

Documents required for verification

In order to prove eligibility to receive a free early childhood seat, families must submit documents to any EnrollNOLA Family Resource Center (NSECD and PK4) or Eligibility Center (Inf - 3 years old). Visit EnrollNOLA.org for hours and locations. **If you do not verify your eligibility, you will NOT receive a placement.** Applicants must verify their eligibility within 5 business days of submitting their OneApp. Below is the list of documents required for Early Childhood program verification:

	Required for Head Start and Early Head Start	Required for PK 4: LA4, NSECD, PEG
Proof of Birth and Parent ID		
Birth certificate	✓	✓
Parent or Guardian ID	✓	✓
Proof of Guardianship (if not parent) ex: Foster Care	✓	✓
Two Proofs of Residency*		
Current rental lease agreement	✓	✓
Homestead Exemption in the parent's name	✓	✓
Electricity/gas bill	✓	✓
Sewerage/water bill	✓	✓
Telephone bill (Landline ONLY)	✓	✓
Cable/internet service bill	✓	✓
Section 8 or HANO Voucher Statement	✓	✓
Proof of Household Income		
Working Applicants must provide one of the following:		
4 Current and Consecutive Pay stubs for each parent or caregiver in the house** (must be within 2 months of date completing verification)	✓	✓
W-2 forms	✓	not required
Income Tax form (if self-employed) (1040, 1040 EZ, 1040 A, 1099)	✓	not required
An official letter from your employer stating: - Where parent/guardian is employed and start date - Hourly rate of pay & frequency of pay (weekly, biweekly, monthly) - The average number of hours parent/guardian works per week.	✓	✓
Non-working applicants must provide one of the following:		
Most recent unemployment compensation statement	✓	✓
If unemployed and not receiving unemployment compensation: Parent/caregiver must submit a letter of support and income documentation from support source.	✓	✓

* Either the parent/guardian name must be on the residency documents or if the parent/guardian lives with another adult who is named on the residency documents, the parent/guardian must bring a signed letter and I.D. from the person named on the residency documents. The signed letter should state that the parent/guardian lives at that same address. If bringing a letter, parent/guardian must bring acceptable proofs of residency in resident's name.

** Paychecks/stubs must be calculated on a 40 hour/week basis. If you work less than 40 hours each week, please bring a letter from your employer on letterhead stating where you are employed, your hourly rate of pay, frequency of pay, and the average hours worked a week in order to accurately calculate your actual income.