

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 or the Eligibility Centers listed on EnrollNOLA.org. **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 programs:

| | Required for Head Start and Early Head Start | Required for PK 4: LA4, NSECD, PEG |
|--|--|------------------------------------|
| 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 | ✓ | ✓ |
| Cable/internet service bill | ✓ | ✓ |
| Section 8 or HANO Voucher Statement | ✓ | ✓ |
| Current official letter from a government agency | ✓ | ✓ |
| Proof of Household Income | Bring all that apply | Bring all that apply |
| 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 (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 from the person named on the residency documents stating 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.