

In order for the School Readiness (SR) interview to be successful, you may need to bring the following items with you in order for the Coalition to determine if the child(ren) are eligible to be enrolled.

(This page is for your information and record only)

- ☐ **Child Care Application and Authorization** referral- *(if applicable)* completed by referring agency caseworker. The referral must be processed within 10 (ten) calendar days from the referral issue date.
- ☐ **Photo I.D.** for parent/guardian arranging child care: for example, valid FL driver's license, government issued ID, state ID, passport.
- ☐ **Verification of Parental Status** each applicant must meet the definition of parent/guardian and submit documentation of guardianship to verify the parental relationship. e.g., child's birth certificate which includes applicant's name, court order or legal documentation that substantiates the adult's relationship to the child(ren).
- ☐ **Verification of Family Size** each applicant must identify and provide supporting documentation of each child and adult included in the school readiness family size. e.g., child's birth certificate which includes applicants name, court order or legal documentation that validates the child(ren) resides, valid government issued ID for verification of each household member.
- ☐ **Verification of Residency** (Hillsborough County address) – e.g., current utility bill, current pay stub, Florida driver's license/ID card, residential rental agreement or receipt from rental payment, government issued document.
- ☐ **Verification of Age** for children receiving financial assistance for child care. e.g., birth certificate, insurance policy on child's life has been in place for at least 2 yrs.; passport; immunization record signed by public health officer or licensed practicing physician; Florida immunization document; military dependent ID.
- ☐ **Verification of Citizenship** (*child's legal status*) - for children receiving financial assistance for child care. U.S. birth certificate, an original or certified copy of the child's U.S. birth record filed according to law with the appropriate public officer, U.S. passport, lawfully admitted alien document (e.g. Forms I-94, I-94A, I-197, I-551, & I-766) with non-U.S. passport, certificate of U.S. citizenship or naturalization.
- ☐ **Verification of Employment** *(if applicable)* check stubs/receipts must include: hours worked, hourly rate, pay frequency, the name of the parent/guardian and the employer information must be legible on all stubs/receipts.

Must provide any of the following:

- a) ☐ If paid Weekly: must provide last four (4) current and consecutive pay stubs/receipts
- ☐ If paid Bi-Weekly- must provide last two (2) current and consecutive pay stubs/receipts
- ☐ If paid Semi-Monthly- must provide last two (2) current and consecutive pay stubs/receipts
- ☐ If paid Monthly- must provide last one (1) current and consecutive pay stubs/receipts
- b) Letter on company letterhead from the employer must include: the name of the parent/guardian and 2nd parent/guardian, if applicable, the employer information must be legible, and also include: start date, hours worked, hourly rate, pay frequency, and pay periods and amounts for the last 4 weeks of earnings as stated in item (a).
- c) Verification of employment form that contains information regarding the hours worked, hourly rate, pay frequency, and pay periods as stated on item (a).

If **Self-Employed** must provide a valid occupational/business license and any of the following:

1. business account ledgers for the last 4 weeks
2. receipts of earnings (accompanied by a self-employment log) for the last 4 weeks from customers/contractors
3. current federal tax return if reflective of current earnings

For allowable deductions must provide receipts for expenses.

If **Casual Labor**:

1. receipts of earnings (accompanied by self-employment log) for the last 4 weeks from customers/contractors
2. written statements from employers

☐ **Verification of Education activity** – an official school schedule and proof of enrollment from an accredited education institution. Use of educational activities shall be limited to GED programs, secondary educational programs, technical or vocational programs, associate of arts, associate of science, Bachelor of Arts, and Bachelor of Science programs. *(if applicable)*

☐ **Child Care Exemption Statement due to disability or age** *(if applicable)*

- **Disability:** current disability award letter from the U.S. Social Security Administration or documentation from a physician licensed under Chapter 458 or 459, F.S.
- **Age:** current proof of receipt of retirement income benefits from the U.S. Social Security Administrator or documentation from a physician licensed under Chapter 458 or 459, F.S.

☐ **Verification of Food Stamps and Housing assistance** *(if applicable)*.

☐ **Verification of Child Support (*Court Order, Voluntary and/or Non-Receipt for each child residing in the home*)**

- receipt of child support (court ordered and/or voluntary): supporting documentation for last 4 weeks of payments
- non-receipt of child support *(if child support is court ordered but not received)*: additional documentation is required (i.e. Family Law case history, clerk of court, court order depository number, myforidacounty.com payment history)

☐ **Proof of all other household income:** alimony, adoption benefits, social security benefits, SSI, TANF, veteran's benefits, unemployment, worker's compensation, military FSSA housing, retirement benefits, income received from other sources *(if applicable)*

☐ **Additional forms can be found at the ELCHC website:** <https://www.elchc.org/resource-center/> click on Forms.
