



### Required Documents Checklist

- ID for the Parent/Guardian Arranging Care** - e.g. Driver's License, government-issued photo ID card, photo employment ID or student photo 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 with physical address; current paystub with physical address; current lease agreement, a 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.
- 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 certificate.
- 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.
- Proof of Income - 6 weekly, 3 bi-weekly, 4 semi-monthly or 2 monthly (current and consecutive) paystubs** or if not available **ELCNC-225 Verification of Income/Employment Form** available on the Coalition's website @ [www.elc-naturecoast.org](http://www.elc-naturecoast.org). We must collect proof of income for all adults included in the household size.  
We need the following, if a parent is not working but is attending school or is medically disabled:
  - Proof of education hours: Must be at least 20 hours per week to include classroom and lab hours and reasonable study time. Additional time is allowed for travel. Call our office for ELCNC-267 Verification of Education (also available on the Coalition's website @ [www.elc-naturecoast.org](http://www.elc-naturecoast.org)).
  - Medical disability: Parents must provide the Verification of Disability Form, completed by a Medical Physician. Call our office for ELCNC-218 Verification of Disability (also available on the Coalition's website @ [www.elc-naturecoast.org](http://www.elc-naturecoast.org)).
- Proof of any other income coming into the home**, e.g. child support, alimony, military assistance, Social Security benefits (award letter), pension benefits, unemployment benefits, workers compensation, food stamps, cash assistance. Six (6) weeks proof where applicable. If you have questions in regard to other household income, please call our office.
- Fully completed Ages and Stages Questionnaire(s) required for the following child(ren): \_\_\_\_\_
- Other: \_\_\_\_\_

**Documentation:**

**Some other options for the required documentation listed above are available. Call to ask about alternatives.**

It is your responsibility to provide your counselor with all requested written documentation, including income verification, pay stubs, and any other material your counselor may require in order to process your case. **Failure to provide the needed information may result in rescheduling the appointment.** The Coalition reserves the right to request additional documentation.

**Appointments:** The appointments you make with your Client Services Counselor are **VERY IMPORTANT!** If you are unable to keep your scheduled appointment, please contact your Client Services Counselor or the receptionist as soon as possible to let them know and to reschedule. The Client Services Counselor may not be able to meet with clients on a drop-in basis, so if you are more than fifteen (15) minutes late for your appointment you may have to be re-scheduled. **NOTE: You will be provided with a lot of information at this appointment. If possible, please make arrangements for your child(ren) as we do not have on-site child care.**

**Child Care Provider Selection:** Please be sure to have a child care provider selected, and check with the provider for available space BEFORE your appointment. If you would like assistance with locating a provider or with the provider selection process, please call our office for Child Care Resource and Referral assistance and information.

**Please call your local Coalition office if you have questions regarding acceptable documents:**

**Client Services Counselor Name**

**Telephone**

**Ext.**

Chiefland Office  
212 N. Main Street  
Chiefland, FL 32626  
Phone: 352-490-5855  
Fax: 352-490-6762  
Toll-Free: 877-840-5437

Crystal River Office  
1566 N. Meadowcrest Blvd.  
Crystal River, FL 34429  
Phone: 352-563-9939  
Fax: 352-563-5933  
Toll-Free: 877-336-5437

Sumter Office  
114 N. Jumper Drive  
Bushnell, FL 33513  
Phone: 352-793-5430  
Fax: 352-793-6230