



### Notice of Required Documents

ELCNC-223 Rev. 9/12/11

Parent/Guardian Name: \_\_\_\_\_  
Provider: \_\_\_\_\_  
Date: \_\_\_\_\_ Return Documents By: \_\_\_\_\_

You are authorized for School Readiness services; however, you **MUST** provide the following documents (as indicated) by the due date to **CONTINUE** services:

- ID for the Parent/Guardian Arranging Care** - e.g. Driver's License, government-issued photo ID card, photo employment ID or photo student ID. If no photo ID is available, two acceptable forms of non-photo ID are required.
- Current Proof of Residency** – e.g. current utility bill in parent/caregiver's name, [e.g. telephone (land line only) electricity, water] driver's license or paystub with current physical address; current lease agreement; statement from landlord verifying parent/caregiver's address accompanied by a notarized statement of residence from the applicant is acceptable.
- Proof of Status as a Parent for Parent applying for Services** – e.g. child's certified birth certificate, court order, adoption paperwork. Non-relative applicants require a third party attestation, in addition to an applicant's attestation of physical custody.
- Proof of US Citizenship for Child(ren) Receiving School Readiness Services** - e.g. U.S. Birth Certificate, U.S. Certification of Birth Abroad, current U.S. Passport, evidence of status as a non-citizen national or qualified alien eligible for federal public benefits.
- Copy of Separation/Divorce Papers** – A notarized statement of marital status is acceptable if legal documentation is not available.
- Proof of Age for Child(ren) Receiving Services** – e.g. child's certified birth certificate, certificate of baptism or other religious record with parent attestation, insurance policy for child in force for 2 years prior, immunization record, FL Shots cert.
- Proof of **EARNED AND UNEARNED** income for household members included in your family size. Examples of UNEARNED income include: child support received, food stamps, SSA, SSI, VA Disability.
- Paystubs. 6 weekly, 3 bi-weekly, 4 semi--monthly or 2 monthly (CURRENT AND CONSECUTIVE)** for: \_\_\_\_\_
- ELCNC-225 Verification of Income-Employment Form** completed by current employer for \_\_\_\_\_
- Self-Employed** - tax return or 1099 and/or accounting books for prior reporting period/proof of hours. Contact your counselor.
- ELCNC-218 Verification of Disability**       **ELCNC-267 Verification of Education**
- ELCNC-217 Verification of Family Status**       **Letter of Eligibility** for: \_\_\_\_\_
- Completed Ages and Stages Questionnaire (ASQ)** required for the following child(ren): \_\_\_\_\_
- Other:** \_\_\_\_\_

Please Note: if you are unable to provide the required documentation and need additional information or assistance, please contact your Client Services Counselor **BEFORE** the documents due date indicated on this form. Other document options **MAY** be available.

**Failure to provide documentation by the due date may result in termination of School Readiness services.**

Counselor Name: \_\_\_\_\_ Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

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