



SCHOOL READINESS PROGRAM
NOTICE OF REQUIRED DOCUMENTS

Applicant Name: _____

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

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 the ELC office for an explanation of acceptable documentation for each item indicated below.

REQUIRED DOCUMENTS:

- ELPOP 400.02: Applicant and Household Member Information
Proof of U.S. citizenship for each child requiring School Readiness services
Proof of age for each child requiring School Readiness services
Proof of the relationship between the applicant and the child
Proof of residency
Proof of employment and/or education
Proof of unearned income
Proof of deductible income
Other: 400.04: Verification of Employment
Other: 400.05: Self-Employment Tracking Form
Other: 400.06: Verification of Education
Other: 400.08: Child Support Income Attestation
Other: _____
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.

Eligibility Analyst: _____ Phone: _____
Email: _____@elc-naturecoast.org