

*****IT IS IMPORTANT TO READ THIS INFORMATION BEFORE COMPLETING YOUR PACKET*****

(This page is for your information and record only)

In order for this recertification to be successful, you must comply fully with all requirements as detailed below. You must complete ALL forms requested in their entirety. Each question must be answered in full. If a question is not applicable to you, you must write N/A. **Failure to complete this process will result in loss of child care assistance.**

RBM (Recertification by Mail) packets can be mailed, hand-delivered or faxed to the School Readiness RBM Department.

- The RBM packet must be received at least **ten (10) business** days prior to the recertification date.

If the packet is not received prior to your recertification date, you must contact the School Readiness RBM Department at: (813) 744 - 8941 press 1 to speak to an RBM Representative.

DON'T FORGET! If you have not heard from our program ten days **before your recertification date**, you are responsible to call and ask about your status.

*****All forms must be signed, dated and completed in its entirety and returned. Only blue/black ink is acceptable.**

1. **Client Application form:** Your **signature** on this document also **serves** as the signature on the computer generated "**Eligibility and Enrollment Form for School Readiness**" Services.
2. **Income Worksheet for Eligibility and Parent Copayments:** Required by State that parent/guardian complete and sign and date the bottom of page 2. This is in addition to the employment and earned/unearned income verification required below.
3. **Verification of Residency** (current address)- utility bill; pay stub; residential rental agreement or receipt from rental payment; government issued document -current and valid FL driver's license/ID card.
4. **Verification of Receipt of Child Support (Court Ordered and/or Voluntary for all children residing in the home):** supporting documentation must be returned for the last 4 weeks of payment: If payments are received: Weekly: must provide last four (4), Bi-Weekly: must provide last two (2), Semi-Monthly: must provide last two (2), or Monthly: must provide last one (1).
5. **Verification of Non-Receipt of Child Support (Include all children residing in the home):** if child support is court ordered but it is not received, additional documentation is required (i.e. Family Law Case History, clerk of court, court order depository number, myfloridacounty.com payment history).
6. **Proof of Employment/Income:** For both earned and unearned income for yourself and your spouse/other parent, please attach the following:
 - If you are paid:**
 - **Weekly:** copies of your most **current** check stubs for four (4) *consecutive* weeks.
 - **Bi-weekly:** copies of your most **current** check stubs for two (2) *consecutive* pay periods.
 - **Semi-monthly:** copies of your most **current** check stubs for two (2) *consecutive* pay periods.
 - **Monthly:** copies of your most **current** check stubs for one (1) *consecutive* pay periods.

If you are **self-employed** you may submit business account ledgers, written documentation from customers, contractors or federal tax returns only if it is within the months of January-April of the current tax year.

7. **Verification of Education activity** - documentation must include name of the facility, begin and end date, class schedule, and signature of facility representative. *(if applicable)*

8. **Work Schedule Change:** letter from employer or “Verification of Employment Schedule” form* must be provided if there is a change in schedule and care is needed for evening, weekend, or over night shift.
9. **Proof of any other household income:** Social Security, SSI, TANF, Retirement benefits, Food Stamps, Housing, etc... *(if applicable)*
10. **Request to Change Status form:** Please attach relevant documentation to verify the change *(if applicable)*

*Additional forms can be found at <https://www.elchc.org/resource-center/>.

THE FOLLOWING ITEMS CAN LEAD TO TERMINATION OF PAYMENT FOR CHILD CARE ASSISTANCE:

1. Paperwork sent in later or not received by the recertification date stated on the Cover Letter (RBM). If your paperwork is not returned by the recertification deadline, you or the provider will **not** receive any further notification; the Cover Letter (RBM) serves as your termination notice. Paperwork will be considered as received if it was mailed to the address on file.
2. Incomplete or missing paperwork.