**SCHOOL READINESS PROGRAM**

**NOTICE OF REQUIRED DOCUMENTS**

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| **Applicant Name:**  |  |

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| --- | --- | --- | --- | --- | --- |
| **Date:** |  | **Return Documents By:** | **PM**  | **On:** |  |

 **Time Due Date**

This notice is related to:

[ ] An initial request for School Readiness services

[ ] A recertification or update to an existing application for School Readiness services

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| **[ ] School Readiness services will be cancelled on** |  | **if documentation is not received by the** |
|  **due date listed above.** |

You must provide the items indicated by [x]  boxes below, by the due date indicated above.

**Please see ELPOP 400.03: *School Readiness Program Parent Handbook*** available at all ELC offices for an explanation of acceptable documentation for each item indicated below. Please note that the ELC is authorized to process applications that include acceptable documentation only. All other applications are returned to the applicant without processing or further contact. You may contact the ELC to schedule an appointment for a review of your application prior to its submission date.

**REQUIRED DOCUMENTS:**

[ ] **ELPOP 400.02: Applicant and Household Member Information**

[ ] **Proof of U.S. citizenship for each child requiring School Readiness services**: (examples include: U.S. birth certificate, U.S. passport,certificate of U.S. citizenship or naturalization)

[ ] **Proof of age for each child requiring School Readiness services**: (examples include: birth certificate, passport or certificate of child’s arrival inthe U.S., immunization record, valid military dependent identification card)

[ ] **Proof of the relationship between the applicant and the child**: (examples include: driver’s license, other government-issued ID, child’s birthcertificate listing parent’s name, court order documenting the adult’s relationship to the child)

[ ] **Proof of residency**: (electric, gas, water bill or other utility bill, pay stub from current employer, residential rental agreement (Lease), government-issueddocument showing current physical address)

[ ] **Proof of employment and/or education**: *(*pay stubs, school schedule and completed ELPOP 400.06*)*

**[ ] Proof of unearned income**: (child support received, adult SSA/SSI payments, worker’s compensation, temporary cash assistance, etc.)

[ ] **Proof of deductible income**: (child support paid out of the home*)*

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| [ ] Other: |  |
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| [ ] Other: |       |

If you need assistance completing ELPOP 400.02: Applicant and Household Member Information, you should schedule an appointment with the person listed below. Please note that the ELC does not offer walk-in appointments and encourages you to request an appointment date that is at least five (5) days prior to the due date stated above. This will allow plenty of time for you to gather the documents that must be attached and submitted with the completed ELPOP 400.02: Applicant and Household Member Information on or before the due stated above.

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| **Eligibility Analyst:** |  |  **Phone:** |  |  |

 **Email:      @elc-naturecoast.org**