorce papers | <p><u>Child Legal Status</u> Provide one of the following for child(ren) <u>who will receive care</u>:</p> <ul style="list-style-type: none"> ➤ An original/certified copy of child's United States birth certificate ➤ A United States passport ➤ U.S. Citizenship/naturalization certificate ➤ Lawfully admitted alien document (i.e., I-94, I-94A, I-97, I-551, I- 766) with a non-US passport. ➤ Documentation of the child's Medicaid eligible status (cannot be Medicaid benefits received through emergency medical assistance program as a non-citizen or non-qualified alien) | <p><u>Child Age Documentation</u> Provide one of the following for <u>all</u> children living in your household:</p> <ul style="list-style-type: none"> ➤ An original/certified copy of child's birth certificate ➤ An original/certified copy of the child's baptism/other religious certificate <u>with</u> an affidavit stating the certificate is true/correct ➤ A life insurance policy which has been in effect for at least 2 years ➤ A passport/certificate of arrival in the U.S. ➤ Immunization record signed by health officer/licensed physician ➤ Valid military dependent identification card ➤ Proof of guardianship – court ordered documents <p>NOTE: Child documentation is needed for ALL CHILDREN residing in the household. Those receiving care and NOT receiving care.</p> |
| <p style="text-align: center;"><u>Residency</u></p> <p>Provide one of the following to verify where you live:</p> <ul style="list-style-type: none"> ➤ 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 identification card) ➤ Utility bill (electric, gas, water), cable, internet, or landline home phone bill dated within 12 months of your child's application date ➤ Valid & signed residential rental agreement or receipt from rent payment dated within 12 months of your child's application date ➤ Mortgage Statement dated within 12 months of your child's application date ➤ DCF Food Stamp/Medicaid Letter (within the past 30 days) ➤ Notice of Case Action for TANF (cash assistance) within 12 months of your application. ➤ Paystubs – current and consecutive (last 4 weeks of paystubs). ➤ If living with someone: A notarized statement from the child(ren)'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. | | |
| <p style="text-align: center;"><u>Purpose for Care Documentation</u></p> <p>To qualify for School Readiness services, parent(s) must meet eligibility requirements by providing proof of purpose for care. Proof of purpose for care can be provided by showing proof of employment, education, a combination of employment and education, or disability or age.</p> | | |
| <p style="text-align: center;"><u>Employment</u></p> <p>If you are working 20 hours or more per week, please provide one of the following: If paid with paystubs:</p> <ul style="list-style-type: none"> ➤ Current/consecutive paystubs: Your last four (4) weekly paystubs, or two (2) bi-weekly paystubs, or two (2) semimonthly paystubs, or one (1) monthly paystub. <p>If not paid in paystubs or recently started a new job and do not have 4 weeks of paystubs to provide:</p> <ul style="list-style-type: none"> ➤ Employment Verification Form completed and signed by your employer reflecting the last 4 weeks of income. ➤ Written statement <p>If you are self-employed or paid in cash:</p> <ul style="list-style-type: none"> ➤ Last year's income tax return with business ledger and/or Schedule C, and work calendar (schedule) that shows hours worked within the last 4 weeks. ➤ If last year's taxes have not been filed, provide a work calendar that shows hours worked within the last 4 weeks with business ledger and receipts. | <p style="text-align: center;"><u>Education</u></p> <p>Provide one of the following for parent(s) enrolled in school</p> <ul style="list-style-type: none"> ➤ An official school schedule or proof of enrollment from an accredited educational institution, on official letterhead, that contains the class schedule. ➤ Screen prints showing the student's enrollment status, hours, and classes in which enrolled from the institution's website. <p>Please note the following:</p> <ul style="list-style-type: none"> ➤ Documentation must include the number of class hours and lab hours, the date the semester/period of training starts and the date it ends, as well as the expected date of graduation. ➤ 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. | <p style="text-align: center;"><u>Disability or Age</u></p> <p>Provide one of the following if the parent is exempt due to disability</p> <ul style="list-style-type: none"> ➤ A current award letter that shows the parent receives Supplemental Security Income (SSI)/Social Security Administration (SSA) disability. ➤ Documentation from a licensed physician or a disability award letter from the U.S. Social Security Administration. The doctor's statement should specify whether the individual is permanently or temporarily disabled, with the anticipated duration of the disability, if temporary. <p>Provide one of the following if the parent is exempt due to age</p> <ul style="list-style-type: none"> ➤ Proof of receipt of retirement income benefits from the U.S. Social Security Administration or documentation from a licensed physician. |
| <p style="text-align: center;"><u>Unearned Income</u></p> <p>Please provide any of the following that are applicable as unearned income. The term includes, but is not limited to-</p> <ul style="list-style-type: none"> ➤ Documented alimony and/or child support ➤ Social Security Benefits ➤ Supplemental Security Income (SSI) (excluding SSI when a child is the recipient) ➤ Temporary cash assistance under chapter 414, F.S. ➤ Food Stamp Letter/Notice of Case Action for TANF (cash assistance) ➤ Workers' compensation benefits ➤ Veterans' benefits ➤ Cash gifts (received regularly) | | |

