



APPOINTMENT CHECKLIST

- Parent Photo ID: Proof of Status as a Parent (Primary Applicant Only)
- Proof of County/State Residency: Same Residential Address as Current Application?
- Proof of US Citizenship for child(ren) (if born outside the U.S.)
- Verification of Family Status: signed? notarized?
- Documentation of Age/Place of Birth for children enrolled in School Readiness:
Child 1 _____ Child 2 _____ Child 3 _____ Child 4 _____ Child 5 _____
- Ages and Stages Questionnaire (ASQ) for children birth-kindergarten entry age, if applicable.
Child 1 _____ Child 2 _____ Child 3 _____ Child 4 _____ Child 5 _____
- Referral & Fee Waiver Form (if applicable): DCF/Partner One Stop Letter of Eligibility
ELCNC-229 School Readiness Fee Reduction Notice Form (if applicable: BG1-13 and BG1-14R)
- Disposition Form: to BG1 or BG3R (At Risk) Caseworker (can be completed after parent interview)
- Rilya Wilson: (if applicable) certificate stamped? FAQ to parent/provider case notes?
- ELCNC-216 Eligibility & Enrollment Application Form for SR Services completed/signed by parent
- EFS Enrollment Form signed by parent
- Child Care Certificate: signed/with footnote? foot note initialed by parent return date stamped?
- EFS (SR 100) Income Worksheet: signed with income tape attached to signature page?
- SR#100 Income Worksheet (completed & signed by parent)
- Parent fees/family size checked in EFS and match income tape
- ELCNC-245 Notice of 185-200% FPL provided? (if applicable)
- ELCNC School Readiness Services Terms & Conditions: reviewed, initialed & signed?
- Earned Income: parent #1? Earned Income: parent #2/any other adult? (if applicable)
- ELCNC-238 School Readiness Pay History Calendar (optional)
- Proof of Unearned Income: (inc. but not limited to) child support, Social Security, etc. (if applicable)
- Parent Fee Start Date Correct?
- Education Activity Parent #1? Education Activity Parent #2? (if applicable)
- Disability Documentation Parent #1? Disability Documentation Parent #2? (if applicable)
- Any other documentation required to prove purpose of care?
- Any other ELCNC-274 Attestation (if applicable)
- ELCNC-224 Early Learning Services Appeal
- ELCNC-300 School Readiness Payment-An Overview for Parents
- Any other supporting documentation (e.g. court order)
- ELCNC Notice of Required Documents? (if applicable)
- Needs Information provided? 211 Info. provided? Needs Letter provided?
- Notification to Provider (by telephone and fax or mail)
- Case Notes: Parent Needs Assessment Case Notes
- ELCNC-247 School Readiness Eligibility Review Checklist

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