



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

<p style="text-align: center;">Identity</p> <ul style="list-style-type: none"> • Provide one of the following for all parents living in household: <ul style="list-style-type: none"> o Valid FL Driver’s License or Government ID • Provide one of the following for child/ren <u>who will receive care</u>: <ul style="list-style-type: none"> o An original/certified copy of child’s United States birth certificate o A United States passport o Copy of child’s resident card o Citizenship/naturalization certificate o Lawfully admitted alien documents (i.e. I94, I 94A, I 97, I 551, and I 766 with non-US passport. <p>NOTE: Proof of legal status is required for all children receiving child care assistance.</p>	<p style="text-align: center;">Education (if applicable)</p> <p>Provide one of the following for parent/s enrolled in school</p> <ul style="list-style-type: none"> o Official current class schedule showing credit hours, days & times of classes o Official school letter on letterhead with an official seal stating the number of class hours and lab hours, date the semester/period of training starts and the date it ends, as well as expected date of graduation.
<p style="text-align: center;">Residency</p> <p>Provide one of the following to verify where you live:</p> <ul style="list-style-type: none"> o Utility bill (electric, gas, water), cable, internet or home phone bill dated within 12 months of your child’s application date o Valid & signed residential rental agreement or receipt from rent payment dated within 12 months of your child’s application date o Mortgage Statement dated within 12 months of your child’s application date o Tax assessment showing homestead exemption o Current mail from FOOD Stamps/Medicaid (within past 30 days) o Food Stamp Letter/Notice of Case Action for TANF (cash assistance) within 12 months of your application. o Paystubs – current and consecutive (last 4 weeks of paystubs). o If living with someone: Provide their residency document and a notarized letter written by them confirming their address and that you and your child(ren) live in their home. 	<p style="text-align: center;">Child Documentation</p> <p>Provide one of the following for <u>all</u> children living in your household:</p> <ul style="list-style-type: none"> o An original/certified copy of child’s birth certificate o An original/certified copy of the child’s baptism/other religious certificate <u>with</u> an affidavit stating the certificate is true/correct o A life insurance policy which has been in effect for at least 2 years o A passport/certificate of arrival in the U.S. o Immunization record signed by health officer/licensed physician o Valid military dependent identification card o 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;">Employment</p> <p>If you are working 20 hours or more per week, please provide one of the following:</p> <ul style="list-style-type: none"> o Current/consecutive paystubs: Your last (4) weekly paystubs; or two (2) bi-weekly paystubs; or two (2) semimonthly paystubs, or one (1) monthly paystub o Income Verification Form completed/signed by your employer reflecting last 4 weeks of income. o If you are self-employed or paid in cash: last year’s income tax return, with business ledger and/or Schedule C, work calendar (schedule) with receipts for transactions listed on calendar <p>NOTE: If paid with paystubs, copies of paystubs MUST be provided.</p>	<p style="text-align: center;">Family Size</p> <p>Provide documents for other family members you would like to be included in your family size:</p> <ul style="list-style-type: none"> o Proof of age is needed for ALL CHILDREN living in the household. o Photo ID for adult family members o Proof of other household income o If separated: notarized letter stating date of separation, spouse’s name, address, and phone number. Proof of address from absent parent is needed in the form of a utility bill or lease. If spouse’s whereabouts are unknown, provide a written notarized letter stating that the whereabouts are unknown. The letter must be dated and signed. o If divorced: Divorce papers
<p style="text-align: center;">Earned/Unearned Income</p> <p>Please provide any of the following if applicable:</p> <ul style="list-style-type: none"> o Current award letter/print out of any Social Security benefits explaining reason income is awarded. If disabled, provide Social Security letter o Physician disability statement confirming parent/guardian is exempt from work requirement and providing recommendation for child care (must be dated/signed by physician) o Food Stamp Letter/Notice of Case Action for TANF (cash assistance) o Current printout from Child Support Enforcement o If child support is not paid through Child Support Enforcement: Submit ELC’s Child Support Statement 	

